

OK AS TO
AMH 7-8-2024



Host Agreement National Career Academy Coalition

Insight Onsite

The Parties of this Agreement) are the **National Career Academy Coalition (NCAC)** and **School/District**, hereinafter collectively referred to as the Parties. This form MUST be signed and returned to Connie Majka, Director of Leadership Programs, connie@ncacinc.com

Purpose: The purpose of this agreement is to establish the roles and responsibilities of the Parties to develop and implement a one- or two-day Insight Onsite Study Visit that demonstrates and showcases the expertise of their Model Academies.

Definition: NCAC's Insight Onsite is a one- or two-day intensive seminar designed to provide an in-depth exploration of the college and career academy model. These events take place on-site at high schools across the country that have achieved the prestigious National Career Academy Coalition Model designation. Attendees learn how Model Academies have embedded the ten National Standards of Practice for Career Academies (NSOP) in their Career Academy programs and how their academy was able to meet and exceed these Standards.

To personalize the learning and to give participants time for meaningful conversations with Academy leaders, each Insight Onsite is limited 100 participants. Fees include all program materials and meals during event hours. Attendees are responsible for their own travel and accommodation fees.

Profit-sharing: NCAC's Insight Onsite is a profit-sharing opportunity for schools/districts. After the event, NCAC's accounting department does a full analysis of the event. Expenses are paid from the total income and the profit is split equally between NCAC and the school/academy. (See How to Submit, Acceptable Expenditures, and Reimbursements below).

Roles and Responsibilities: The Parties agree to the following roles and responsibilities.

Responsibilities of National Career Academy Coalition:

- Provide staff person to support to school/academy and their designated point person
- Assist with the design and development of the agenda
- Provide marketing assistance through the NCAC website and email blasts
- Collect, maintain, and monitor registration information including confirmation emails, invoicing, and correspondence as it may relate to travel, substitutions, and other attendee concerns

Responsibilities of School/Academy:

- Provide designated point person(s) to work with NCAC staff to manage all aspects of the Insight Onsite
- Organize school/academy staff for planning and delivering sessions for the Insight Onsite
- Communicate the purpose, value, and details of the Insight Onsite to the school and district
- Organize the business advisory board members to participate in the Insight Onsite
- Provide food and beverages for attendees. This might include a continental breakfast and a light lunch. If the school site has a culinary academy, that program may provide the meals.

Acceptable Expenditures and Reimbursements:

- Printing: Any material needed for attendees: badges, brochures, handouts, etc.
- Food (Continental Breakfast, lunch, beverages): NCAC will reimburse the school up to \$25 per person per day.
- Substitutes: NCAC will reimburse the school for one to three substitutes.
- Transportation: If needed for the attendees, NCAC will reimburse the cost of a van or bus.
- NCAC will charge an indirect fee of 10% to cover registration, advertising, organization, and website advertising, email blasts, and credit card fees.
- If you require an NCAC person onsite, their flight, hotel, and per diem will be charged against the event.
- Only the items listed above will be reimbursed unless NCAC gives prior approval.
- **Keeping costs low will maximize your profit.**

How to Submit Expenses:

All receipts should be submitted no more than 30 days after the event, and you must use the [NCAC Expense Submission Form](#). We can no longer accept expenses submitted via email -

only expenses submitted via the online form will be processed and paid. Any expense submitted must have a corresponding receipt/backup, and all receipts should be combined into one pdf document. Please submit one expense report per event. Please advise NCAC of the name of the person responsible for submitting receipts.

After submitting, you will receive a confirmation email that NCAC has received it. Save the confirmation email in case you need to contact us. Disbursements will be made within 60 days. For shared profit events, you will receive two disbursements: one with the proceeds from the net profit, and one for the location's submitted expenses via the online form. Proceeds from a shared profit event cannot be disbursed before all of the location's expenses have been submitted. Note: The "Payee" field on the online form should be completed in the same manner the payment check should be written to (i.e. If the check should be written to the school, put the school's name in this field, not the individual completing the form). Businesses, Schools, and other entities will be paid via mailed check and cannot be paid via direct deposit. Only individuals can be paid via direct deposit after submitting the correct paperwork.

If you have any further questions about reimbursements, contact Jessica Lopp, Jlopp@ncacinc.com

Signature, Title

Date

Connie Majka
Director of Leadership Programs
National Career Academy Coalition



THE HARTFORD
BUSINESS SERVICE CENTER
3600 WISEMAN BLVD
SAN ANTONIO TX 78251

March 1, 2024

Board of Education of Jefferson County
Attn: Insurance/Real Estate Dept
3332 NEWBURG RD
LOUISVILLE KY 40218

Account Information:

Policy Holder Details :	National Career Academy Coalition Inc.
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Contact Us

Need Help?

Chat online or call us at
(866) 467-8730.

We're here Monday - Friday.

Enclosed please find a Certificate Of Insurance for the above referenced Policyholder. Please contact us if you have any questions or concerns.

Sincerely,
Your Hartford Service Team



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/01/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER INSURANCE INC/PHS 30721579 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78251	CONTACT NAME: PHONE (866) 467-8730 (A/C, No, Ext):		FAX (A/C, No):
	E-MAIL ADDRESS:		
INSURED National Career Academy Coalition Inc. PO Box 121161 NASHVILLE TN 37212-1161	INSURER A: Hartford Underwriters Insurance Company		30104
	INSURER B: Hartford Fire and Its P&C Affiliates		00914
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY			30 SBM AK2B0H	01/26/2024	01/26/2025	EACH OCCURRENCE	\$2,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
	<input checked="" type="checkbox"/> General Liability						MED EXP (Any one person)	\$10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:							PERSONAL & ADV INJURY
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE	\$4,000,000
	OTHER:						PRODUCTS - COMP/OP AGG	\$4,000,000
A	AUTOMOBILE LIABILITY			30 SBM AK2B0H	01/26/2024	01/26/2025	COMBINED SINGLE LIMIT (Ea accident)	\$2,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	
	<input type="checkbox"/> UMBRELLA LIAB						EACH OCCURRENCE	
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE	
	DED						RETENTION \$	
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			30 WEC AW4ZEZ	02/27/2024	02/27/2025	<input checked="" type="checkbox"/> PER STATUTE	<input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				E.I. EACH ACCIDENT	\$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.I. DISEASE -EA EMPLOYEE	\$1,000,000
							E.I. DISEASE - POLICY LIMIT	\$1,000,000
A	Employment Practices Liability Insurance			30 SBM AK2B0H	01/26/2024	01/26/2025	Each Claim Limit	\$25,000
							Annual Aggregate Limit	\$25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations.

CERTIFICATE HOLDER

Board of Education of Jefferson County
 Attn: Insurance/Real Estate Dept
 3332 NEWBURG RD
 LOUISVILLE KY 40218

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Suarez Castaneda

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