

Partner Agreement

Pathways 2 Tomorrow
Northeast Community College
Wayne State College
Educational Service Unit 2

Introduction

This Partner Agreement (Agreement) between Educational Services Unit No. 2 (ESU 2), Pathways 2 Tomorrow Joint Public Agency (P2T), Northeast Community College (Northeast) and the Board of Trustees of the Nebraska State Colleges, doing business as Wayne State College (WSC), is designed to provide guidance in decisions for establishing career and technical education programming related to career pathways identified by P2T. This Agreement outlines the programming responsibility roles of each partner. It also provides information and expectations related to instruction, scheduling and facilities use for the efficient use of resources for all partners. This Agreement takes effect on _____, 2022 and ends on _____, 20__ unless terminated earlier or extended later by written agreement of the partners. This Agreement replaces the Partner Agreement that was executed in 2017.

The Pathways 2 Tomorrow Joint Public Agency (P2T) consortium currently includes the following entities: _____.

Goals

The P2T consortium, Northeast, and WSC desire to work together to develop career and technical education programming to accomplish the following:

- Develop and deliver career pathways to currently include: Computer Science, Health Sciences, Skilled and Technical Sciences (which may include welding, construction and manufacturing), Transportation and Education. Additional pathways may be developed in the future.
- Offer certification classes through Northeast and WSC for students to earn employment certifications in such areas as Certified Nurse Aide and other entry-level professional trade certificates as part of the high school experience.
- Expand opportunities for dual credit and early entry classes in career and technical education areas for all students enrolled at P2T member schools.

1. Northeast and WSC Responsibilities

- 1.1. Identify a single point of contact to work with P2T leadership on programming.
- 1.2. Provide opportunities for college classes to be offered as dual credit or early entry courses taught by qualified faculty.
- 1.3. Ensure courses offered for dual credit and early entry align with requirements in established Northeast and WSC career and technical education programs.
- 1.4. Support work to develop co-branded promotional materials to be distributed to students, parents and constituents.
- 1.5. Northeast shall pay ESU2 an amount equal to the amount reimbursed by P2T to Northeast pursuant to Section 3.3.1 below, to fund a Student Assistance Scholarship, which shall be offered and organized by ESU 2. The purpose of the Student Assistance Scholarship shall be to pay Northeast tuition, fees or other expenses for all students enrolled in classes taught by a Northeast instructor, if the student has no other means and all other methods of payment have been exhausted, including but not limited to student and parent funds, ACE scholarship funds, and other scholarship funds. The Scholarship shall be awarded at the discretion of ESU2, but only as a method of payment of last resort, to ensure that all students enrolled in a class taught by a Northeast instructor receive college credit.

2. P2T Responsibilities

- 2.1. Promote the P2T consortium program and encourage students to participate.
- 2.2. Promote the career pathway concept to administrators, counselors, teachers, parents, students and community leaders of its members schools.
- 2.3. Require each P2T school district to designate a contact person for referral of any performance or behavioral issues of any student or staff of that district.
- 2.4. Assist students in enrolling in dual credit and early entry courses.
- 2.5. Provide necessary textbooks, personal protective equipment, instructional supplies, and materials for classrooms.

3. Joint Responsibilities

- 3.1. Faculty performance will be observed/evaluated based on his/her school's observation/evaluation system, the ESU 2 employee evaluation system, and/or by the Northeast and/or WSC evaluation system.
- 3.2. If students/parents/other administrators have concerns about a faculty's performance, that concern is to be communicated to the P2T Director who will work with the appropriate secondary or college official. If the class in question is a high school only class, the P2T Director will lead the investigation, resolution, etc. of the concern. If the class in question is taught by a Northeast or WSC faculty, the appropriate dean will work with the P2T Director to lead the investigation, resolution, etc. of the concern.

3.3. Shared Staff

3.3.1.P2T Director: Northeast agrees to employ a P2T Director, who shall be an employee of Northeast subject to Northeast's employment policies, benefits plan, and insurance programs, including workers' compensation insurance. P2T shall reimburse Northeast an amount equal to twenty percent (20%) of the Director's salary, as compensation for the Director's duties solely for the benefit of P2T, upon receipt of and pursuant to invoice. A job description for the Director is attached to this Agreement as Appendix 1.

3.3.2.P2T Coordinator: ESU2 agrees to employ a P2T Coordinator, who shall be an employee of ESU2 subject to ESU2's employment policies, benefits plan, and insurance programs, including workers' compensation insurance. Northeast shall reimburse ESU2 the amount of \$20,200 annually as compensation for the Coordinator's duties solely for the benefit of Northeast, upon receipt of and pursuant to invoice for the 2022-23 academic year. This amount shall increase by 3.5% annually. A job description for the Coordinator is attached to this Agreement as Appendix 2.

4. New High School Membership

- 4.1. Northeast and WSC are to be informed of any action that expands the P2T consortium so appropriate determination of classes and class size can be addressed prior to accepting new schools into the consortium.

5. Instruction Standards

- 5.1. Northeast and WSC academic leadership will address any high school student's performance or behavior issues through the P2T Director to resolve concerns brought to deans from Northeast and

WSC faculty.

- 5.2. Northeast, WSC and P2T faculty performance issues such as attendance or tardiness, not meeting deadlines as required by P2T consortium, Northeast and WSC, failure to meet student needs, inappropriate behavior in the classroom, or not reaching the expected level course outcomes will be addressed by the Northeast and/or WSC dean of the faculty member.
- 5.3. P2T instructors will address any high school student's performance or behavior issues through the P2T Director to resolve concerns.

6. Faculty and Responsibilities

- 6.1. Northeast, WSC and high school teachers from P2T consortium and ESU 2 will be leading all student instruction. Faculty are responsible for providing quality instruction and meeting the outlined course objectives as identified on all course syllabi at a level appropriate to the intent of the course, i.e. high school only credit, dual credit, or college only credit.
- 6.2. It is agreed that there will be three types of courses offered for P2T students to participate, including:
 - 6.2.1. High school only classes: The teacher for these classes will be certified by the state of Nebraska as a teacher in the subject area. Students will receive high school credit only for these courses. Instructors employed by Northeast shall not teach high school only classes.
 - 6.2.2. Northeast dual credit classes
 - 6.2.2.1. The faculty for these classes will meet the faculty qualification requirements as established by Northeast for the subject area and will be approved by the Nebraska Department of Education as a dual credit permitted teacher. Northeast will compensate P2T based on the current overload rate per credit hour with a minimum of eight (8) students enrolled for college credit. Compensation will be prorated if fewer students are enrolled for college credit.
 - 6.2.3. Northeast only early college credit classes
 - 6.2.3.1. The faculty for these classes will meet the faculty qualification requirements as established by Northeast for the subject area and may be approved by the Nebraska Department of Education as a dual credit permitted teacher. All students in these classes will be enrolled for college credit. Northeast will be responsible for compensating these faculty.
 - 6.2.4. WSC dual credit classes
 - 6.2.4.1 The faculty for these classes will meet the faculty qualification requirements as established by WSC for the subject area and will be approved by the Nebraska Department of Education as a dual credit permitted teacher. WSC will compensate P2T on a per student basis.
 - 6.2.5. WSC credit only (early entry) classes
 - 6.2.5.1. The faculty for these classes will meet the faculty qualification requirements as established by WSC for the subject area. All students in these classes will be enrolled for college credit. WSC will be responsible for compensating these faculty.
- 6.3. As the partners work to offer courses in a dual credit or early entry delivery format, there is an

expectation of helping students bridge from working at the high school level to reaching college level performance and rigor.

- 6.4. Faculty of all courses are responsible for attendance records, coordinating grading and record keeping and meeting the needs of the participating high schools, Northeast and WSC. The coordination of this work is completed through the P2T Director.
 - 6.5. A course syllabus for each class is expected to be provided to the P2T Director one month prior to the beginning of the class. If the class is a dual credit or early entry class, the syllabus also needs to be provided to the Northeast and/or WSC academic dean for the subject one month prior to the first day of class. A dual credit or early entry course syllabus must follow the prescribed college syllabus outlines. Each student is to receive a copy of the course syllabus on the first day of the course so learning outcomes and expectations in the class are clear.
 - 6.6. Dual credit faculty are to participate in dual credit in-service sessions provided by Northeast and WSC and to attend professional development activities to help them stay current in the skills needed to teach the classes for which they are responsible.
7. Student Responsibilities
- 7.1. It is a privilege for students to participate in the P2T career pathway initiative. Students who successfully complete a course will receive high school, Northeast and/or WSC college credit for designated courses that meet the intended learning outcomes of an established course or special topics course. Students that elect to take a course for college credit will be responsible for paying the dual credit tuition and associated fees for the course. With these privileges in mind, P2T shall ensure the students of all member schools are responsible for the following:
 - 7.1.1. Students are expected to conduct themselves in a way that contributes to the learning of the entire group. Student disruptions will not be tolerated.
 - 7.1.2. Assigned work is to be completed on time and completed to the level one might expect for the high school or college level course.
 - 7.1.3. Transportation to a site is not the responsibility of Northeast, WSC, or P2T.
 - 7.1.4. Classes shall be held on the dates set forth on the official P2T calendar and shall not be closed or dismissed except by action of the Director when he or she determines that it is necessary to close the Program. It will be up to individual districts whether or not to send their students to an education site due to weather or other circumstances. Students missing class due to the closing of the student's district school will be considered an excused absence.
 - 7.1.5. Regular attendance is expected. The student is still responsible for the learning objectives/activities of any class that is missed. Test days that are missed due to unexcused absence may result in the failing of that test.
 - 7.1.6. Students may miss P2T classes due to local school activities that require student's attendance. These absences will be treated as excused if the student informs the faculty in advance of the absence and any assignments are turned in prior to the absence.
 - 7.1.7. Plagiarism and/or cheating will not be tolerated and may result in loss of grade and credit and/or dismissal from the class.
 - 7.1.8. Students are responsible to complete all college paperwork to receive college credit or to drop college courses. Students who choose to drop a course must file drop forms by the college deadline or a failing grade will appear on their transcript.

8. Class Enrollments

- 8.1. Each P2T course will have an identified minimum and maximum enrollment based on the subject area, the room size, and the safety elements of the course, as determined by the appropriate WSC or Northeast academic dean. The P2T Director will work with the schools to identify an enrollment process.

9. College Registration

- 9.1. Northeast Registration will be coordinated by the Northeast Early College Program according to published Northeast procedures and guidelines.
9.2. WSC Registration will be coordinated by the WSC Extended Campus Program Coordinator according to published WSC procedures and guidelines.

10. P2T Class Schedule Planning

- 10.1. The planning and setting of P2T pathways will be completed annually by the March P2T Board Meeting.

11. Facilities

- 11.1. Courses may be delivered at any location within the scope of P2T consortium. If courses are taught at a facility owned or leased by Northeast, the following Partner Cost Recovery Usage Fee structure will apply when the class does not have Northeast enrollment for college credit:

Type of Classroom	Usage Fee	Per Credit Hour or Equivalent Time Usage Per Term
General Purpose Classroom	\$110	1
General Purpose classroom and a Science Lab	\$150	1
Computer Lab	\$275	1
Technical Skills Lab	\$250	1
Distance Learning ITV Classroom	\$195	1

The cost recovery usage fees will be assessed through the Northeast facility rental agreement and billing process.

12. Class Materials and Supplies

12.1. Textbooks

- 12.1.1. P2T shall be responsible for providing textbooks for all students enrolled in high school only, dual credit or early entry classes.

12.2. Class Supplies

- 12.2.1. Students are responsible for all their own class supplies as delineated by the course syllabus to be successful in the class.

12.3. Personal Protective Gear

- 12.3.1. Personal protective equipment and supplies required in classes will be purchased by P2T.

Appendix I

3005

Executive Director Job Description

1. The Executive Director shall be the chief executive officer for the Board of P2T and shall have direct supervision over all operations of P2T.
2. Although the Executive Director has the power to delegate any of his/her duties, he/she shall remain responsible to the Board for all such duties.
3. The Executive Director shall attend all meetings of the Board unless excused at his/her own request except any meeting or portion of a meeting at which his/her own election or re-election is under consideration.
4. The Executive Director shall prepare an annual budget to be presented to the Board for its consideration. He/she shall administer the budget as enacted by the Board and shall have the power to purchase all budgeted items.
5. The Executive Director may authorize purchase orders for items covered in the budget.
6. The Executive Director may with prior approval of the Board, select, and recommend for employment, personnel needed for P2T.
7. The Executive Director shall have the authority to assign or reassign employees in the best interest of P2T. Any request of reassignment shall be submitted to him/her and shall be subject to his/her decision. He/she shall formulate and administer plans to evaluate the efficiency of each employee and shall upon request report the findings to the Board.
8. The Executive Director shall establish and maintain an accurate account of all financial transactions keeping a record of receipts distributions and disbursements of funds.
9. The Executive Director shall be responsible for an inventory of materials and equipment. He/she shall report to the Board any unaccounted for losses or materials or equipment.
10. The Executive Director shall conduct research as necessary in keeping the Board informed regarding program needs and progress, and any other matter of Board concern.
11. The Executive Director shall carry on a program of public relations and shall be responsible for appropriate publicity.
12. In the absence of policy or Board directive, the Executive Director shall assume authority necessary to deal effectively with situations and shall report such actions to the Board.

Appendix I

13. The Executive Director will establish procedures to insure compliance with this policy and state and federal law.

14. The Executive Director or designee shall be responsible for evaluating the performance of P2T personnel and to make appropriate recommendations to the P2T Board regarding continuation or termination of employment. Termination recommendations shall include the conditions or circumstances, which are considered to be just cause for termination and shall be submitted to the P2T Board prior to State Law deadlines.

15. P2T shall be represented by the Executive Director or his/her designated representative at meetings affecting P2T programs and/or policy.

16. Except in his/her own employment, the Executive Director shall make recommendations to the Board for the appointment, suspension, promotion, or dismissal of all P2T employees.

17. The Executive Director shall develop procedures, rules, and all forms required to assure efficient implementation of Board Policy.

Adopted on: March 21, 2017
Revised on: _____
Reviewed on: _____

Appendix II

P2T Coordinator

Goal of Job: To assist in the leadership of the P2T Program.

Persons to Whom Responsible: P2T Director and/or ESU Administrator

Job Evaluation: Annual written job review(s) as determined by ESU policy

Terms of Employment: Part-Time (5 hours daily) 185 days per year or as determined by need and administrative approval.

Requirements:

1. K-12 school experience required
2. Proven work experience as a Project Coordinator/Administrator or similar role
3. An ability to prepare and interpret school schedules and step-by-step action plans
4. Solid organizational skills, including multitasking and time-management
5. Transportation is the responsibility of the employee (valid driver's license)
6. Flexible and innovative mindset with the knowledge to support career pathways
7. Possess excellent communication skills, both in person and through technology
8. Ability to build relationships with consortium schools, colleges, and ESU staff
9. Ability to follow a non-traditional and extended day work schedule to include after-school, evening, weekend, and summer activities.
10. Physical: regularly required to sit, stand, walk, talk, hear, operate a computer or hand-held learning device, and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 50 pounds

Primary Responsibilities:

1. The Coordinator's duties are to assist in ensuring that all projects are completed on time, within budget and meet high quality standards
2. Coordinate project management activities, resources, equipment and information
3. Break projects into doable actions and set timeframes
4. Liaise with stakeholders to identify and define requirements, scope and objectives
5. Monitor P2T progress and handle any issues that arise
6. Act as the point of contact and communicate project status to stakeholders
7. Use tools to monitor working hours, plans and expenditures
8. Create and maintain comprehensive P2T documentation, plans and reports
9. Schedule and facilitate "roadshows" and the promotion of P2T
10. Assist with the annual budget and performance reports
11. Other duties as assigned by the P2T Director and/or ESU Administrator

Ethical Considerations

1. Refrain from discussing school problems, confidential matters, including personalities, and administrative decisions with non-ESU team members
2. Respect the dignity and self-worth of all students/co-workers
3. Serve as a positive role model for appropriate personal interactions and communication.

(Updated December 2021)