

**Memorandum of Understanding
Hooksett School District and Bow School District**

This Memorandum of Understanding (“Agreement”) is effective as of _____ (the “Effective Date”) between the Hooksett School District (“Hooksett”) and the Bow School District (“Bow”) regarding the terms for certain grade 9-12 students who reside in Hooksett to attend Bow High School (the “School”).

WHEREAS, RSA 193:3, IV permits any person having custody of a child to apply to enroll that child in a non-resident school district and for the non-resident school district to charge tuition to the parent or to enter into an agreement for payment of tuition with the school district in which the child resides; and

WHEREAS, Hooksett wishes to enter into an agreement with Bow for payment of tuition for some of its students pursuant to RSA 193:3,IV, and in accordance with the terms of this Agreement; and

WHEREAS, Bow High School meets the requirements of the laws of the State of New Hampshire, and Bow desires to have certain Hooksett students attend the School under the terms of this Agreement and pursuant to the laws of the State of New Hampshire; and

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Parties agree as follows:

1. **Student Enrollment.** If a student wishes to attend the School, Bow agrees to enroll the student during any school years during the Term (as defined below), subject to the terms and conditions of this Agreement.
2. **Term.** The Agreement shall commence on the Effective Date and continue for five years thereafter (the “Term”), unless terminated sooner as provided below. The Parties may mutually agree to renew the Agreement for successive five-year terms.
3. **Enrollment Process.** For the first year of this Agreement (2014/2015 school year), the Bow School District shall provide the Hooksett School District with the number of spaces available for Hooksett students by _____. Thereafter, the Bow School District shall provide the Hooksett School District with the number of spaces available for Hooksett students by September 10 of the school year preceding the enrollment. For the first year of this Agreement (2014/2015 school year), the Hooksett School District shall provide Bow with a list of the students seeking enrollment by _____. Thereafter, Hooksett shall provide Bow with a list of the students seeking enrollment by October 1 of the year preceding the enrollment. For the first year of this Agreement (2014/2015 school year), Bow will provide Hooksett with a confirmation of enrollment by _____ (each student listed on the confirmation of enrollment is referred to herein as a “Student” or, collectively, the “Students”). Thereafter, Bow will provide Hooksett with a confirmation of enrollment by November 1 of the year preceding the enrollment. Should the total number of students seeking enrollment exceed the total spaces available at the school, Hooksett shall be responsible for making any final determinations on

which specific students shall be proposed for enrollment. This process shall not be applicable to students identified as eligible for special education. The placement of special education students shall be subject to space availability and a predetermination by Bow that it possesses the facilities, programs, staffing and expertise (“resources”) to provide a Free Appropriate Public Education (“FAPE”) to the Student in question. If the predetermination indicates that Bow can deliver FAPE, the Student’s Individualized Education Plan (“IEP”) team shall convene and make the final decision of whether or not Bow would be an appropriate placement for the Student. After the decision is made that Bow is an appropriate placement, Bow shall thereafter be responsible for providing case management and for all IEP and Section 504 Team processes. A Hooksett representative shall be invited to all Team meetings and shall be the designated Local Education Agency (“LEA”) representative for Hooksett. When the decision has been made that a Student’s needs cannot be met by Bow, it shall be Hooksett’s responsibility to determine the Student’s appropriate placement.

4. Reservation of Rights. Bow reserves the right and sole discretion to give enrollment priority to its own and Dunbarton residents and to determine the number of spaces available to Hooksett based upon space needs, enrollment projections, program availability, staffing, budgetary limitations, and the collective resources of the district. Further, Bow reserves the limited right to deny enrollment of any student who is subject to a current suspension-expulsion or who has a significant history of drug use, material misconduct and/or violence. Notwithstanding, Bow reasonably anticipates, without guarantee, that for the initial term of this agreement it will be able to provide Hooksett with approximately ten (10) spaces for incoming freshmen each year. The Parties recognize that either district may enter into other agreements with other school districts regarding the enrollment of high school students and that residents of Hooksett may enroll elsewhere (other than Bow) in accordance with the laws of the State of New Hampshire.

5. Equal Access. Bow agrees that during the Term (as defined below) it will provide each Student who enrolls in Bow with equal access to all educational, co-curricular, extra-curricular, scholarship and athletic opportunities and programs. Bow represents that the School qualifies, and will continue to do so during the Term, as an approved school under the laws of the State of New Hampshire for purposes of enrollment and attendance.

6. Tuition. Each year of this Agreement Bow shall charge Hooksett a per pupil base tuition rate (the “Base Tuition”), which shall be equal to the base tuition charged to the Dunbarton School District under the terms of the Authorized Regional Enrollment Area (“AREA”) agreement between the Bow School District and the Dunbarton School District dated November 30, 2012, the terms of which, relative to the calculation of tuition, are hereby incorporated by reference. The Parties agree that the Base Tuition is intended to cover only the costs of providing regular education to each Student enrolled at the School, which costs do not include (a) the transportation of any Student for any reason or (b) any extraordinary educational costs including special education services not otherwise included in the Base Tuition. Specifically, special education services provided by the Bow School District and intended to serve the general special education population within the School shall be provided to Hooksett students shall be included in the Base Tuition. Such services may include psychological, speech/language,

occupational therapy, physical therapy, and other related services not dedicated to a specific student.

By December 25th of each year, Bow shall supply Hooksett with a written estimate of Base Tuition for the ensuing school year. To the extent the tuition rate charged by Bow exceeds the tuition rate charged by the school district operating Hooksett's high school of record in the ensuing school year, Bow agrees to bill and collect such sums from the parent/guardian of the student in accordance with the terms of an agreed to tuition payment contract. The Parties agree that execution of an agreed- to tuition payment contract by the parent/guardian shall be a condition precedent to enrollment.

7. Supplemental Tuition. In addition to the Base Tuition, Hooksett agrees to pay supplemental special education tuition (the "Supplemental Tuition") for each student identified as needing special education services not otherwise covered by the Base Tuition, whether such services are provided during the academic school year or the extended school year. The amount of such Supplemental Tuition shall be based upon the cost, per unit, of any special education services provided to the Student, including but not limited to costs any costs incurred as a result of services imposed under Section 504 of the federal Rehabilitation Act or any similar law. Bow will provide Hooksett with an estimate of the total unit costs for such services in November and will adjust such estimates, if necessary, in May of the applicable school year. In addition to the Supplemental Tuition, Hooksett shall cover all costs for one-on-one nurses/ aides/ paraprofessional services, adaptive technology and all costs associated with any out-of-district placements. Not more than every two years, the Hooksett Superintendent may request that the Special Education Directors of each District meet and confer to determine the per unit costs for related services and to ensure such charges equitably compensate Bow for such services.

8. Legal Expenses. Hooksett shall be responsible for the costs of retaining its own legal representation in special education and 504 matters pertaining to Hooksett students which result in a due process hearing or any other proceeding. Bow shall be responsible for defending itself against allegations by third parties, parents, guardians or students that it has engaged in any form of disability-based discrimination. In the event that Hooksett is the subject of a complaint to the Office for Civil Rights regarding conduct by Bow, Bow shall be responsible for the costs of responding to the complaint. In the event that Bow is the subject of a complaint to the Office for Civil Rights regarding conduct by Hooksett, Hooksett shall be responsible for the costs of responding to the complaint.

9. Tuition Payments. Hooksett agrees to pay any and all tuition in three annual payments: (1) the first payment shall be a minimum of 25% of the total annual tuition payment (i.e., Base Tuition plus any Supplemental Tuition) and shall be paid by October 15 of each year; (2) the second payment shall be for 50% of the total annual tuition payment and shall be paid by February 15 of each year, and (3) the third payment shall be for 25% of the total annual tuition payment and shall be paid by May 1 of each year. Hooksett shall pay any and all tuition due based on the enrollment of each Student in Bow for an entire school year. In the event a Student is not enrolled for an entire school year, the applicable Base Tuition and any Supplemental Tuition due to Bow will be a pro-rated amount that reflects the number of days the Student was

actually enrolled in Bow. Notwithstanding the foregoing, the tuition due for any Student who is expelled will equal the Base Tuition and any Supplemental Tuition due for the entire semester in which the Student was most recently enrolled, regardless of the number of days he or she was actually in attendance. Furthermore, there will be no pro-ration of tuition in the event a Student is suspended.

10. Tuition Reconciliation. The purpose of tuition reconciliations shall be to adjust tuition amounts charged or owing due to changing enrollment throughout a school year. The total Student enrollment shall be calculated on October 1 of each school year, and any and all tuition, including the Base Tuition and Supplemental Tuition, shall be assessed as of that date. Reconciliation shall occur twice during the school year: (1) by February 1 and (2) by May 31. Any paid tuition that must be pro-rated as set forth above shall be refunded or credited to Hooksett by these dates, as applicable.

11. Governmental Aid. Any governmental aid will be credited to the Student's district of residence (i.e., Hooksett). Bow shall supply Hooksett with any service logs or other documentation required for application for Medicaid reimbursement.

12. Financial Records. Hooksett or its representative shall be provided with access to the accounting of records, data, and reports relied upon to calculate or finalize costs billed to Hooksett under this Agreement. The Bow School Board shall report the School's expenditures on the New Hampshire State Department of Education DOE-25 separately from its other schools, defining the School's costs.

13. Rules; Discipline; Records. The Parties agree that all Students will be subject to all applicable rules and regulations of Bow during the term of this Agreement, which Bow may enforce regardless of residency. Bow reserves the right to take disciplinary action, up to and including expulsion of a Student from the School in accordance with its rules and regulations and the laws of the State of New Hampshire. However, the Hooksett Superintendent shall be copied on any written notice of disciplinary action or hearing of a Hooksett Student

Hooksett agrees to provide Bow with full access to any and all records regarding a Student's education prior to enrollment in Bow. This includes, but is not limited to, academic records, health records, and discipline records. A Student must meet Bow's enrollment requirements (health examinations, immunizations, etc.) prior to attending the School.

14. Dispute Resolution. Should either party have a complaint as to the operation or interpretation of this Agreement, that complaint shall be stated in writing to the Superintendent of Schools for the other party and each Superintendent shall work together to resolve the issue. If the Superintendents cannot resolve the dispute, it shall be presented to the School Boards which shall jointly seek to resolve the issue. Should resolution prove impossible at the board level, the issue shall be referred to a private mediator jointly selected by the superintendents and paid for jointly by the districts. Should resolution prove impossible by the mediator, the issue shall be referred to the State Board of Education for a decision in accordance with administrative rules Ed 200, which decision may be appealed to a court of competent jurisdiction.

15. Termination. This Agreement terminates at the end of the Term or by mutual agreement. Upon termination of the Agreement, in any event, Bow agrees to allow any Student who is enrolled on the date of termination to continue attending the School until graduating from the School, subject to applicable graduation requirements and the laws of the State of New Hampshire, provided that Hooksett timely pays any tuition due under the terms of this Agreement, which terms the Parties agree shall survive termination with respect to such Students. Notwithstanding, the Parties shall meet not less than 90 days prior to the expiration of this agreement to discuss the possible extension thereof.

16. Miscellaneous. This Agreement sets forth the entire agreement between the Parties and fully supersedes any and all prior agreements and understandings, whether oral or written between the parties pertaining to the subject matter of the Agreement. This agreement may only be amended by the mutual written agreement of the Parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year written below.

For the Bow School District, by


Board Chair

2/6/14
Date

For the Hooksett School District, by


Board Chair

7/7/14
Date