



HOSPITALITY MANAGEMENT/CULINARY ARTS AGREEMENT

This agreement between Central Texas College, Killeen, Texas, hereinafter referred to as "CTC," and Killeen Independent School District, Killeen, Texas, hereinafter referred to as "KISD."

WITNESSETH:

WHEREAS, KISD does not currently have a Hospitality Management/Culinary Arts Program and

WHEREAS, CTC has facilities and equipment available and is willing to conduct these programs.

NOW THEREFORE, in furtherance of the above-stated purposes and in consideration of the mutual covenants and agreements set forth herein, the parties hereto agree as follows:

I.

CTC agrees as follows:

- A. To offer vocational programs in Hospitality Management/Culinary Arts to KISD students.
- B. The total enrollment is not to exceed those enrollments listed in Section III Paragraph C.
- C. To award college credit for college classes successfully completed that leads to a Certificate of Completion or to an Associate's in Applied Science degree as specified in Exhibits A and B.
- D. To provide faculty qualified to conduct instruction and to provide facilities, equipment, and instructional supplies for the program. See cost schedule for items not provided by CTC.
- E. To invoice KISD within thirty (30) days of certification date.
- F. To maintain KISD enrollment documentation as required by KISD.
- G. To provide instruction in the programs listed in Exhibit A.
- H. Central Texas College does not discriminate on the basis of color, national origin, gender, disability, or age in its programs or activities. The following person has been designated to

handle inquiries regarding the non-discrimination policies: Coordinator of Affirmative Action & Equal Employment, (254) 526 -1391.

- I. No changes shall be made to student course schedule without written approval through Dual Credit Programs, the office of the Dean of Academic Instruction, and the KISD Director for Career and Technical Education.

II.

CTC instructor responsibilities:

- A. Dual Credit Faculty:
 1. Be credentialed and hired at sole discretion of CTC.
 2. Provide students with the course syllabus on the first day of class.
 3. Maintain college-level rigor of the course.
 4. Follow the curriculum provided by CTC.
- B. Alert the department chair immediately if there is an issue with equipment or textbooks.
- C. Follow the protocol for communicating with the department chair on any grading or student conduct items.
- D. Submit rosters and grades on time.
- E. Check rosters daily to ensure all students in the class are on the college roster. Report discrepancies immediately to the Dual Credit Programs Office.
- F. Maintain communication with the department chair throughout the semester.
- G. Attend trainings provided by the Dual Credit Programs Office and CTC.
- H. Complete mandated online training by the due date.
- I. Communicate with dual credit students through CTC email or through the Blackboard Messages.
- J. Attend Faculty Inservice at the beginning of fall semester. Attend Faculty Preservice at the beginning of spring semester.

III.

KISD agrees as follows:

- A. To provide student recruitment and counseling services.
- B. To provide transportation to and from CTC facilities for students enrolled in the program.
- C. Course Enrollments: Total Students for the program is 54 students
 - I. Hospitality Management/Culinary Arts
 - Group A New Students: 1 to 36 students are eligible to take CHEF 1301, CHEF 1305, CHEF 1302 or HAMG 1321 in either the Fall or Spring Semester. See Exhibit A
 - Group B Returning Students: 1 to 18 students are eligible to take PSTR 1301, HAMG 2301, PTSR 1302, or RSTO 1321 in either the Fall or Spring Semester. See Exhibit B
 - II. Class Size: The total enrollment is not to exceed 18 students per course. Any additional students requested to be enrolled over the specified number of 18 will require approval by Central Texas College's Dean of Career and Technical Instruction in writing, with a copy of the approval forwarded to Tracy Lehmkuhler at Tracy.Lehmkuhler@ctcd.edu.
 - III. Billing: Billing will occur each Fall and Spring semester. Once the total number of students enrolled is finalized for the Fall and Spring semesters, KISD will be invoiced for up to 54 students for Fall and 54 Students for Spring totaling 108 students for the Fall/Spring. Billing for instructional materials and books will be at a cost of \$11,500 for Fall and \$11,500 for Spring for a combined total cost of \$23,000, this does not include tuition costs for Non-Fast Eligible Students. Where the total number of enrollments exceeds 108 students for Fall and Spring combined, KISD will then be billed at rate of \$35.50 per student per semester credit hour for instructional materials and books, plus tuition costs for non-eligible FAST students.
 - IV. FAST Eligible Students: Financial Aid for Swift Transfer (FAST) is defined in accordance with Texas Education Code section 28.0095. The criteria for determining whether a student is FAST eligible will be held in accordance with Texas Education Code section 28.0095(c)(1)(2) and the rules promulgated by the

Texas Higher Education Coordinating Board. Eligibility will be further determined based on certification reports and data provided by the Texas Higher Education Coordinating Board. KISD has zero cost for tuition for FAST eligible students. KISD will be billed per student for differential tuition, books, and instructional materials. See section VI. for further guidance regarding instructional materials.

- V. **Non-FAST Eligible Students:** For students that do not meet the criteria for FAST eligibility as prescribed above, the tuition rate is \$55.00 per credit hour, and will be adjusted as prescribed by the Texas Higher Education Board and approved by the Central Texas College Board of Trustees, for the academic year. Invoices billed to Killeen ISD are payable net 30 days. Killeen ISD will be billed per student for tuition, differential tuition, books, and instructional materials. Tuition, differential tuition, and books for additional courses will be billed to the student for courses and materials outside of this agreement. For any and all refunds where a student withdraws from a course or program, refunds are administered according to the CTC refund schedule. Refunds for student withdrawal are calculated effective the date Dual Credit Programs Office receives notification of student withdrawal from the ISD.
 - VI. KISD agrees to pay all costs for instructional materials to include the required chef jacket, chef hat, chef pants, chef knives, aprons, and thermometer supplies, computing devices and other material not specifically declared as included by this agreement.
 - VII. KISD agrees to pay all textbook costs for non-eligible FAST students.
 - VIII. **Student Reimbursement:** Killeen ISD at its sole discretion may choose to require reimbursement from any student that is not FAST-eligible for tuition, fees, books, or other course materials paid for by the ISD. Student reimbursement shall not be a condition of the ISD's payment for the amounts billed by the College to the ISD. The ISD may not require reimbursement for any costs from students that are FAST eligible.
 - IX. Students who take courses which are not approved under this agreement are obligated to pay the full in-district tuition rate, and are responsible for all books and material costs.
- D. Students must provide the required signed Dual Credit/Early Admissions packet, which includes, but is not limited to, the CTC Dual Credit/Early Admissions Advising Plan, and includes the meningitis vaccination or exemption by July 31, 2024.

- E. Payment to CTC will be made to CTC within thirty (30) days of invoice, per Section
- F. The Killeen Independent School District does not discriminate on the basis of color, national origin, gender, disability, or age in its programs or activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:
Professional Standards Administrator, 200 North W.S. Young Drive, Killeen, TX 76540,
(254) 336-2780
- G. To comply with the Eligibility Requirements for Dual Credit Workforce Education Courses:
 - 1. The student must provide a high school transcript to verify Sophomore, Junior, or Senior status.
 - 2. The student must enroll in only the workforce education dual credit course for which the student demonstrates eligibility. New students will not be accepted into a program after late registration ends.
- H. Students are given the opportunity to take the ServSafe Manager industry certification. KISD will pay for all students the certification exam upon successful completion of the pretest.
- I. To adhere to the CTC semester start and end dates.
- J. To ensure dual credit courses held for KISD meet the contact hours required and that extracurricular activities do not interfere with students completing the required contact hours.
- K. All KISD students shall be held responsible for the adhering to CTC policies and procedures.
- L. Students are required to provide their social security number on their admission application. Students will not be permitted to register for classes until a social security number is provided.
- M. Students are expected to maintain academic honesty by refraining from academically dishonest behaviors (i.e., plagiarism, collusion, cheating). Academic misconduct sanctions are administered in accordance with policy and procedures set forth in the current CTC Course Catalog.
- N. Data Sharing: Data shall be provided by KISD to CTC and data shall be provided by CTC to KISD. Requested information is listed in O items 1-7. The data shall be provided in the following format: Either Microsoft Excel or Access.

KISD will provide:

- 1. Enrollment information for all students:**
 - A. First Name, Last Name, Middle Initial;**
 - B. Social Security Number (SSN) for all U.S. Citizens and permanent residents. If student is not a U.S. Citizen or permanent resident, then the CTC ID or other student record identifier may be used.**
 - C. Date of Birth (DOB);**
- 2. High School Attending;**
- 3. Date of High School graduation;**
- 4. Endorsement areas of each student;**
- 5. Special group identification, for example Early College High School or STEM; and**
- 6. Cumulative GPAs**
- 7. Texas Student Data System (TSDS) unique ID.**

IV.

CTC's Disability Support Services (DSS) office provides reasonable accommodations available to college students in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. In order for students with disabilities to receive accommodations from CTC, students must initiate contact to and provide CTC's DSS office with current (within three years of enrollment at CTC) documentation of disability. Documentation consists of a statement or evaluation from an appropriate and recognized health care professional. The Individualized Education Plan used for public school students does not qualify as a substitute for documentation from an appropriate and recognized health care professional.

High School personnel will ensure students are aware of these requirements and instruct students who wish to seek accommodations to contact DSS at (254) 526-1863 to set up an appointment for evaluation of the student's needs.

V.

This agreement will commence on or about August 1, 2024 and continue in effect until May 31, 2026 or until the end of the KISD school year whichever is later. This agreement will be renewed each KISD school year and modified, if necessary, upon written mutual agreement of the parties. This agreement is established in accordance with the goals and provisions included in the Partnership Agreement between KISD and CTC.

VI.

All notices required or permitted hereunder shall be deemed to have been given and properly served in any United States Post Office by certified or registered mail, postage prepaid, addressed to the parties at the following addresses:

Central Texas College
Attn: Associate Vice Chancellor, Business Services/Contracting Office
P.O. Box 1800
Killeen, TX 76540-1800

Killeen Independent School District
Attn: Superintendent's Office
200 N. WS Young Drive
Killeen, TX 76543-4025

VII.

This agreement supersedes any previous agreement entered into between the parties.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed as of the day and year indicated below:

CENTRAL TEXAS COLLEGE



Ted Gonzalez
Vice Chancellor, Finance and Administration

7/30/24

Date

KILLEEN INDEPENDENT SCHOOL DISTRICT



Dr. Jo Ann Fey
Superintendent of Schools

7/30/2024

Date

Exhibit A

HOSPITALITY MANAGEMENT/CULINARY ARTS COURSE OFFERING

Fall and Spring

Group A

This KISD Program of Study is aligned with the Business & Industry endorsement and with the Level One Certificate of Completion, Restaurant Skills (HMR13) and Level One Certificate of Completion, Baking (HMBK9), offered at Central Texas College.

| Students | CTC Course Number and Title | KISD Course Number and Title | College Credit | High School Credit |
|--------------------------------------|--|--|-----------------------|---------------------------|
| Group A New Students 1-36 | CHEF 1305 Sanitation & Safety 3-0-3 280 minutes per week (ServSafe Manager Certification) | Culinary Arts (6121A) | 3 | 1.0 |
| | CHEF 1301 Basic Food Preparation 1-5-3 420 minutes per week | Principles of Hospitality & Tourism (6120A) | 3 | 0.5 |
| | CHEF 1302 Principles of Healthy Cuisine 1-5-3 420 minutes per week (Prerequisite CHEF 1301) | Culinary Arts (6121B) | 3 | 1.0 |
| | HAMG 1321 Introduction to the Hospitality Industry 3-0-3 280 minutes per week | Principles of Hospitality & Tourism (6120B) | 3 | 0.5 |

Exhibit B

HOSPITALITY MANAGEMENT/CULINARY ARTS COURSE OFFERING

Fall and Spring

Group B

This KISD Program of Study is aligned with the Business & Industry endorsement and with the Level One Certificate of Completion, Restaurant Skills (HMR13) and Level One Certificate of Completion, Baking (HMBK9), offered at Central Texas College.

| Students | CTC Course Number and Title | KISD Course Number and Title | College Credit | High School Credit |
|--|--|---|-----------------------|---------------------------|
| Group B Returning Students 1-18 | PSTR 1301 Fundamentals of Baking 2-4-3 420 minutes per week | Practicum in Culinary (6122A) | 3 | 1.0 |
| | HAMG 2301 Principles of Food & Beverage Operations 3-0-3 280 minutes per week | Practicum in Culinary Arts II (6123A) | 3 | 1.0 |
| | PSTR 1302 Cake Baking and Production 2-4-3 420 minutes per week (Prerequisite PSTR 1301) | Practicum in Culinary (6122B) | 3 | 1.0 |
| | RSTO 1321 Menu Management 3-0-3 280 minutes per week | Practicum in Culinary II (6123B) | 3 | 1.0 |

CENTRAL TEXAS COLLEGE

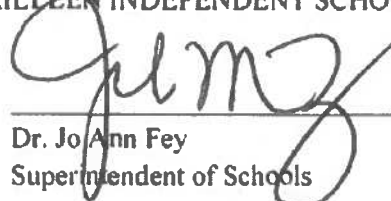


Ted Gonzalez
Vice Chancellor, Finance and Administration

7/30/2024

Date

KILLEEN INDEPENDENT SCHOOL DISTRICT



Dr. Jo Ann Fey
Superintendent of Schools

7/30/2024

Date

| <u>Required Course Uniform and Supplies</u> |
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| Chef Hat |
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| Chef Jacket |
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| Chef Pants |
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| Chef Knives |
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| Aprons |
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| Thermometers |
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