

SCHOOL BOARD AGENDA ITEM SUMMARY

October 21, 2019

SUBJECT: CONSIDERATION OF MEMORANDUM OF UNDERSTANDING WITH LEE COLLEGE FOR IMPACT EARLY COLLEGE HIGH SCHOOL

RECOMMENDED ACTION: Approve the Memorandum of Understanding between Goose Creek Consolidated Independent School District and Lee College for IMPACT Early College High School.

RATIONALE: This agreement will provide the continued partnership between Goose Creek CISD and Lee College which will remain effective through May 31, 2022.

BUDGET PROVISIONS/ACTION REQUIRED: Established Campus Budget

RESOURCE PERSONNEL: Dr. Randal O'Brien
Dr. Melissa Duarte
Mrs. Laura Reyes

Memorandum of Understanding between
GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL
DISTRICT
and
LEE COLLEGE

For Operation of the IMPACT Early College High
School (Effective June 1, 2019 through May 31, 2022)

The purpose of this agreement is to provide for the continuation of the IMPACT EARLY COLLEGE HIGH SCHOOL, a partnership between LEE COLLEGE and GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT (GCCISD). This agreement describes the roles and responsibilities for governance and operation of IMPACT Early College High School (ECHS).

PARTNERSHIP SUPPORT FOR ECHS PRINCIPLES

1. Establish a full and equal agreement between Lee College and GCCISD that provides for a flexible and creative approach to the mission, organizational and fiscal requirements of both institutions.
2. Provide post-secondary education to underserved high school students for whom a smooth transition to college is problematic. This includes low-income or economically disadvantaged students, first generation college goers, English language-learners, and students at-risk of not graduating.
3. As a comprehensive Early College High School, students will select from the following options: Associate of Applied Science, Associate of Arts in Teaching, Associate of Arts, Associate of Science, a certificate of study and/or core completion.
4. Collaborate in planning, implementation, and continuous improvement of IMPACT ECHS programs, including the required involvement of Lee College designee(s) in the selection of faculty, staff, and administration; curriculum development; training, and student services.
5. Provide college readiness, dual credit, and college credit courses for cohorts of approximately 120 students per grade for students in grades 9-12 at IMPACT ECHS.
6. Prepare highschool students for successful career and educational futures.
7. Based on University Interscholastic League (UIL) criteria, establish guidelines and eligibility rules for Early College High School students who want to pursue extracurricular activities while ensuring limited absences from college classes.
8. Encourage personal/civic development programs that provide service learning, honors, and other supplementary learning experiences for IMPACT students.
9. Collaborate financially to address costs to both institutions and assist each in obtaining necessary funds from local, state, federal, and private/foundation resources to support successful operation of IMPACT ECHS.

TERM, RENEWAL, MODIFICATION and TERMINATION of AGREEMENT

This agreement will commence on June 1, 2019 and terminate on May 31, 2022, and may be renewed or extended by the partners based upon their mutual consent. This agreement may also be modified by mutual written consent of both parties with corresponding addendums attached to this document. Both LEE COLLEGE and GCCISD reserve the right to terminate this agreement, with or without cause, via a 90- day written notice to the other party; in this event, the date of termination will be the last day of the current semester or year of IMPACT's school term, unless otherwise agreed upon by both parties. If notice is provided to terminate this agreement, GCCISD may not enroll any additional students in LEE COLLEGE.

GOVERNANCE

IMPACT ECHS shall be governed by GCCISD and LEE COLLEGE policies and is subject to statutes and corresponding regulations set forth by the State of Texas as well as the federal government. The principal of IMPACT ECHS will report to the Deputy Superintendent for Curriculum and Instruction for GCCISD.

IMPACT ECHS Advisory Committee

An Advisory Committee comprised of representatives from LEE COLLEGE and GCCISD will meet regularly to facilitate communication, evaluate instructional data, activities, and programs, identify issues and challenges, and ensure continuous improvement of educational services and institutional effectiveness as it pertains to IMPACT ECHS. Members of the Advisory Committee will include:

1. **LEE COLLEGE Representatives:** Vice President of Student Affairs, Vice President of Instruction, Dean of Academic Studies, Dean of Applied Sciences, one faculty, one college Counselor, and one college advisor
2. **GCCISD Representatives:** IMPACT ECHS principal, Deputy Superintendent for Curriculum and Instruction, one faculty, one counselor and one parent.

LEE COLLEGE LIAISON to IMPACT ECHS

The Lead Counselor at LEE COLLEGE will serve as liaison to IMPACT ECHS and as the college point of contact. The liaison and the IMPACT ECHS team will meet regularly to ensure good communication and collaboration.

FACILITIES

1. LEE COLLEGE will:
 - a. Have IMPACT ECHS students attend courses on the LEE COLLEGE campus that are taught in a fully integrated format where ECHS students are in classes with LEE COLLEGE students and taught by LEE COLLEGE faculty.
 - b. Provide IMPACT students access to student services, support services, library, weight room, student center, and other facilities as other LEE COLLEGE students, and they must be prepared to show proper student identification when requested.
 - c. Provide IMPACT ECHS faculty the same access to the library,

fitness center, and other facilities as other adjunct faculty, and they must be prepared to show proper faculty identification when requested.

2. IMPACT ECHS and GCCISD will:
 - a. Abide by LEE COLLEGE policies and procedures regarding building use, campus security, and students' rights and responsibilities.
 - b. Offer some cohort-based college credit classes involving only IMPACT ECHS students at IMPACT ECHS.

INSTRUCTORS, FACULTY, AND ADMINISTRATION

All personnel instructing ECHS students must meet the requirements set forth by the State of Texas and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) using criteria specific to the type of instruction (high school credit, college credit, or dual credit).

1. The LEE COLLEGE Instructional Deans will:
 - a. Verify the credentials of all adjunct or full-time faculty teaching dual enrollment courses that receive both high school and college-credit, or college-credit only. This verification will be conducted using the policies and procedures set forth by the college for ensuring all faculty credentials meet the accreditation requirements of SACSCOC.
 - b. Annually evaluate the instructional performance of its adjunct and full-time faculty teaching dual credit or college credit only courses.
 - c. Assist with the selection of IMPACT ECHS faculty and administrators.
 - d. Invite all IMPACT ECHS faculty, staff and administrators to professional development opportunities offered by the college that are deemed to have a direct and positive impact on the students at IMPACT ECHS.
2. IMPACT ECHS and GCCISD will:
 - a. Verify the credentials of all instructors teaching high school credit classes. This verification will be conducted using policies and procedures set forth by GCCISD, including verification of state certification requirements in their teaching subject area.
 - b. Annually evaluate the performance of its instructors teaching high school credit courses.
 - c. Pay the salary of instructors teaching high school courses.
 - d. Oversee the selection of IMPACT ECHS faculty and administrators.
 - e. Invite all LEE COLLEGE faculty, staff and administrators to professional development opportunities offered by GCCISD that are deemed to have a direct and positive impact on the students at IMPACT ECHS.
 - f. Notify the LEE COLLEGE lead counselor or designee when ECHS students are enrolled; this information will be forwarded to Instructional Deans and respective college faculty.

INSTRUCTIONAL COSTS

If applicable, the College will pay the School District directly at the end of each semester in a lump sum for college course sections taught on the high school campus by high school instructors during the school day. The payment to the school district will be based on the course enrollment as of the College census date as specified in the table below. Any arrangements for payment to the high school instructors for teaching college courses will be made by the School District.

	10-15 Students	16-19 Students	20+ Students
Lecture Course	\$700	\$1000	\$1400
Lecture/Lab Course	\$900	\$1200	\$1600

CURRICULUM

LEE COLLEGE and GCCISD will collaborate to ensure that IMPACT ECHS students have access to a course of study that enables students to earn a high school diploma and associate's degree, certificate and/or core completion by the date of their high school graduation.

1. LEE COLLEGE will:
 - a. Assist with identification of approved dual credit courses and creation of articulation agreements.
 - b. Give college credit for all approved dual credit courses for which articulation agreements have been approved.
 - c. Collaborate to develop a course of study that will ensure students are able to meet high school graduation requirements while also earning core completion, a single associate degree and/or certificate.
 - d. Assist IMPACT ECHS in creating customized education plans based on students' interests and aptitudes.
 - e. Provide professional development for ECHS faculty teaching courses for dual credit.
 - f. Solicit input regarding curriculum development and instructional improvements from ECHS faculty teaching courses for dual credit.
 - g. Monitor the quality of instruction in all courses for dual credit to ensure compliance with standards established by the Texas Higher Education Coordinating Board, Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Lee College, Texas Education Agency (TEA), and GCCISD.
2. IMPACT ECHS and GCCISD will:
 - a. Assist with identification of approved dual credit courses and creation of articulation agreements.
 - b. Collaborate to develop a course of study that will ensure students are able to meet high school graduation requirements while also earning core completion, a single associate degree and/or certificate.
 - c. Create customized education plans based on students' interests and aptitudes.

- d. Participate in professional development offered to ECHS faculty teaching LEE COLLEGE courses for dual credit.
- e. Participate in program assessment specific to the courses and programs in which they teach at the guidance of Instructional Deans.
- f. Participate in quality improvement discussions offered to ECHS faculty teaching LEE COLLEGE courses for dual credit.
- g. Monitor the quality of instruction in all courses for dual credit to assure compliance with standards established by the Texas Higher Education Coordination Board (THECB), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Lee College, TEA, and GCCISD.

PROGRAMS OF STUDY

LEE COLLEGE and IMPACT ECHS will collaboratively identify a program of study that meets the requirements of LEE COLLEGE and the high school graduation requirements of GCCISD. Advisors and Counselors from IMPACT ECHS and LEE COLLEGE will work together to ensure that students have an education plan in place that allows for pursuit of their intended major during their junior and senior year of high school.

IMPACT students will select a program of study in which to pursue an associate's degree, certificate and/or core completion while completing high school graduation requirements.

1. LEE COLLEGE will:
 - a. Meet regularly with the IMPACT ECHS principal, academic dean/assistant principal and/or counselor to review courses for dual credit and the high school graduation plan.
 - b. Update IMPACT ECHS on changes to programs or curriculum at LEE COLLEGE initiated by the college or mandated by the Texas Higher Education Coordinating Board (THECB).
 - c. Furnish college calendars, course schedules, catalogs and syllabi as needed to improve communication regarding curriculum and instruction.
 - d. Collaboratively meet the demands of a changing curriculum as mandated by the State of Texas through THECB and TEA.
2. IMPACT ECHS and GCCISD will:
 - a. Meet regularly with the LEE COLLEGE Vice-president of Student Affairs, Vice-president of Instruction, Instructional Deans, Lead Counselor and advisor to review courses for college credit and the high school graduation plan.
 - b. Update LEE COLLEGE on changes to programs or curriculum at the high school initiated by GCCISD or mandated by TEA.
 - c. Furnish GCCISD calendars, course schedules, bell schedules, testing schedules, graduation criteria, and syllabi as needed to improve communication regarding curriculum and instruction.
 - d. Collaboratively meet the demands of a changing curriculum as mandated by the State of Texas through THECB and TEA.

- e. Follow the Distinguished Level of Achievement for graduating classes through May 2020.

INSTRUCTIONAL SCHEDULE AND CALENDAR

LEE COLLEGE and IMPACT ECHS will work collaboratively to ensure that students have access to the courses they need each semester and at times of the day that will facilitate successful graduation from high school and LEE COLLEGE.

1. LEE COLLEGE will:
 - a. Share its instructional schedule and calendar with GCCISD at the earliest possible date and prior to publication, when applicable
 - b. Send emails to Lee College faculty informing them of testing dates and/or events resulting in college class absences.
 - c. Work cooperatively with IMPACT ECHS and GCCISD to evaluate students' ability to successfully complete courses delivered in shortened sessions and online.
 - d. Ensure that no college class specific to the general education requirements of IMPACT ECHS students will be offered *only* at night, during the high school lunch period, online, or during 12-week or 8-week sessions.
 - e. Allow IMPACT ECHS students to enroll in summer school with permission from their high school counselor and LEE COLLEGE advisor or counselor.
2. IMPACT ECHS and GCCISD will:
 - a. Educate IMPACT students regarding the LEE COLLEGE calendar as it compares with the GCCISD calendar.
 - b. Prevent students from selecting courses at LEE COLLEGE that meet during the high school lunch period.
 - c. Work cooperatively with LEE COLLEGE to evaluate students' ability to successfully complete courses delivered in shortened sessions and online.
 - d. Work with LEE COLLEGE advisor and lead counselor when utilizing summer school as a means to assist IMPACT ECHS students to meet degree plan requirements.

STUDENT RECRUITMENT AND SELECTION

Students are recruited from all eighth grades across the GCCISD district.

1. LEE COLLEGE will:
 - a. Assist with public awareness of the benefits of Early College High School and the need for postsecondary education by co-presenting at community meetings
 - b. Attend meetings with 8th grade students on the junior high campuses when recruiting for the upcoming school year.
 - c. Co-present at 8th grade student/parent information meetings.
 - d. Collaboratively review applications to be submitted into the lottery selection process.
 - e. Co-facilitate a Commitment Ceremony for incoming freshman.

2. IMPACT ECHS and GCCISD will:

- a. Name a recruitment team headed by the IMPACT ECHS principal, to recruit and screen applicants. The team shall include the ECHS counselor and staff from GCCISD, as well as membership from LEE COLLEGE Lead Counselor and advisor.
- b. Create a timeline for recruitment and admission activities.
- c. Maintain an IMPACT ECHS website that provides recruitment and admissions information. Conduct meetings with junior high counselors to introduce and explain the concept of ECHS.
- d. Co-Conduct eighth grade assemblies and distribute recruitment and admission information to junior school students in GCCISD.
- e. Co-Conduct student and parent meetings at all junior school campuses and selected community locations explaining the opportunities and commitment required of IMPACT ECHS students (bilingual translation will be made available at all parent meetings).
- f. Conduct Advisory Committee meetings to review applications.
- g. Use a lottery selection process to identify the members of the incoming Freshman Class.
- h. Select approximately 120 students.

STUDENT ADVISING AND ENROLLMENT

LEE COLLEGE and IMPACT ECHS will work collaboratively to advise and enroll students in high school, dual credit, and college courses that will lead to the successful completion of a high school diploma, an associate's degree, certificate and/or core completion by the end of the senior year of high school.

1. LEE COLLEGE will:

- a. Set college readiness standards based upon procedures established by the THECB.
- b. Assist with enrollment activities for all qualified students wishing to enroll in college credit courses, including vaccinations.
- c. Provide access to the pre-assessment activities required prior to student completion of the Texas Success Initiative Assessment (TSIA).
- d. Provide access to GCCISD faculty wishing to take the TSIA for the evaluation and improvement of college preparation.
- e. Provide proctor training to high school staff and faculty designated to assist with the TSIA
- f. Maintain sole ownership of college transcripts for all IMPACT ECHS students.
- g. Collaborate with IMPACT ECHS in tracking student success in dual credit and college courses.
- h. Require students who do not maintain a 2.0 GPA in dual credit and college courses to sit out of college courses for one semester or repeat the failed courses, regardless of overall GPA. An appeals process will be accessible based on extenuating circumstances.

- i. Not allow IMPACT ECHS students to drop courses without approval from an ECHS administrator and a LEE COLLEGE student affairs designee. Students who want to drop a course will be required to fill out the designated drop form specific to IMPACT ECHS students.
 - j. Withdrawals due to lack of attendance and/or failing grades is considered a failed course and may require a reduction of classes the next semester.
2. IMPACT ECHS and GCCISD will:
- a. Require all incoming freshmen to complete the ApplyTexas application, pre-assessment activity and TSIA to determine college readiness. Testing must be conducted in a timely manner to allow time for the LEE College IMPACT advisor to advise and then register students for the upcoming semester.
 - b. Pay all college placement re-testing fees as determined by the LEE COLLEGE testing center.
 - c. Maintain sole ownership of high school transcripts for all IMPACT ECHS students, using a four-point, non-weighted scale as required by the State of Texas.
 - d. Collaborate with LEE COLLEGE in tracking student success in college courses.
 - e. Provide IMPACT ECHS students with weighted grade points to determine their weighted grade point average and class rank, in accordance with the GCCISD Course Description Guide.
 - f. Obtain waivers from ECHS students regarding the Family Educational Right to Privacy Act (FERPA) and share this information with LEE COLLEGE.
 - g. Not allow IMPACT ECHS students to drop courses without approval from an ECHS administrator and the LEE COLLEGE Lead Counselor or designee.
 - h. Ensure students in extracurricular activities meet guidelines and eligibility rules based on University Interscholastic League (UIL) criteria (LEE COLLEGE GPA standards will apply to college courses).
 - i. Ensure students maintain a 2.5 or higher cumulative GPA in their Lee College classes. If they fall below this GPA, withdrawal from the secondary extracurricular activities will be required until good academic standing is determined.

STUDENT TUITION AND FEES

1. LEE COLLEGE will:

- a. Waive the testing fee for the first attempt on the TSI, as well as tuition and class fees, for all IMPACT ECHS students enrolled in college courses.
- b. Charge IMPACT ECHS for additional attempts on the TSI exam and for repeat course fees for IMPACT ECHS students' third and subsequent attempts to complete a Lee College course.
- c. Charge IMPACT ECHS full tuition and fees for any college course taken when students have completed an associate degree prior to earning a high

school diploma and are still enrolled at IMPACT ECHS.

- d. Charge full tuition and fees to IMPACT ECHS students who have earned a high school diploma and are enrolled in LEE COLLEGE.

2. IMPACT ECHS and GCCISD will:

- a. Jointly with Lee College communicate with students and parents regarding the conditions under which students receive waivers for tuition and class fees.
- b. Pay for second and subsequent testing fees and be billed by LEE COLLEGE.

STUDENT TEXTBOOKS AND SUPPLEMENTAL MATERIALS

1. LEE COLLEGE will:

- a. Provide timely and accurate information regarding required and supplemental textbooks, supplies, and electronic access codes for all college courses listed in the Course Articulation Agreement.
- b. Provide information regarding textbook lifespan in a course and electronic textbook availability to ensure that students have current and viable textbooks.
- c. Select textbooks that have a life span of three years, when possible.

2. IMPACT ECHS will:

- a. Provide all required and supplementary textbooks, supplies, and electronic access codes for college courses listed in the Course Articulation Agreement.

STUDENT SUPPORT SERVICES

LEE COLLEGE and GCCISD are committed to provide adequate support services to facilitate student success.

1. LEE COLLEGE will:

- a. Coordinate with GCCISD to provide disability support services as required by state and federal law.
- b. Provide students with appropriate academic advising and career planning to establish a clear pathway to a college degree/certificate and/or core completion while also completing high school.
- c. Maintain adequate campus security and emergency procedures to ensure a reasonably safe campus environment.
- d. Provide IMPACT ECHS students access to library services, computer labs, skills labs (reading, writing, math), science labs, and study areas to support academic endeavors.
- e. Provide IMPACT ECHS students access to the college Student Center, student clubs and organizations, recreation activities, intramurals, and weight room facilities to support their social/emotional development.
- f. Encourage qualified students to participate in honors, service learning, undergraduate research, and other forms of student

engagement that promote academic excellence and success.

- g. Provide students with information regarding academic transfer pathways beyond an associate's degree, certificate and/or core completion.
 - h. Follow academic probation policies for students in poor academic standing as outlined in the LEE COLLEGE catalog.
2. IMPACT ECHS will:
- a. Coordinate with LEE COLLEGE to provide disability support services as required by state and federal law.
 - b. Provide students with appropriate academic advising and career planning to establish a clear pathway to a college degree while also completing high school.
 - c. Provide students with information regarding academic transfer pathways beyond an associate's degree/certificate and/or core completion.
 - d. Encourage qualified students to participate in honors, service learning, undergraduate research, and other forms of student engagement that promote academic excellence and success.
 - e. Follow academic probation policies for students in poor academic standing as outlined in the LEE COLLEGE catalog.

STUDENT CONDUCT

LEE COLLEGE and IMPACT ECHS will collaborate on all matters regarding student rights, responsibilities and discipline.

1. LEE COLLEGE will:
- a. Enforce all requirements of student conduct as described in the LEE COLLEGE catalog. This includes but is not limited to student behavior and academic dishonesty.
 - b. Adhere to student grievance procedures as described in the LEE COLLEGE catalog.
 - c. Require students to meet LEE COLLEGE attendance policies for all college courses.
2. IMPACT ECHS will:
- a. Enforce all requirements of student conduct as described in the GCCISD student handbook. This includes but is not limited to student behavior and academic dishonesty.
 - b. Require students to meet GCCISD attendance policies for all high school credit courses.

GRADING AND STUDENT ACADEMIC STANDING

Students who receive a final grade below a "C" will not be allowed to progress to other college courses without repeating the previous course successfully, unless approved through the dual enrolment appeal process. LEE COLLEGE and IMPACT ECHS will collaboratively determine students' academic standing through communication and data sharing.

1. LEE COLLEGE will:

- a. Alert the ECHS principal to student grades or behaviors that indicate problems.
 - b. Provide numeric and letter mid-term and final grades to the ECHS principal.
 - c. Provide the ECHS principal and counselor specified access to ECHS student information in PeopleSoft to allow student success tracking.
 - d. Utilize the LEE COLLEGE grading scale for calculating grades in all courses. Student attendance in courses will not guarantee a passing grade.
 - e. Notify the LEE COLLEGE liaison of IMPACT ECHS students enrolled in college classes; the liaison will coordinate information with LEE COLLEGE faculty.
2. IMPACT ECHS will:
- a. Notify the LEE COLLEGE liaison of IMPACT ECHS students enrolled in college classes; the liaison will coordinate information with LEE COLLEGE faculty.
 - b. Report high school grades to students utilizing the district developed grade-reporting calendar.
 - c. Issue a report card for students and parents at mid-semester for LEE COLLEGE courses.
 - d. Prior to registration, assist with sending student accommodations each semester to the Lee College Disabilities Services located in the access Center on the Lee College campus.

ADMINISTRATION OF STATEWIDE INSTRUMENTS

GCCISD will administer all statewide assessment instruments in accordance with TEC Subchapter B, Chapter 39. College instructors will be notified at least 2 months in advance of the assessment.

PERFORMANCE AND EFFECTIVENESS

ECHS Advisory Committee will collaboratively define the evaluation process, and evaluate the effectiveness of the ECHS each academic year. The results will be reported to the boards of each institution. This evaluation will include but not be limited to Texas Academic Performance Reports (TAPR)/School Report Card, ECHS portfolio, course completion data, student and parent surveys, as well as other forms of college and local community input.

DATA COLLECTION AND SHARING

ECHS Advisory Committee will collaboratively define data points and methodologies for sharing data that protect students' information while providing program-level data for assessment and continuous quality improvement.

RESPONSIBILITY OF THE PARTIES

Regulatory Requirements

All members of the ECHS faculty and administration, as well as any other party

connected with the ECHS program, must comply with regulations regarding the report of alleged child abuse, school-related crimes, and sexual molestation.

Venue

The mandatory and exclusive venue for the adjudication or resolution of any dispute arising out of the Agreement shall be in Harris County, Texas.


Relationship

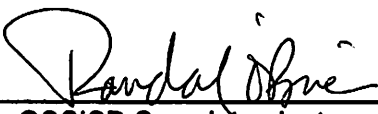
It is understood and agreed that Parties are independent contractors. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between the Parties or as agent of Parties. The Agreement does not create a joint venture or business partnership under Texas law. Each Party is solely responsible for the supervision, daily direction and control, payment of salary (including withholding of income taxes and social security), insurance, worker's compensation, and disability benefits and like requirements and obligations of their employees, agents, volunteers, and representatives. They agree that either Party has no responsibility for any conduct of the other Party's employee, agent, volunteer, or representative.

No Waiver of Immunity

Neither Party relinquishes any immunity or defense on behalf of itself, its trustees, officers, employees, and agents as a result of its execution of this Agreement and performance of the functions or obligations described here.

IN WITNESS WHEREOF, the Parties have duly approved this AGREEMENT EXECUTED IN TWO original counterparts on this 11 day of October, 2019.

By: 
Lee College President

By: 
GCCISD Superintendent