

**AGREEMENT BETWEEN HUDSON
COUNTY COMMUNITY COLLEGE
AND
WEST ORANGE 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 West Orange Board of Education (WOBOE) is for the purposes of HCCC providing instruction in selected courses for high school students enrolled in West Orange High School (WOHS). WOHS 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.
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 the appropriate HCCC supervisor(s). HCCC reserves the right to remove approvals of WOHS instructors who do not meet HCCC standards of instruction.

Provision for Alternate Scheduling and Registration

Instruction for each approved course on WOHS 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 WOHS, provided that all selected students meet all course pre-and-co-requisites of WOHS and HCCC. WOHS 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. WOHS 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 WOBOE 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.

- Bakeshop I – CAI – 119 (2 credits)
- Food Sanitation & Culinary Principles – CAI-115 (3 Credits)
- Pantry and Breakfast Cookery – CAI-118 (2 Credits)
- Production Kitchen Skills I – CAI 117 (2 Credits)

Fiscal Arrangement

- A. HCCC shall directly invoice WOBOE for participating student tuition in accordance with the following charges and terms:
 1. For courses taught by high school instructors during the school day as part of their regular teaching responsibilities, WOBOE will be required to pay HCCC tuition of \$38.75 per credit.
- B. WOBOE shall make full payment to HCCC no later than sixty (60) days of WOBOE's receipt of the bill from HCCC. Non-payment or late payment of all or part of an invoice may result in students being prohibited from registering for future classes, holds on grades and transcripts and the possible referral of the bill for collections. WOBOE agrees to be responsible for all collection fees and costs incurred by HCCC, including, without limitation, court fees and attorneys' fees, in the event that full payment is not received from WOBOE within sixty (60) days of WOBOE's receipt of an invoice from HCCC. 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 WOBOE 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.
- D. WOBOE shall be responsible for making arrangements directly with the HCCC Bookstore for the purchase by WOBOE of required textbooks and supplies prior to the start of classes. The cost of textbooks and supplies is not included in the tuition rates set forth herein.

Terms of Contract

This Agreement shall be effective as of July 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

7-11-2023
Date



Superintendent or Designee
West Orange Board of Education

Date