

**AGREEMENT BETWEEN HUDSON  
COUNTY COMMUNITY COLLEGE  
AND  
NUTLEY BOARD OF  
EDUCATION FOR THE  
DELIVERY OF CULINARY ARTS  
INSTRUCTION  
FOR ACADEMIC YEAR 2023-24**



This Agreement between the Hudson County Community College (HCCC) and the Nutley Board of Education (NBOE) is for the purposes of HCCC providing instruction in selected courses for high school students enrolled in Nutley High School (NHS). NHS students enrolled in HCCC classes will have the opportunity to earn HCCC credits for selected college courses taught by their approved high school instructors during school as part of their regular teaching responsibilities.

**Faculty Qualifications and Responsibilities**

1. High school instructors teaching HCCC courses as part of the high school curriculum are required to meet the minimum educational requirements in the subject area(s) being taught or in a closely related discipline and must receive approval from the HCCC faculty coordinator or Dean responsible for that subject area prior to the commencement of instruction.
2. High school instructors teaching HCCC courses must follow the HCCC curricula, utilize required texts, maintain required minimum instructional hours (i.e., 750 minutes per credit), administer HCCC exams and submit both grades and attendance reports to HCCC by specified dates.
3. Class observation(s) will be conducted by HCCC supervisor(s). HCCC reserves the right to remove approvals of NHS instructors who do not meet HCCC standards of instruction.

**Provision for Alternate Scheduling and Registration**

Instruction for each approved course on NHS campuses may follow the high school schedule as it relates to start-and-end dates and frequency, as long as the required minimum instructional hours and all course outcomes are met.

**Student Enrollment**

1. Selection for participation in the courses covered under this agreement will initially be determined by NHS, provided that all selected students meet all course pre-and-co-requisites of NHS and HCCC. NHS will select students who demonstrate a proficiency for college-level work and a reasonable chance for successful completion.
2. Participating students must complete the HCCC Early College online application and

student agreement form within the time frames established by HCCC. NHS will submit completed student agreement forms, signed by the participating student's school counselor and each student's parent or guardian, to the HCCC Office of Early College Programs. Participating students shall comply with and be subject to all HCCC policies applicable to HCCC students.

3. HCCC does not guarantee that any credits earned will be transferable to another institution. Whether or not to accept those credits is determined by the policies and procedures of the accepting institution.
4. HCCC and NBOE are authorized to exchange pertinent student information. Such information shall be considered confidential and shall not be disclosed except to the extent required by law or for a party to fulfill its obligations under this Agreement. HCCC will forward final grades for participating students to the high school administration upon completion of the semester and payment of all fees and tuition required by this agreement.

### **Courses for AY (2023-2024)**

Selected students may enroll in the following courses to be offered during the 2023-24 academic year.

- Culinary for Hospitality – HMT 104 (3 Credits)
- Production Kitchen Skills I – CAI 117 (2 Credits)

### **Fiscal Arrangement**

- A. HCCC shall directly invoice students for participating tuition in accordance with the following charges and terms for the 2023-24 academic year:
  1. For courses taught by approved high school instructors during the school day as part of their regular teaching responsibilities, students will be required to pay HCCC tuition of \$38.75 per credit. A student's failure to timely pay an invoice may result in students being prohibited from registering for future classes, holds on grades and transcripts, and the possible referral of the invoice for collection.
- B. Invoices shall reflect enrollment through the posted withdrawal dates based on the Student Refund and Academic Calendar. HCCC shall not be obligated to make any adjustments in the per credit price charged to students if the discontinuation of a student's participation in the program is not communicated to HCCC prior to the appropriate withdrawal dates.
- C. HCCC will waive non-tuition fees (e.g., admission, registration, technology, student activity) for the courses covered under this agreement.

### **Terms of Contract**

This Agreement shall be effective as of September 1, 2023 and shall run through June 30, 2024 and may be renewed annually by the parties by executing a separate agreement. It is understood and agreed that the parties to this Agreement may modify or revise this Agreement

only by written amendment executed by both parties.

**Choice of Law/Venue**

This Agreement shall be subject to and interpreted in accordance with the laws of the State of New Jersey regardless of New Jersey's conflict of laws, provisions or principles. Any and all disputes between the parties arising out of or relating to this Agreement or the services provided thereunder shall be subject to the exclusive jurisdiction of the Superior Court of New Jersey located in Hudson County, New Jersey.

**SIGNED:**

  
\_\_\_\_\_  
CC  
President or Designee  
Hudson County Community College

8-15-2023  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent or Designee  
Nutley Board of Education

\_\_\_\_\_  
Date