



Arkansas Department of Education

Transforming Arkansas to lead the nation in student-focused education

MEMORANDUM OF AGREEMENT

**Between the Arkansas Department of Education (ADE) and the University of Arkansas, Fayetteville, in Collaboration with Arkansas Tech University
May 30, 2017**

Johnny Key
Commissioner

State Board
of Education

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Purpose

The University of Arkansas, Fayetteville, in collaboration with Arkansas Tech University agrees to offer 2017 English as a Second Language (ESL) academies. The purpose of each ESL Academy is to provide teacher leaders a depth of understanding of ESL, provide them the knowledge and tools to further train teachers within their own districts, and prepare them to pass the ESL Praxis.

Background

On December 12, 2014, the ADE distributed English as a Second Language Academy Request for Proposals to host ESL academies in 2015, 2016, and 2017. This document outlined requirements for English as a Second Language academies, information to be included in proposals, and the proposal review process. Proposals submitted by the deadline were evaluated. The proposal submitted by the University of Arkansas, Fayetteville, in collaboration with Arkansas Tech University was selected by the proposal review committee. The selected proposal designated the University of Arkansas as the fiscal agent. This document outlines the expectations for the 2017 academies.

Expectations

University Expectations

- The University of Arkansas, Fayetteville, and Arkansas Tech University and their officers, agents and employees will carry out all English as a Second Language Academy activities and responsibilities in accordance with the proposal and commitments submitted in response to the ADE English as a Second Language Academy Request for Proposals and this Memorandum of Agreement.
- If more teachers apply than can be accommodated at the academies, teachers will be selected for the program first to make certain that all regions of the state are represented and then to include teachers from districts with the greatest number of English learner students.
- The University of Arkansas, Fayetteville, and Arkansas Tech University and their officers, agents, and employees will not disclose identifiable information from a K-12 student education record without prior written consent of the parent or eligible student and ADE.
- The University of Arkansas, Fayetteville, will serve as the fiscal agent for the grant and be responsible for distributing funds to Arkansas Tech University.
- The University of Arkansas, Fayetteville, will provide ADE with the preliminary enrollment numbers on or before June 1, 2017.

ADE Expectations


- ADE will fund the academies based on the number of participants.
- ADE will provide all payments to the fiscal agent.
- The total grant award for 2017 ESL academies will not exceed \$1,448,500.

Terms of Agreement

- The agreement is in effect beginning May 30, 2017, or when all parties have signed the Memorandum of Agreement, whichever is later, and ends on June 30, 2018.
- ADE will authorize Grant Payment 1 in the amount of \$724,250 upon the execution of the Memorandum of Agreement.
- ADE will calculate the total grant award and remit Grant Payment 2 once the final enrollment numbers are received from the fiscal agent. The amount of Grant Payment 2 will equal a projection of total costs based upon the actual enrollment numbers versus the budgeted enrollment number of 300. It will equal that projected amount, less the Grant Payment 1 amount, less 30% of the projected total costs.
- A preliminary expenditure report for the 2017 ESL Academies should be submitted to ADE by the fiscal agent no later than March 30, 2018.
- The ADE will authorize the final amount due upon receipt of a report of total expenditures and an invoice.
 - The remaining amount due will equal the total expended (up to \$1,448,500) less the Grant Payment 1 and 2 amounts.
 - The expenditure report should compare the actual expenditures by category with the total budget amounts as shown on Attachment 1.
- The terms and provisions become effective when the agreement is signed by authorized representatives of each organization. Any amendments to the Memorandum of Agreement shall be agreed to, in writing, by all parties and attached hereto.

Execution

Arkansas Department of Education



Tricia Kerr
ESOL Program Director

6-1-17
Date



Stacy Smith
Assistant Commissioner, Division of Learning Services

6-1-17
Date

Memorandum of Agreement
2017 ESL Academies
University of Arkansas, Fayetteville
Arkansas Tech University
May 30, 2017 Page 3 of 4

Execution continued

University of Arkansas, Fayetteville

Ann Kemp
Vice President for Administration

Date

Memorandum of Agreement
2017 ESL Academies
University of Arkansas, Fayetteville
Arkansas Tech University
May 30, 2017
Page 4 of 4

Execution continued

Arkansas Tech University

Dr. Robin Bowen
President

Date

**2017-2018 Proposed ESL Academy Budget
(300 Participants, \$4,783 per participant)**

	ATU	U of A	U of A Cost Share	Total
I. Faculty/Staff				
Project Facilitator	\$0	\$10,000	\$0	\$10,000
Subtotal				\$10,000
II. Consultants/Presenters				
Fees (54 days \$2,000)	\$0	\$108,000	\$0	\$108,000.00
Airfare	\$0	\$4,100	\$0	\$4,100.00
Car rental and mileage (50 days @\$100)	\$0	\$6,500	\$0	\$6,500.00
Lodging (78 days @100)	\$0	\$6,000	\$0	\$6,000
Meals (84 days @ \$50)	\$0	\$1,800	\$0	\$1,800
Subtotal				\$126,400
II. Administration Subtotal	\$0	\$13,640	\$0	\$13,640
TOTAL Staff/Consultants/Administration				\$136,400
IV. Student Services & Facilities- Per participant costs				
Tuition & Fees (\$3,894/participant)	\$584,100	\$584,100	\$0	\$1,168,200
Books (\$85 per participant)	\$12,750	\$12,750	\$0	\$25,500
Supplies (\$14 per participant)	\$2,100	\$2,100	\$0	\$4,200
Food (\$266 per participant)	\$39,900	\$39,900	\$0	\$79,800
Lodging (\$100 per night x 8 nites x 20 participants each ATU and UA)	\$16,000	\$16,000	\$0	\$32,000
Subtotal	\$654,850	\$654,850		\$1,309,700
Per participant cost by university	\$4,365.67	\$4,365.67		
VII. Student Services & Facilities				
Use of facilities at Arkansas Tech	\$0	\$0	\$0	\$0
Meeting rooms at Pulaski Tech	\$0	\$1,200	1,200	\$2,400
Use of Professional Dev. Center at Springdale	\$0	\$0	\$0	\$0
Subtotal				\$2,400
Grand Total				\$1,448,500
Total minus cost sharing				\$1,434,860
Per participant excluding cost sharing				\$4,783
Total income needed for 2017-18				\$1,448,500
Total income requested 2016-17				\$1,661,106
Difference 2017 request to 2016 request				(\$212,606)
Percentage increase				-15%