

Memorandum of Agreement (MOA)

Between

Holmes High School

Address: 2500 Madison Ave. Covington, KY 41014

Superintendent: Mr. Alvin Garrison

Phone: (859)292-5970 Ex. 21001

Email: alvin.garrison@covington.kyschools.us

Principal: Mr. Ben Brown

Phone: (859)655-9545 Ex. 16210

Email: ben.brown@covington.kyschools.us

And

Newport High School

Address: 900 E 6th St, Newport, KY 41071

Superintendent: Mr. Tony Watts

Phone: (859)292-3004 ext. 1061

Email: tony.watts@newport.kyschools.us

Principal: Mr. Tim Grayson

Phone: 859-292-3023 ext. 7600

Email: tim.grayson@newport.kyschools.us

Subject: Partnership for Career and Technical Education Programs

Effective Date: 8/26/24

Duration: 2024-25 School year and renewable each following year.

I. Purpose

The purpose of this Memorandum of Agreement (MOA) is to establish a collaborative partnership between [Holmes High School] and [Newport High School] to enhance and share career and technical education programs. This collaboration aims to provide students with access to diverse educational opportunities, resources, and experiences that will prepare them for future careers. Students who participate in this partnership will have the opportunity to attend classes with other students from Covington Independent Schools and Newport Independent Schools at facilities which are located on either the Covington campus or the Newport campus.

This MOU is effective upon the mutual approval of the respective Boards of Education, with said approval having occurred at the regular board meetings of each entity on the following dates: Covington Independent (Date) and Newport Independent (Date).

The MOU shall continue in effect on a year-to-year basis until either party notifies the other that it desires to terminate its participation, by giving written notice consistent with Section VI herein.

This MOU may only be revised or amended through a written instrument adopted and approved by each Board of Education.

At all times this MOU shall be governed by and subject to the laws of the Commonwealth of Kentucky. Either party may enforce the terms of this MOU by initiating action in the Kenton County Circuit Court. Both parties agree that jurisdiction and venue shall lie with the Kenton County Circuit Court.

For the purpose of this MOU, the term “Host School” means the School District where the class and/or programs are provided for participation of the students from the other School District. The term “Home School” means the student’s home school where he/she is enrolled as a full-time student and is the student’s LRE.

II. Scope of Agreement

1. Program Sharing

- Both high schools agree to share specific career and technical education programs, including but not limited to:
 - Marines Corps JROTC (Holmes High School) and Culinary (Newport High School)
- Students from each school may enroll in shared programs offered at the partner school.

2. Logistics and Scheduling

- Each school will work collaboratively to coordinate class schedules to minimize conflicts for students enrolled in shared programs.
- Transportation arrangements will be determined jointly to facilitate student attendance. Each School District shall be responsible for transportation of their respective students to and from the other District’s campus.
- Students who attend classes on the Host School’s campus shall adhere to that school’s calendar and class schedule, including snow days and emergency

closings. If the Host School is open on a day that the Home School is closed, students from the Home School shall not be expected to attend class at the Host School.

- Students who attend classes on the Host School's campus do so as a privilege and not a right, and shall abide by the Host School's code of conduct, policies and procedures. Students who fail to follow the Host School's code of conduct, policies and procedures, may be denied further participation in the program sharing by the Host School, and may be subject to disciplinary action by the Home School.
- Students who have an IEP and/or 504 plan will be serviced by the Home School. The Host School shall permit the Home School to service IEPs and/or 504 plans if so required under a student's plan. The Home School shall be responsible for transmitting all IEP or 504 plans, information, or updates to the Host School.
 - a. Special Education services, OT, PT, Speech etc. will be provided by the Home School as required under the IEP or 504 plan;
 - b. The Home School shall be responsible for the costs of any special education, due process, or legal fees;
 - c. Student participation in the shared program is not a placement at the Host School under IDEA and the Home School shall at all times remain responsible for providing FAPE to the participating student. The Home School shall assume all defense costs of the Host School in the event of a due process or formal complaint alleging denial of FAPE.
- The Host School's staff shall implement any and all behavioral intervention plans or safety plans for any participating student from the Home School. The Home School shall be responsible for transmitting all behavioral intervention plans, safety plans, or updates to the Providing School.

3. Staff Collaboration

- Faculty from both schools will communicate with each school to ensure fidelity of programs, consistent delivery of services to students, and to keep member school abreast of class offerings each year.
- Faculty shall develop and maintain a uniform grading scale across the programs

4. Student Support Services

- Both schools will ensure that students have access to counseling and support services related to career and technical education.

III. Responsibilities

- **Holmes High School** will:
 - Provide qualified instructors for the agreed-upon programs.
 - Ensure facilities meet safety and educational standards.
 - Maintain accurate enrollment and academic records.
- **Newport High School** will:
 - Provide qualified instructors for the agreed-upon programs.
 - Ensure facilities meet safety and educational standards.
 - Maintain accurate enrollment and academic records.

IV. Financial Arrangements

- The host school will receive guaranteed SEEK base funding for the allotted time that the other school's students are on their campus. Newport students attending one hour of class time at Holmes, then Covington Independent will receive guaranteed SEEK base money for that allotted time. Holmes students attending one hour of class time at Newport, then Newport Independent will receive guaranteed SEEK base money for that allotted time.
- Each district's finance director or officer shall work together to properly identify the correct guaranteed seek base number.
- Each school will be responsible for their own transportation to and from schools

V. Curriculum

Curriculum decisions and structure of classes shall be decided by the Host School.

VI. Evaluation and Review

- The effectiveness of this partnership will be evaluated annually, with input from both administrations, faculty, and students.

VI. Termination

- This MOA may be terminated by either party with a written notice of 30 days.

VII. Signatures

By signing below, both parties agree to the terms and conditions outlined in this Memorandum of Agreement.

Holmes High School

Signature of Superintendent

Date: _____

Mr. Alvin Garrison

Signature of Principal

Date: _____

Mr. Ben Brown

Newport High School

Signature of Superintendent

Date: _____

Mr. Tony Watts

Signature of Principal

Date: _____

Mr. Tim Grayson