



**Greenbush Virtual Academy
Turner Quest Adult Program
Memorandum of Understanding
2023-24 School Year**

INTRODUCTION

This document is a binding memorandum of understanding between Turner USD 202, hereafter USD, and the Southeast Kansas Education Service Center (Greenbush). The intention of this memorandum is to develop the framework for establishing and maintaining a management structure and delivery model for providing a virtual education program for adult students enrolling in the USD.

POINTS OF UNDERSTANDING

1. *Greenbush will administer and be operationally responsible for providing a virtual program for adult learners who have not completed a high school diploma during the 2023-24 school year.*
 - 1.1. Individual high school courses will be provided by Greenbush to the adult USD students via on-line technology supported by onsite instructional support.
 - 1.2. Students will be officially enrolled in the individual USD courses as delineated in their individual graduation plan.
 - 1.3. Greenbush will enroll all participants and maintain student records as required by KSDE, and provide the records to USD on a regularly scheduled basis.
 - 1.4. Greenbush will bill the USD for each individual student enrolled who completes credits.
 - 1.4.1. Greenbush will collect \$350 per (.5 credit) course completed by students 20 years of age and over.
 - 1.5. USD will retain all local, state and federal income generated by the student's enrollment in this program.
 - 1.6. In the event virtual state aid is adjusted as a result of a new school finance formula, Greenbush and USD 202 may renegotiate the terms of this agreement.
2. *Greenbush Responsibilities*
 - 2.1. Greenbush will employ, assign, train and supervise appropriately licensed instructional staff as required by KSDE.
 - 2.2. Greenbush will make available a wide range of virtual coursework that is aligned with state and local standards.
 - 2.3. Greenbush will assure that all program staff meet each staff related requirement set forth in the KSDE Virtual Program Requirements.
 - 2.4. Greenbush will provide orientation for each individual student.
 - 2.5. Greenbush will provide an individual Graduation Plan for each student enrolled in this program.
 - 2.6. Greenbush will provide onsite instructional supports for all virtual students within the KSDE virtual requirements for onsite attendance.
 - 2.7. Greenbush will provide proctored final exams for each student enrolled in this program.
 - 2.8. Greenbush will provide student attendance and grade reports to USD on a timely basis as required by the USD.
 - 2.9. Greenbush will work with KSDE on all matters related to the adult portion of the virtual program approval including the annual progress monitoring process.
 - 2.10. Greenbush will be responsible for the collection of all audit related documents for individual students.
 - 2.11. Greenbush will be responsible for the marketing and recruitment of students for the program.
3. *USD Responsibilities*
 - 3.1. USD will assign a primary and backup administrative contact to work with the Greenbush Program Administrator of this program
 - 3.2. USD will determine the eligibility requirements for this program and will screen and enroll students based on those requirements.



3.3. USD will award credit for each virtual course completed by each student as reported to the USD by Greenbush.

3.31. USD will maintain all official student transcripts and determine graduation criteria.

3.4. USD will provide counseling services for students enrolled in this program.

3.5. USD will enter all Greenbush virtual instructors and administrators in their annual Licensed Personnel Report based on data provided by Greenbush.

3.6. USD will provide space to Greenbush for the onsite learning center supports.

4. *Greenbush, in conjunction with USD members will operate an Advisory Committee to guide the continued growth of the Quest program and the Greenbush Virtual Academy.*

The parties whose signatures appear below agree to this memorandum of understanding in principle. It is recognized by all parties that the terms of this agreement are binding, and may be reviewed annually at the time of MOU approval.

Southeast Kansas Education
Service Center-Greenbush

Date

Turner USD 202

Date