M E M O R A N D U M

**TO: RANDY POE, SUPERINTENDENT**

 **MATT MCINTIRE, CHAIRPERSON**

 **BOARD MEMBERS**

**FROM: DR. JIM DETWILER, DEPUTY SUPERINTENDENT/CAO**

**MR. CASEY JAYNES, DIRECTOR OF MS/HS TEACHING AND LEARNING**

**DATE: JANUARY 28, 2020**

**RE: MEMORANDUM OF AGREEMENT BETWEEN ACT INC. AND IGNITE INSTITUTE**

The attached agreement is between Ignite Institute and ACT Inc. to administer assessments in accordance with all policies and procedures as provided by ACT. Due to an early deadline, this contract had to be pre-approved via digital signature prior to the February board meeting.

I recommend the Board approve this MOA as presented.

**Dr. James Detwiler**

**Deputy Superintendent/CAO**

**Mr. Casey Jaynes**

**Director of MS/HS Teaching and Learning**