

**HOSPITALITY MANAGEMENT/CULINARY ARTS AGREEMENT BETWEEN  
CENTRAL TEXAS COLLEGE AND KILLEEN INDEPENDENT SCHOOL DISTRICT**

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 I.A following the contact hours listed in Exhibits A and B.
- 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 KISD Chief College, Career and Military Readiness Officer.

**II.**

**CTC instructor responsibilities:**

- A. Dual Credit Faculty:
  - 1. Be credentialed and hired at sole discretion of CTC.
  - 2. Provide students 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 text books.
- 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. Must attend Faculty Inservice at the beginning of fall semester. Must 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. To pay CTC for programs as specified below:
  - I. Hospitality Management/Culinary Arts
    - 54 students (18 students per group-see below) \$85,861.83
    - Group A New Students: 1 to 18 students \$28,620.61
    - Group B New Students: 19 to 36 students \$28, 620.61
    - Group C Returning Students: 1 to 18 students \$28, 620.61

- II. The total enrollment is not to exceed those enrollments listed in Section III Paragraph C. Any additional students requested to be enrolled over the contracted number of 54 as provided in section C(I) will need approval by Central Texas College's Dean of Career and Technical Instruction in writing. Once the total number of students enrolled is finalized, KISD will be invoiced accordingly for any and all additional students exceeding the contracted number of 54. Cost per student will be determined by the total for 18 students divided by 18.
- 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 and Registration Form, and includes the meningitis vaccination or exemption by July 31, 2023.
- E. Payment to CTC will be made to CTC within thirty (30) days of invoice, per Section I. Rates listed in Section C will be held static for a two year period, ending school year 2024-2025.
- 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. KISD agrees to pay one hundred percent of the cost of the required uniforms, supplies, and textbooks for all KISD students.
- H. 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.
- I. Students are given the opportunity to take the ServSafe Manager industry certification. KISD will pay for the certification exam upon successful completion of the pretest.
- J. To adhere to the CTC semester start and end dates.
- K. 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.
- L. All KISD students shall be held responsible for the adhering to CTC policies and procedures.
- M. 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.

- N. 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.
- O. 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 1-6. 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

#### 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, 2023 and continue in effect until May 31, 2025 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 Deputy 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.

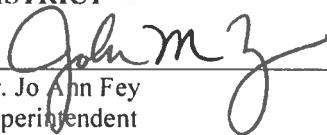
**IN WITNESS WHEREOF**, the parties hereto have caused this agreement to be executed as of the day and year indicated below:

**CENTRAL TEXAS COLLEGE**

  
\_\_\_\_\_  
Dr. Michele J. Carter  
Chancellor

9/7/2023  
\_\_\_\_\_  
Date

**KILLEEN INDEPENDENT SCHOOL DISTRICT**

  
\_\_\_\_\_  
Dr. Jo Ann Fey  
Superintendent

7/11/2023  
\_\_\_\_\_  
Date

**Exhibit A**

**HOSPITALITY MANAGEMENT/CULINARY ARTS COURSE OFFERING**

**Fall**

**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.**

<b>Students</b>	<b>CTC Course Number and Title</b>	<b>KISD Course Number and Title</b>	<b>College Credit</b>	<b>High School Credit</b>
Group A New Students 1-18  Group B New Students 19-36	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
Group C 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

**Exhibit B**

**HOSPITALITY MANAGEMENT/CULINARY ARTS COURSE OFFERING**

**Spring**

**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.**

<b>Students</b>	<b>CTC Course Number and Title</b>	<b>KISD Course Number and Title</b>	<b>College Credit</b>	<b>High School Credit</b>
Group A New Students 1-18	CHEF 1302 Principles of Healthy Cuisine 1-5-3 420 minutes per week (Prerequisite CHEF 1301)	Culinary Arts (6121B)	3	1.0
Group B New Students 19-36	HAMG 1321 Introduction to the Hospitality Industry 3-0-3 280 minutes per week	Principles of Hospitality & Tourism (6120B)	3	0.5
Group C Returning Students 1-18	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

**Required Course Uniform and Supplies**

Chef Hat

Chef Jacket

Chef Pants

Chef Knives

Aprons

Thermometers