

**Dual Enrollment Articulation Agreement for College and Career Acceleration,
Between the Citrus County School Board and the Sumter County School Board, Florida
2023-2024**

I. Dual Enrollment Articulation Agreement

This agreement is entered into this 8th day of August, 2023, by and between the Citrus County School Board (the "CCSB") and the Sumter County School Board (the "SCSB") (collectively the "Parties").

Whereas, the Withlacoochee Technical College ("WTC") provides secondary and dual enrollment education courses as outlined by the Florida Department of Education; and

Whereas, SCSB students would like to enroll in WTC to receive secondary or dual enrollment courses; and

Whereas, the parties wish to enter into this agreement to outline their respective obligations under the conditions of the agreement.

Now, therefore, in consideration of the mutual promises, covenants and agreements contained herein, CCSB and SCSB agree as follows:

A. Program Requirements and Allowances

1. A ratification or modification of an existing articulation agreement

Once the articulation agreement is signed by both boards, the agreement will be active for the upcoming academic year and will nullify all previously signed agreements. Legislative changes that occur after the final draft of this document which impact the 2023-2024 academic year will take precedence.

2. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program

SCSB will be responsible for informing students and parents of the availability of programs at WTC.

3. A delineation of courses and programs available to students eligible to participate in dual enrollment and the clock hour credits that students will earn upon completion of each course and program

See Addendum A

4. A description of the process by which students and their parents exercise options to participate in the dual enrollment program

Students and the parent/guardian of students wishing to pursue participation in an articulated acceleration program must contact their school guidance counselors to discuss admissions criteria and to obtain the necessary application information.

5. A list of any additional initial student eligibility requirements for participation in the dual enrollment program

See Addendum B

6. A delineation of the high school credit earned for the passage of each dual enrollment course

Credit will be awarded at the completion of each course. Refer to the high school subject area equivalency list available on the Florida Department of Education (DOE) website for conversion of clock hours to high school credits.

See Addendum C

7. A description of the process for informing students and their parents of college-level course expectations

The college will supply school guidance counselor with dual enrollment information which includes application instructions to inform students/parents of the requirements, responsibilities and benefits of participation in the program.

Dual enrollment courses meet the curricular expectations, and are at the same depth and rigor, of traditional postsecondary instruction.

8. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis

There will be no exceptions made to the required grade point averages for academic or career dual enrollment.

9. The registration policies for dual enrollment courses as determined by the postsecondary institution

Registration will be conducted between the high school guidance counselor or designee and the dual enrollment counselor at WTC.

Dual Enrollment students will follow the college's procedures for withdrawal.

Dual Enrollment students will follow WTC's calendar.

10. The responsibilities of the school district regarding the determination of student eligibility before participating in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program

Students shall be bound by and follow all the terms and conditions of the Citrus County School District's Code of Conduct and WTC's policies and procedures.

Students that are disruptive to the learning process may be disciplined, including but not limited to termination of their participation in the course of study, regardless of any and all eligibility requirements for continued enrollment.

Each student must be recommended by their school principal. Student screening for eligibility and participation

is the responsibility of the high school principals according to district and state requirements.

Their school counselor shall identify those students qualified to participate in dual enrollment classes on a semester basis and will verify their continued eligibility throughout their participation. This verification will be conducted after grads are posted each semester. The counselor will notify the college's dual enrollment counselor when a student's eligibility status changes.

WTC will provide academic advising services to dual enrollment students, monitor their progress and attendance in dual enrollment classes, and provide progress and attendance reports to their school guidance counselor and district coordinator at the end of each high school semester.

If the student is projected to graduate from high school before the scheduled completion date of a post-secondary course, the student may not register for that course through dual enrollment.

STUDENT RECORDS: The parties may provide personally identifiable student records to each other in the performance of this agreement. Such records are provided pursuant to Section 1002.22(3)(d), Florida Statutes, and 20 U.S.C.A. 1232g. Each party further agrees to comply with Section 1002.22, Florida Statutes, and 20 U.S.C.A. 1232g, including but not limited to provisions related to confidentiality, access, consent, length of retention and security of student records.

11. The responsibilities of WTC regarding the transmission of student grades in dual enrollment courses to the school district.

At the completion of each course WTC will report course grades to the students' high school.

12. A funding provision that delineates costs incurred by each entity.

Students enrolled in a dual enrollment or early admissions program shall be exempt from the payment of registration, tuition, instructional materials, and laboratory fees.

SCSB will reimburse Withlacoochee Technical College for the standard rate of tuition per contact hour for certificate programs.

Required textbooks and other instructional materials as defined in F.S. 1006.28 will be funded by SCSB.

Assessment fees corresponding with course enrollment will be funded by SCSB or student.

All other lab fees, equipment and supplies listed on WTC's program required list or required by the program instructor will be funded by SCSB.

Extracurricular activity expenses will be funded by SCSB or student.

Payment from SCSB will be expected within 60 days of receipt of bill.

13. Any institutional responsibilities for student transportation, if provided.

SCSB/student will be responsible for providing transportation to and from facilities where dual enrollment classes are held.

14. Section 1007.271(25), F.S., requires that the dual enrollment articulation agreement include services and

resources that are available to students with disabilities who register for dual enrollment.

Students requesting disability services at WTC must self-identify through student services.

Public Records – See addendum D.

Accountability

This Agreement and the policies and allocation of responsibility shall be effective upon being signed by the chairpersons of the Citrus County School Board and the chairpersons of the Sumter County School Board but shall be executed before registration for the fall term of the following school year. Additions and deletions may be made at any time in writing upon the mutual agreement of WTC's Director and the District Superintendent. Courses of study and programs are to be incorporated into the agreement before instruction begins. This Agreement shall be valid for the 2023-2024 school year.

IN WITNESS WHEREOF, the Citrus County School Board and the Sumter County School Board have adopted this agreement and caused it to be executed by their respective chairmen and chief executive officers in accordance with Section 1007.235, F.S., Dual Enrollment Articulation Agreement.

WITNESS:

Lisa L Edel

CITRUS COUNTY SCHOOL BOARD:

By: Douglas A. Dodd

Date: 8/8/23

SUMTER COUNTY SCHOOL BOARD:

Richard G. Shuler

By: [Signature]

Date: 7/24/2023

2023-2024 Programs available to high school students:

ARCHITECTURE & CONSTRUCTION

- Electricity
- Heating, Ventilation, Air-Conditioning/Refrigeration

HOSPITALITY & TOURISM

- Professional Culinary Arts & Hospitality

INFORMATION TECHNOLOGY

- Applied Information Technology
- Technology Support Services (Students starting the program as Seniors must be full-time, Students starting as Juniors can attend part-time)

HEALTH SCIENCE

- Medical Assisting
- Nursing Assistant (Articulated)

MANUFACTURING

- Industrial Machinery & Controls Technician
- Welding Technology

TRANSPORTATION, DISTRIBUTION & LOGISTICS

- Automotive Service Technology

Note: Programs subject to change.

Addendum B

Withlacoochee Technical College Dual Enrollment with Sumter County Schools' Students

All dual enrollment courses taken by a student, must be pre-approved by a high school guidance counselor and must be a part of the student's planned academic program. Students must meet pre-requisites for any course in which they are enrolled.

In order to qualify for career and technical dual enrollment, students must demonstrate readiness for career-technical level coursework, have at least a 2.0 unweighted GPA, and have qualifying test scores as defined in district dual enrollment. In order for the program to qualify as a Career and Technical Program for dual enrollment status, the program must lead to an industry certification.

Students must successfully have completed at least 4 semesters of high school. Additionally, students must have good attendance and discipline history, attained the minimum age for their career and technical program (16 in most cases, 18 for some), and maintain a minimum 2.0 g.p.a. Students should score within 2 grade levels of the recommended score on the T.A.B.E. for the career and technical program in which they enroll.

Students seeking full-time dual enrollment (6.25 to 7 clock hours per day) must have achieved all criteria to be eligible for high school graduation, including but not limited to earning all required high school credits and passing all state testing requirements for graduation. Full-time students are also responsible for their own transportation.

High school credit is only awarded at the completion of each course. As each course is competency based and courses vary in estimated completion times from 75 to 600 hours, students needing to use the elective credits earned from dual enrollment for graduation should work closely with their counselor to make sure that they earn the required credits. In order to dual enroll in a course, students must be able to complete the course prior to their graduation date.

Due to State of Florida dual enrollment requirements, high school students in Withlacoochee Technical College's cosmetology program will be enrolled in high school course numbers until their graduation date. After graduation from high school, students will transition to post-secondary status and will be responsible for all payments and fees.

Note: Some career and technical programs are unavailable to high school students due to licensure restrictions.

Dual enrollment may be limited by the capacity of the college. Additionally, students who are disruptive to the learning process may lose the opportunity to participate in dual enrollment even though the student may be qualified to continue.

Any exceptions to the requirements must be approved by both the high school and college's Dual Enrollment Petitions Committee. Students and their parents should contact the Dual Enrollment Coordinator to request a meeting with the DE Petitions Committee. Students and their certified school counselors are notified of the committee's decision by phone within one week following the meeting.

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Dual Enrollment Clock Hour to High School Credit
2023-2024

Program Name	Course Number	Course Name	Course Hours	*Credits Awarded at Completion of Course
ARCHITECTURE AND CONSTRUCTION				
Electricity	BCV0603	Electrician Helper	300	2
	BCV0640	Residential Electrician	450	3
	BCV0652	Commercial Electrician	450	3
Heating, Ventilation, Air-Conditioning / Refrigeration	ACR0000	Introduction to HVAC/R	250	1.5
	ACR0001	HVAC/R Fundamentals	250	1.5
	ACR0012	HVAC/R Service Practices	250	1.5
	ACR0013	HVAC/R Intermediate Service Practices	250	1.5
	ACR0044	HVAC/R Advanced Service Practices	350	2
HEALTH SCIENCE				
Medical Assisting	HSC0003	Basic Healthcare Worker	90	0.5
	MEA0002	Introduction to Medical Assisting	250	1.5
	MEA0501	Medical Office Procedures	75	0.5
	MEA0521	Phlebotomist, MA	75	0.5
	MEA0543	EKG Aide, MA	75	0.5
	MEA0581	Clinical Assisting	230	1.5
	MEA0530	Pharmacology for Medical Assisting	90	0.5
	MEA0573	Laboratory Procedures	125	0.5
	MEA0506	Administrative Office Procedures	90	0.5
	MEA0942	Practicum Experience	200	1

Program Name	Course Number	Course Name	Course Hours	*Credits Awarded at Completion of Course
HEALTH SCIENCE (continued)				
Nursing Assistant (Articulated)	HSC0003	Basic Healthcare Worker	90	0.5
	HCP0121	Nurse Aide and Orderly (Articulated)	75	0.5
HOSPITALITY AND TOURISM				
Professional Culinary Arts & Hospitality	HMV0100	Food Preparation	30C	2
	HMV0170	Cook - Restaurant	30C	2
	HMV0171	Chef/Head Cook	30C	2
	HMV0126	Food Service Management	30C	2
INFORMATION TECHNOLOGY				
Applied Information Technology	OTA0040	Information Technology Assistant	150	1
	CTS0072	IT & Web Systems	300	2
	CTS0030	Programming Fundamentals	150	1
Network Systems Administration	OTA0040	Information Technology Assistant	150	1
	EEV0504	Computer Support Assistant	150	1
	CTS0026	Network Support Technician	150	1
	CTS0027	Systems Administrator	150	1
	CTS0028	Systems Engineer	150	1
	CTS0029	Wireless Network Administrator	150	1
Technology Support Services	EEV0317	Data Communications Analyst	150	1
	CTS0059	Technology Support Specialist	600	4

Program Name	Course Number	Course Name	Course Hours	*Credits Awarded at Completion of Course
MANUFACTURING				
Industrial Machinery and Controls Technician	ETI0580	Industrial Machinery and Controls Assistant	300	2
	ETI0581	Industrial Machinery and Controls Associate	300	2
	ETI0582	Industrial Machinery and Controls Technician I	300	2
	ETI0583	Industrial Machinery and Controls Technician II	300	2
Welding Technology	PMT0070	Welder Assistant 1	150	1
	PMT0071	Welder Assistant 2	150	1
	PMT0072	Welder, SMAW 1	150	1
	PMT0073	Welder, SMAW 2	150	1
	PMT0074	Welder	450	3
TRANSPORTATION, DISTRIBUTION AND LOGISTICS				
Automotive Service Technology	AER0014	Automobile Services Assistor	300	2
	AER0110	Engine Repair Technician	150	1
	AER0257	Automatic Transmission and Transaxle Technician	150	1
	AER0274	Manual Drivetrain and Axle Technician	150	1
	AER0453	Automobile Suspension and Steering Technician	150	1
	AER0418	Automotive Brake System Technician	150	1
	AER0360	Automotive Electrical/Electronic System Technician	300	2
	AER0172	Automotive Heating and Air Conditioning Technician	150	1
	AER0503	Automotive Engine Performance Technician	300	2

*Credit information from 2021-2022 Dual Enrollment Course-High School Subject Area Equivalency List Career Dual Enrollment Credit from FLDOE website. As of 6-9-22, per FLDOE Office of Articulation, the 2022-2023 Dual Enrollment Course-High School Subject Area Equivalency List Career Dual Enrollment Credit is not available.



SUMTER COUNTY SCHOOL BOARD

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E-verify – Contract Addendum

Addendum to Contract: _____

Dated: _____

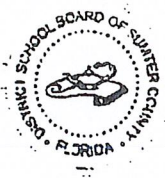
Under Executive Order 11-116, and Section 448.095, Fla. Stat., effective July 1, 2020,

Contractor agrees to comply with all laws, rules, and regulations that may be applicable to contractor in the employment of employees to confirm the eligibility of such employee's employment, including verification of eligibility through the U. S. Department of Homeland Security's E-Verify system.

Name: Douglas A. Dodd, Chairman

Signature: *Douglas A. Dodd*

Date: 8/8/23



SUMTER COUNTY SCHOOL BOARD

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Public Records – Contract Addendum

Addendum to Contract: _____

Dated: _____

Public Records. Contractor shall keep and maintain public records that ordinarily and necessarily would be required by the Sumter County School Board in order to perform the services being provided by Contractor herein. Contractor shall provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes.

Contractor shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.

Upon completion of the contract, Contractor will transfer, at no cost, to the Sumter County School Board all public records in possession of the Contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Sumter County School Board upon request from the Sumter County School Board's custodian of public records, by Contractor in a format that is compatible with the information technology systems of the Sumter County School Board.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

Lisa Whitman Sr. Director Human Resources

(352) 793-2315 ext. 50251

Lisa.Whitman@sumter.k12.fl.us

2680 WCR 476

Bushnell, FL 33513

Name: Douglas A. Dodd, Chairman

Signature: Doug A Dodd

Date: 8/8/23



SUMTER COUNTY SCHOOL BOARD

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Scrutinized Company Certification

I hereby swear or affirm that as if the date below this company is not listed on a Scrutinized Companies list created pursuant to 215.4725, 215.473, or 287.135, Florida Statutes. Pursuant to 287.135, Florida Statutes I further affirm that:

1. This company is not participating in a boycott of Israel such that is not refusing to deal, terminating business activities, or taking other actions to limit commercial relations with Israel, or persons or entities doing business in Israel or in Israeli-controlled territories, in a discriminatory manner.
2. This Company does appear on the Scrutinized Companies with Activities in Sudan List where the State Board of Administration has established the following criteria:
 - a. Have a material business relationship with the government of Sudan or a government-created project involving oil related, mineral extraction, or power generation activities, or
 - b. Have a material business relationship involving the supply of military equipment, or
 - c. Impart minimal benefit to disadvantaged citizens that are typically located in the geographic periphery of Sudan, or
 - d. Have been complicit in the genocidal campaign in Darfur.
3. This Company does not appear on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List where the State Board of Administration has established the following criteria:
 - a. Have a material business relationship with the government of Iran or a government-created project involving oil related or mineral extraction activities, or
 - b. Have made material investments with the effect of significantly enhancing Iran's petroleum sector.
4. This Company is not engaged in business operations in Cuba or Syria.

VENDOR/COMPANY NAME: Citrus County School Board

NAME: Douglas A. Dodd

TITLE: Chairman

SIGNATURE: Dough A. Dodd

DATE: 8/8/23

The scrutinized company list is maintained by the State Board of Administration and available at <http://www.sbatfla.com/>

2680 West County Road 476 - Bushnell, Florida 33513

<http://www.sumter.k12.fl.us>

**MEMORANDUM OF UNDERSTANDING
BETWEEN
WITHLACOOCHEE
TECHNICAL COLLEGE AND
THE SCHOOL BOARD OF SUMTER COUNTY, FLORIDA**

THIS MEMORANDUM OF UNDERSTANDING ("MOU") made and entered into this 1st day of July 2023, between The School Board of Sumter County, Florida (hereinafter "School Board") with its business address at 2680 West County Road 476, Bushnell, FL 33513, and Withlacoochee Technical College, a Florida technical college (hereinafter "College") with its business address at 1201 West Main Street, Inverness, FL 34450

WHEREAS, the College has an established relationship with the School Board pursuant to Section 1007.271, Florida Statutes, to allow for the enrollment of an eligible secondary student in postsecondary coursework creditable toward high school diploma requirements and industry certification/credentials and entered into the Dual Enrollment Articulation Agreement between the College and School Board (the "DE Agreement"); and

WHEREAS, the College and the School Board would like to broaden the scope of career and technical options for public high school students; and

WHEREAS, the College currently offers a Applied Information Technology program; and

WHEREAS, the School Board desires to offer the College's Applied Information Technology program on its Wildwood Middle High School campus in accordance with the DE Agreement and this MOU (the "Program");

NOW THEREFORE, the School Board and the College do memorialize and affirm their understanding with respect to these matters as follows:

1. **Recitals.** The recitals above are true and are incorporated herein by reference.
2. **Program.** The College shall offer Wildwood Middle High School student's instruction necessary to complete the program. The program includes 600 clock-hours of training. The program will be offered in accordance with the College's current plan of instruction. Final admission to the program may be contingent upon satisfaction of other eligibility requirements to the extent that they are required by law or regulation. The dual enrolled students shall be required to comply with all requirements set forth in the College's plan of instruction and catalog, including providing for supplies, fees, and conduct, but shall not be required to pay tuition.
3. **Location.** The Program shall be taught at Wildwood Middle High School located in Wildwood, Florida. (the "Facility").

4. **Instructors.** The School Board shall provide an instructor to conduct instruction of the program at the Facility. The parties acknowledge that the program is a 600 clock-hour program which is being adapted to accommodate a high school block schedule. The School Board shall be responsible to provide for payment of the instructor's wages and benefits associated with hours of clock-hour course instruction. Accordingly, the School Board, through Wildwood Middle High School staff, will provide appropriate supervision and educational opportunities during the scheduled class time.

5. **Program Costs.** Per Florida Statutes §1007.271, the school district shall pay public postsecondary institutions the standard tuition rate for dual enrollment programs in the fall and spring semesters from funds provided in the Florida Education Finance Programs. The College will bill SCSB per student for any tuition, textbooks, workbooks, textbook access codes, lab fees, and certification fees, if applicable, per program. Additionally, SCSB will be billed for professional development for SCSB teachers.

6. **Classroom and Supplies.** The School Board shall provide an instructional room at the Facility that is appropriate for postsecondary instruction, together with necessary equipment and basic office supplies for the instructor to successfully teach and the students to successfully engage in the course. The School Board shall be solely responsible for utilities, maintenance, cleaning, security, and other overhead associated with the operation of the Facility. The college may provide, on its campus, additional facilities including simulator equipment for the use of the students in the program during sessions at the College's main campus. The College shall be responsible for utilities, maintenance, cleaning, security, and other overhead associated with the operation of its campus.

7. **Student Conduct.** High school students enrolled in and taking the Program courses at Wildwood Middle High School will be treated as postsecondary College students. The Program students will be expected to follow the College's Student Code of Conduct Policy. The students, while at the Facility, will also be subject to the Wildwood Middle High School / School Board rules and code of conduct. The parties will cooperate in connection with disciplinary action and due process proceedings but acknowledge that in some circumstances the unilateral action of one the College, in accordance with its policies, may prevent a student from continuing in the program even though the student remains actively enrolled at Wildwood Middle High School.

8. **Student Academic Performance.** Students enrolled in the Program courses must follow the same academic performance criteria as all students enrolled in the College. The College programs are postsecondary clock hour, competency-based programs. The parties acknowledge that a clock hour program may involve heightened attendance requirements and that excessive absences, although they may be excused for medical or other reasons, will prevent a student from completing the program even though the student may be able to complete secondary courses despite absences.

9. **Relationship to Dual Enrollment Agreement.** This MOU is subject to the Dual Enrollment Articulation Agreement, which shall govern all aspects of the program. Students shall be considered dual enrollment postsecondary students while participating in the program.

10. **Approval.** This MOU has been duly approved by the School Board and the College.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals effective as of the day and year first written above.

SUMTER COUNTY SCHOOL BOARD



**WITHLACOOCHEE TECHNICAL
COLLEGE**


Director

ATTEST: