



## INTERNSHIP MEMORANDUM OF UNDERSTANDING

School Name :	Pioneer Technology & Arts Academy
Partners Name and Address:	Sigma Surveillance Inc 1081 Ohio Drive Suite 1 Plano, TX 75093

This Agreement (“Agreement”) for the development, support, and operation of a grades 9 through 14 early college and career preparatory school is effective as of 08/21/17, by and between the Pioneer Technology & Arts Academy, with Superintendent offices located at 3200 Oates Drive Mesquite TX 75150; Sigma Surveillance with its Superintendent office located at 1081 Ohio Drive Plano TX 75093;. (Each P-TECH 9-14 Partner is referred to herein individually as a “Party” and collectively as the “Parties”).

WHEREAS, Pioneer Technology & Arts Academy, and Sigma Surveillance wish to enter into an agreement to set forth their continuing rights and obligations with respect to the development, support, and operation of Mesquite, Greenville and Fate Campuses;

NOW THEREFORE, in consideration of the mutual promises set forth herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

### I. OVERALL SCHOOL MODEL

The Parties agree to collaborate in developing, supporting, and operating Mesquite, Greenville and Fate Campuses. The School’s mission is to provide all students with an education that begins in grade 9, continues through high school completion with a high school diploma, and culminates in attainment of an associate degree in STEM Field, thus preparing students to succeed in college and career. The program also includes authentic work experiences designed to prepare students for positions in the STEM field.

The School’s curriculum and support program is designed to support a wide range of students in earning a high school diploma, an associate degree, and the work experience needed to be a highly qualified candidate for career-track employment in the STEM Field. All college courses offered to students while enrolled in the School will be free of charge to students and their families.

The Parties will work together to develop, evaluate and revise the School’s Scope & Sequence plan, which will identify specific high school and college courses and work experiences that students will participate in each year as part of their regular school program. This Scope & Sequence plan will serve as a blueprint for curriculum development and programming for students and staff.





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### **II. GOVERNANCE**

The School will be a Pioneer Technology & Arts Academy public school and, as such, must follow all policies and procedures outlined in the Pioneer Technology & Arts Academy charter Regulations. The Superintendent of the School is responsible for day-to-day decisions regarding the operation and management of the School. The Superintendent is a Pioneer Technology & Arts Academy employee, and the selection of the Superintendent is governed by the Pioneer Technology & Arts Academy Regulations.

A Steering Committee consisting of representatives from all the Parties shall oversee the development and ongoing support of the School. Additional staff and faculty members, students and parents may be added as appropriate.

The Steering Committee shall meet at least two times a year and as often as needed to evaluate instructional and programmatic activities, identify problems, issues and challenges that arise, and make recommendations regarding more effective coordination and collaboration. The Steering Committee shall address the School's Scope & Sequence plan, the overall quality and outcomes from the college courses and other aspects of the School, the School's budget, and other issues related to relationship between the Parties. The Steering Committee is empowered to suggest revisions to this Agreement on matters of the School's program focus. In cases where the Steering Committee is unable to resolve issues pertaining to the School, it will escalate issues in writing to Superintendent.

### **III. ROLES AND RESPONSIBILITIES**

#### **A. Sigma Surveillance Responsibilities:**

1. Sigma Surveillance will be committed to the full implementation of Overall School Model as outlined in Section I.
2. Sigma Surveillance will ensure that every participating student receives mentoring from a STEM industry professional, including an opportunity to communicate in writing or online and face-to-face interaction on at least two occasions per year.
3. Sigma Surveillance will make available line supervisors and Human Resources managers to identify the appropriate entry-level positions students at the School may qualify for upon graduation, work with the other Parties to map the key skills needed to succeed in those positions, and strongly consider students at the School for those employment opportunities.
4. Sigma Surveillance will identify a dedicated staff person to manage Sigma Surveillance's responsibilities and other appropriate staff to participate in the Local Partnership Committee. This dedicated staff person will be available at least 60% of the time (the equivalent of 3 days per week) to support the relationship with the School. This staff person will, among other duties, coordinate site visits to Sigma Surveillance facilities, recruit and match mentors to students, identify appropriate internship opportunities, and support teachers and faculty in developing appropriate curricula.



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5. Sigma Surveillance will help define and provide opportunities for appropriate workplace experiences (e.g., design projects, visits, speakers, internships, and apprenticeships) to prepare students for the world of work based on the curriculum Scope & Sequence plan. It is anticipated that each student in the school will participate in one to three internship experiences during his or her six year tenure. Sigma Surveillance will provide a minimum of thirty (30) internship opportunities each year to students from the School. Sigma Surveillance will assist the School's staff in identifying additional organizations in the STEM field to ensure that each student has the opportunity to participate in multiple internships during the course of the program.

6. Sigma Surveillance will work with the School's staff and the other Parties to develop a coherent Scope & Sequence plan of courses and workplace experiences that enables students to successfully meet the goals outlined in the program model. Sigma Surveillance will help identify high-quality occupation related projects and curriculum that may be incorporated into the academic program.

7. Sigma Surveillance will allow Pioneer Technology & Arts Academy and the School's staff and students appropriate access to Sigma Surveillance facilities to support program activities, including, but not limited to, internships, job shadowing, mentoring, and other "reallife" work experiences for students.

### **B. Pioneer Technology & Arts Academy Responsibilities:**

1. Pioneer Technology & Arts Academy will be committed to the full implementation of the Overall School Model as outlined in Section I.

2. Pioneer Technology & Arts Academy will work with the School's staff and the other Parties to develop a seamless and coherent Scope & Sequence plan of courses and workplace experiences that enables students to successfully meet the goals outlined in the program model. Pioneer Technology & Arts Academy will work to develop a rigorous and engaging curriculum that prepares students for college-level coursework and workplace experiences.

3. Pioneer Technology & Arts Academy will establish a college-going culture for all students at the School, which requires engaging students in college coursework, tutoring and advising, and instruction on key "college knowledge" academic and personal behaviors such as time management, collaboration, problem-solving, leadership, study skills, communication, and tenacity.



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4. Pioneer Technology & Arts Academy will help define appropriate workplace experiences (e.g., design projects, job shadowing, internships, and clinical practice) that will support students gaining key skills needed in the STEM field.

5. Pioneer Technology & Arts Academy will provide a space to house the School at the Mesquite , Greenville and Fate Campuses. The facility will have sufficient space to support the activities and number of students described in Section I.

6. Pioneer Technology & Arts Academy will allow Sigma Surveillance faculty and staff appropriate access to the School to support program activities, along with other appropriate industry leaders and members of leading nonprofit organizations.

7. Pioneer Technology & Arts Academy will ensure that students of all backgrounds and abilities are eligible to attend the School. Pioneer Technology & Arts Academy will ensure that prior academic performance shall not be considered during the admissions process.

8. Pioneer Technology & Arts Academy will provide regular operating funds to the School in the same manner as other [city] public schools. Pioneer Technology & Arts Academy will identify additional funding streams that may be available to the School, including but not limited to federal Perkins program funding.

9. Pioneer Technology & Arts Academy will support the School's Superintendent in identifying qualified staff to teach in the School.

10. Pioneer Technology & Arts Academy will provide appropriate and relevant ongoing professional development for the School's Superintendent and staff. Pioneer Technology & Arts Academy will share best practices from other public schools that effectively serve a wide range of high school students in achieving college and career readiness.

### **IV. TERM AND TERMINATION**

A. Term. The term of this Agreement (the "Term") shall begin as of 08/21/17 and end on 08/21/27. This Agreement may be renewed by written agreement of the Parties.

B. Termination.

1. This Agreement may be terminated by agreement of Pioneer Technology & Arts Academy upon not less than ninety (90) days' prior written notice to Sigma Surveillance.



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2. Sigma Surveillance may terminate its participation in this Agreement upon not less than six (6) months' prior written notice to Pioneer Technology & Arts Academy.

3. In the event of a material breach of this Agreement by Sigma Surveillance, Pioneer Technology & Arts Academy may provide Sigma Surveillance written notice of such breach, and Sigma Surveillance shall have a period of thirty (30) days to cure the breach. If Sigma Surveillance fails to cure the breach within the cure period, Pioneer Technology & Arts Academy may terminate Sigma Surveillance's participation in this Agreement upon not less than thirty (30) days' prior written notice to Sigma Surveillance.

### V. MISCELLANEOUS

A. Security. Non-Pioneer Technology & Arts Academy instructors and other personnel from Sigma Surveillance must be fingerprinted if they regularly are at the School

B. Non-Discrimination. The Parties shall comply in every respect with all applicable provisions of all federal, state and local statutes, rules and regulations which prohibit unlawful discrimination against any employee, applicant for employment, student or applicant for admission because of race, color, religion, sex, age, marital status, veteran status, handicap, disability, national origin or sexual orientation, genetic predisposition, or carrier status. Each Party shall promptly notify the other Parties of any complaint of discrimination made to it by any person in connection with the subject matter of this Agreement.

C. Student Records. All information about students obtained from any of the Parties shall be held confidential pursuant to the provisions of the Family Educational Rights and Privacy Act (20 U.S.C.A. 1232g) ("FERPA").

D. Independent Contractors. The Parties intend to create an independent contractor relationship. No provision of this Agreement, nor any action taken by or arrangement entered into between or among the Parties in accordance with the provisions hereof, shall be construed as or deemed to make any Party the partner, joint venturer, Superintendent, agent or employee of another Party. No director, trustee, officer, partner, employee, agent, affiliate or contractor of any Party shall be deemed to be an employee, agent or contractor of another Party. No Party shall have any right, power, or authority, express or implied, to bind another Party to any individual or organization that is not a Party to this Agreement.

E. Expenses. Except as otherwise expressly provided in this Agreement, each Party will bear its own costs and expenses (including legal fees and expenses) incurred in connection with this Agreement and the activities contemplated herein.

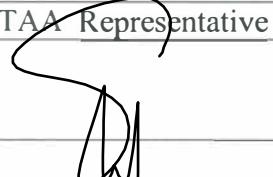
F. Assignment. The provisions of this Agreement shall bind and inure to the successors and assigns of the respective Parties. No Party may assign its rights or obligations herein without the prior written consent of the other Parties.



G. No Third-Party Beneficiaries. This Agreement shall not confer any rights or remedies upon any person other than the Parties and their respective successors and permitted assigns.

H. Notices. All notices to any Party required or desired to be given hereunder shall be in writing and shall be sent by hand delivery or overnight courier to the address set forth below or such other address as such Party may hereafter specify for that purpose by notice to the other Parties. Any notice shall be deemed to have been given on the date of its actual receipt.

Partner Representative	Title	Date
	ACCOUNTING MANAGER	09/21/17

PTAA Representative	Title	Date
	Shubham Pandey	9/21/17

