



TechLink Consortium
Memorandum of Understanding Between
HACC (LEA)
&
Lebanon County Career & Technology Center

I. PURPOSE:

The purpose of this Memorandum of Understanding (MOU) is to define the roles and responsibilities of the TechLink Partnership as it relates to the Strengthening Career and Technical Education for the 21st Century Act (Perkins V) which amended the Carl D. Perkins Career and Technical Education Improvement Act of 2006. The goal is to maintain a partnership with HACC (LEA) and the Partner Institutions within its service region.

The purpose of the agreement is to:

1. Provide opportunities for administrative staff and teachers within the region to collaborate.
2. Provide in-service opportunities to maintain and continue professional development.
3. Coordinate data gathering in the region to use as a public relations tool.

This agreement shall serve as the agreement whereby the LEA provides services that support the maintenance and development of Programs of Study and Articulation Agreements in collaboration with the consortium partners.

II. EFFECTIVE DATE

This Agreement shall be effective upon signed approval by representatives of **Lebanon County Career & Technology Center** and Harrisburg Area Community College, serving as LEA for the TechLink partnership.

This Agreement shall be effective for school year 2025-26 or until one party notifies the other party to end the Agreement or withdraws from the Partnership. Upon termination of the Agreement prior to its expiration the Partner Institutions will compensate HACC for all work performed prior to termination of the agreement.

III. RESPONSIBILITIES:

The LEA and Partner Institution agree to the following responsibilities:

A. HACC will:

1. Provide direction and fiscal oversight for the consortium activities.
2. Provide collaboration and assistance with secondary education partners on the development and implementation of Programs of Study (POS) according to the PDE POS frameworks.
3. Facilitate the generation of local articulation agreements and dual enrollment opportunities, and encourage adoption of and participation in the statewide articulation agreements as part of PDE's Programs of Study, allowing the opportunity for transportability of credits.
4. Provide professional development opportunities for teachers, faculty, counselors and administrators on topics that support the Programs of Study.
5. Support the alignment of curriculum from grade to grade (9-12) and from secondary to postsecondary education (vertical curriculum alignment).

6. Support the development of integrated academic, and career and technical curriculum and instruction (horizontal curriculum alignment).
7. Offer a forum for the development and implementation of innovative teaching and learning strategies and application of new and creative instructional approaches that encourage academic and technical teachers and faculty to collaborate in the design of how content can be integrated and delivered to engage students.

Examples of Well-designed strategies:

- Are jointly led, to the greatest extent possible, by interdisciplinary teaching teams of academic and technical teachers or faculty.
 - Employ work-based, project-based, and problem-based learning.
 - Incorporate team-building, critical thinking, and problem-solving.
8. Provide educational opportunities for parents and students on Programs of Study and statewide articulation as supported in the grant guidelines.
 9. Provide Consortium representation at WIB and regional workforce development entities.
 10. Offer and develop activities that support the Programs of Study and have been approved by the majority of the consortium members.
 11. Develop an annual calendar of approved activities.
 12. Evaluate the effectiveness of the individual activities and the partnership through
 - a) Surveys
 - b) Discussions
 - c) Compilation of Data
 13. Provide an update of the financial records at the quarterly meeting.
 14. Coordinate regional data that matches student outcomes with regional employment data and identify avenues for marketing the results for advocacy with public officials.
 15. Provide fiscal oversight for the TechLink Consortium professional development fund, including the payment and reimbursement of expenses directly related to the approved calendar of professional development. HACC will not be held liable for expenses incurred for activities outside the approved consortium calendar of professional development.

B. The Partner Institution will:

1. Provide collaboration with post secondary partners on the development and implementation of Programs of Study according to the PDE and POS frameworks.
2. Send a representative to attend Consortium Advisory Committee meetings quarterly.
3. Set aside funds in their local Perkins plan to assist with expenses related to professional development - but NOT to pay any HACC operating expenses or personnel salary/benefits.
4. Agree to the yearly Calendar of Professional Development Activities/Events at the beginning of the year. The Calendar of Professional Development Activities/Events will be approved by a majority of the partners.
5. Agree that the set aside dollars provided by each partner will be used as a fund to finance the approved calendar of professional development activities. This professional development fund is to be used only for professional development activities/events that have the prior approval of the TechLink Consortium.
6. Agree to submit to HACC the set aside dollar amount listed in the MOU after receiving an invoice from HACC within 60 days of receipt of invoice.
7. Acknowledge that all or any financial arrangements must be negotiated and will depend upon the availability of funds.

C. The following Career and Technical Centers have agreed to participate at the corresponding set aside amount:

<u>Career & Technical Centers</u>	<u>Set Aside Amount</u>
Adams County Technical Institute	\$2,000.00
Carlisle High School CTE	\$2,000.00
Cumberland Perry Area Career & Technical Center	\$7,000.00
Dauphin County Technical School	\$7,000.00
Dover Area High School CTE	\$2,000.00
Lancaster County Career and Technology Center	\$10,000.00
Lebanon County Career and Technology Center	\$7,000.00
York County School of Technology	\$10,000.00

IV. HACC/TECHLINK DUAL ENROLLMENT SCHOLARSHIP:

A. Purpose

The TechLink Consortium Dual Enrollment Scholarship Fund (**DE Scholarship Fund**) shall provide financial assistance to Career & Technical Education students who wish to pursue Dual Enrollment at HACC while enrolled at one of the TechLink Consortium partner schools.

B. Terms of Awards

No more than \$20,000.00 per year from the annual TechLink budget may be used to provide at least *twenty (20)* scholarship awards per academic year. Scholarship recipients may apply the award to tuition and fees. Any unspent TechLink funds budgeted for the DE Scholarship Fund may be carried over to next fiscal year.

C. Eligibility

The TechLink Consortium's DE Scholarship Fund Review Committee shall consider and give preference to students based on the following criteria:

- Those students demonstrating scholastic achievement and passion for realizing their CTE goals.
- Those students demonstrating engagement in outside activities, including work experience, community service involvement, extracurricular activities, honors, awards and/or scholarships.
- Those students demonstrating leadership skills.
- Those students demonstrating through their biographical statement that despite any extenuating circumstances, including financial need, they have been successful in their CTE program.
- Those students demonstrating effort in and completing the application process.

D. Selection Procedure

The TechLink Consortium managers shall solicit and select a committee of five (5) volunteers (four volunteers from TechLink partner schools and one volunteer from HACC) to perform a blind review of the TechLink Consortium DE Scholarship applications. A rubric will be provided to reviewers, who will score and select scholarship applicants based on the aforementioned criteria. Information about the recipient(s) will be shared with the TechLink Consortium Partner School where the recipient matriculates, and the TechLink Consortium Partner School will be provided the opportunity to award the scholarship to the recipient.

IV. SIGNATURES:

A. Lebanon County Career & Technology Center

Charles Benton, Administrative Director
Lebanon County Career & Technology Center

Date

B. HACC:

Dr. Chrissy Davis-Jones
Vice President, Student Affairs & Enrollment Mgmt.
HACC, Central Pennsylvania's Community College

Date

Lisa A. DeLorenzo, Director of High School Partnerships
Office of Student Affairs and Enrollment Management
HACC, Central Pennsylvania's Community College

Date