



HUDSON COUNTY SCHOOLS OF TECHNOLOGY

Office of the Superintendent: Memorandum

TO: Steven Ricciardi
FROM: Amy Lin-Rodriguez, Superintendent- *ALR*
DATE: December 15, 2023
SUBJECT: Resolution 6.11

At a meeting of the HCST Board of Education held on December 14, 2023 the following resolution was presented and approved 6.11:

WHEREAS, the Hudson County Schools of Technology (HCST) continuously seeks to strengthen course offerings, provide new opportunities and encourage more students to earn college credits; and

WHEREAS, Hudson County Schools of Technology (HCST) would like to enter into a Dual Enrollment Articulation Agreement, herein referred to as the Agreement, for Early College Credits in Music and Audio Technology, with New Jersey City University (NJCU); and

WHEREAS, the term of this Agreement shall be effective for the 2023-2024 school year; and

WHEREAS, All HCST instructors teaching NJCU courses are required to meet the University's educational requirements in the subject areas be approved by the NJCU Department Chair prior to the start of courses; and

WHEREAS, HCST Instructors teaching NJCU courses agree to utilize assigned course curriculum, utilize required course materials, maintain minimum instructional hours, administer exams and submit grades and attendance reports to NJCU by specified dates; and

WHEREAS, NJCU requests HCST Students come to campus for an event to be determined at a later date. NJCU Chairperson will reach out to plan the visit in advance with HCST; and

WHEREAS, HCST will be responsible for identifying students to apply for admission. Potential students must apply by completing a visiting student application designed for this program and upon acceptance, will register for courses through an enrollment process developed by both parties; and

WHEREAS, HCST will complete registration forms for students no later than September 30th for the academic year where the NJCU Registrar's Office will maintain student records and track students in Student Information Systems (SIS); and

Telephone (201) 662-6700 ▪ One High Tech Way ▪ Secaucus, NJ 07094

Mission Statement

The Hudson County Schools of Technology is a visionary community that inspires creative independent thinking through diverse learning opportunities

"IT IS THE POLICY OF THE BOARD OF EDUCATION OF THE HUDSON COUNTY SCHOOLS OF TECHNOLOGY NOT TO DISCRIMINATE IN EMPLOYMENT OR EDUCATIONAL OPPORTUNITY AGAINST ANY PERSON BY REASON OF RACE, COLOR, NATIONAL ORIGIN, ANCESTRY, AGE, SEX, AFFECTIONAL OR SEXUAL ORIENTATION, MARITAL STATUS, LIABILITY FOR SERVICE IN THE ARMED FORCES OF THE UNITED STATES, OR ATYPICAL HEREDITARY CELLULAR OR BLOOD TRAIT OF ANY INDIVIDUAL, IN EMPLOYMENT OR IN EDUCATIONAL OPPORTUNITIES. FURTHER STATE AND FEDERAL PROTECTION IS EXTENDED ON ACCOUNT OF DISABILITIES, SOCIAL OR ECONOMIC STATUS, PREGNANCY, CHILDBIRTH, PREGNANCY RELATED DISABILITIES, ACTUAL OR POTENTIAL PARENTHOOD, OR FAMILY STATUS." Inquiries regarding affirmative action, discrimination (including Title IX requirements), sexual harassment or equity should be directed to: Alicia Abraham, Affirmative Action Officer/504 Officer/Title IX Coordinator, Hudson County Schools of Technology, Earl W. Byrd Center, Explore Middle School, Frank J. Gargulo Campus, One High Tech Way, Secaucus, NJ 07094, 201-662-6724 or Email: aabraham@hcsstnline.org

WHEREAS, Students' final grades will be sent by HCST to NJCU and both grades and transcripts will be available at the conclusion of each semester; and

WHEREAS, Qualified HCST students may enroll in the following courses during the 2023-24 academic year:

HCST Course	NJCU Course	Credits
Music and Audio Technology III	Computer Music I (MDT 268)	3.0
Music and Audio Technology IV	Computer Music II (MDT 268)	3.0

WHEREAS, in addition and pending a successful audition, HCST students may enroll in NJCU's Chorale (1.0 Credit), Jazz Ensemble (1.0 Credit) or Symphony of Winds and Percussion (1.0 Credit) for college credit at NJCU 1-2 evenings a week; and

THEREFORE, BE IT RESOLVED, the Board of Education of the Hudson County Schools of Technology Schools does hereby accept and acknowledge the Dual Enrollment Articulation Agreement as attached, for the 2023-2024 School Year.

This is subject to further action as may be directed by the Board.

ALR:ca

Cc: Human Resources
N. Fargo, Business Administrator
J. Muniz, Board Secretary

RESOLUTION**INTRODUCED BY: MONICA FUNDORA****SECONDED BY: GERALDINE PEREZ**

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This is subject to further action as may be directed by the Board.

Roll Call: 7 Present 2 Absent

Hector A. Zulueta	AYE
Barbara Stamato	AYE
Arthur Pettigrew	ABSENT
Geraldine Perez	AYE
Craig Guy	AYE
Monica Fundora	AYE
Keri A. Eglentowicz	ABSENT
Hugo D. Cabrera, Vice-Pres	AYE
John Minella, President	AYE

*Certified as a true copy of the Resolution adopted
by the Board of Education of the Hudson County
Schools of Technology in the County of Hudson
on the 14th day of December 2023.*



Joseph M. Muniz, Board Secretary

6.11

DUAL-ENROLLMENT AGREEMENT

NEW JERSEY CITY UNIVERSITY

AND

HUDSON COUNTY SCHOOLS OF TECHNOLOGY

Effective: October 2023

For Hudson County Schools of
Technology:



Ms. Amy Lin-Rodriguez
Superintendent
Hudson County Schools of Technology

Date: 12/18/23

For New Jersey City University:

Donna Breault, Ph.D.
Provost

Date: _____

I. Purpose

New Jersey City University, a public institution of higher education of the State of New Jersey located at 2039 Kennedy Boulevard, Jersey City, New Jersey 07305 (hereinafter referred to as University), and Hudson County Schools of Technology: High Tech High School, located at 1 High Tech Way, Secaucus, NJ (hereinafter referred to as High School), desire to enter into a dual enrollment agreement whereby the High School students receive undergraduate University credit for the High School courses specified below. This Agreement stipulates the conditions for the mutual agreement and understanding of both parties.

The goals of this agreement are to:

- A. Enable High School students to be admitted as dual-enrolled students and enroll at the University at a reduced tuition rate.
- B. Improve student access, success, and 4-year degree completion.
- C. Expand student options for college-level services and curriculum.
- D. Improve student academic program articulation.

II. Faculty Qualifications and Responsibilities

- A. High School instructors teaching University courses as part of the High School curriculum are required to meet the University's educational requirements. The High School instructor must receive approval from the discipline specific University department chair and must be "onboarded" by the University's Human Resources office.
- B. High School instructors teaching dual-enrolled courses must follow the assigned curriculum as approved by the discipline specific University department chair, maintain open lines of communication with the department chair, use required course materials, maintain required minimum instructional hours, administer exams, and submit both grades and attendance reports to the University by specified dates.
- C. The University is asking for the partner High School to come to the campus for an event. This may be a department student event, department or laboratory tour, academic seminar, among other events. The chairperson from the University's department will reach out to plan the visit in advance with the High School.

III. Recruitment, Admissions and Registration

- A. Recruitment and identification of students will be the responsibility of the High School's administration.
- B. Students will be admitted through an executive process established by both parties.
- C. Students will apply for admission by completing a visiting student application designed specifically for this program by the University (provided in Appendix B; the form is also available on the NJCU website). All students' names and registration information will be collected (on the application form) and transmitted by the High School administration to the University. No application fees will be assessed.
- D. Students will register for courses through an enrollment process developed by both parties.
- E. The High School will complete registration forms for all students no later than September 30th for each academic year covered by this agreement, unless otherwise indicated.
- F. The Registrar's Office at the University will be responsible for maintaining student records for course work taken.
- G. The High School students will be coded and tracked in the Student Information Systems at the University. Information will be shared between the institutions for these students.
- H. Students' final grades will be transmitted by the High School to the appropriate University Department Chair.
- I. Grade and transcripts will be available at the conclusion of each semester.

IV. Dual-enrolled Courses Offerings

The High School may elect to run their dual-enrolled course as a semester course or full-year course. Selected students may enroll in the following courses to be offered during the 2023-2024, 2024-2025, and 2025-2026 academic years.

This agreement, in part, comprises two three-credit Music Courses. HCST's **Music & Audio Technology III** will serve as the equivalent of the University's **MDT 268 Computer Music I**.

HCST's **Music & Audio Technology IV** will serve as the equivalent of **MDT 269 Computer Music II**. For **MDT 268** and **MDT 269**, instruction will take place at HCST.

The curriculum requires the approval of and is monitored by the University's Music, Dance and Theatre Chair. These courses will count towards the Music major/minor should a High School student apply to NJCU for their bachelor's degree.

MDT 268 – Computer Music I (3 credits)

Computer Music I, is a class for undergraduate students at the Caroline L. Guarini Department of Music, Dance and Theatre. students are offered instruction in basics of Music Production, arrangement, and the basic elements of analog & digital recording. We use various tools such as Logic Pro X, Pro Tools and the Akai MPC to illustrate methods of beat making and song production. In this first of two sequential courses, students will learn about musical development in periods throughout history and its relevance to contemporary music styles and forms as well as the development of electronic and digital music technology in the twentieth century. This course is designed to prepare students for Computer Music II in which their acquired musical and technological skills are applied to project-based learning in the digital workplace as replicated in our digital recording Lab.

MDT 269 – Computer Music II (3 credits)

Computer Music II, is a class for undergraduate students at the Caroline L. Guarini Department of Music, Dance and Theatre. This course takes you through advanced techniques in Music writing, performance and industry; covering everything from production, editing, songwriting and recording. Throughout the class professional secrets are revealed regarding how to streamline production workflows, accelerate editing tasks, effectively manage takes, and construct a mix that will meet the most exacting standards. Students will have access to external studio workshops as an extension to their academic tasks to be exposed to a real working studio environment.

In addition, pending a successful audition, High School students may enroll in the University's Chorale, Jazz Ensemble, or Symphony of Winds and Percussion for college credit, which take place at the University one or two evenings a week at 4 or 7 depending on the option.

MDT 154 Concert Chorale (1 Credit)

This choir focuses on the preparation and performances of distinctive choral literature, with particular attention given to works in foreign languages and large works for chorus and orchestra. Continued development of techniques for ensemble singing and vocal production are stressed.

Prerequisite: By audition only.

MDT 162 Symphony Winds & Percussion (1 Credit)

This is a full-sized concert band serving as a large ensemble requirement comprised of selected music majors and professional musicians. This ensemble performs on and off the university campus during the academic year.

Pre-Requisite(s): By audition only

6.11

MDT 198 Jazz Ensemble (1 Credit)

This ensemble performs a large spectrum of big band jazz from the Swing era through contemporary trends. The ensemble performs on and off campus and is featured with a major jazz artist each semester.

Pre-Requisite(s): By audition only

Curriculum Map

High School Year	County Prep High Course	NJCU Music Course
Junior Year	Music/Audio Technology III	Computer Music I (MDT 268)
Senior Year	Music/Audio Technology IV	Computer Music II (MDT 269)

V. Fiscal Arrangement

- A. The University shall directly invoice the High School for tuition in accordance with the following charges and terms for the 2023-2024, 2024-2025, and 2025-2026 academic years. The discounted University tuition charge is \$100 per credit.
- B. This tuition represents a significant reduction from the full tuition charge.
- C. All salary costs and space costs for instruction will be the responsibility of the High School and the University since the instruction will take place at both locations.
- D. Withdrawals and refunds will be handled by the University in accordance with its existing tuition and fees refund policy.
- E. Invoices can be paid on the NJCU portal within 14 days upon receipt of invoice. The portal website is gothicnet.njcu.edu.

VI. Student Grievances and Conduct

- A. Students participating in the dual enrollment program shall comply with the University's student code of conduct standards. The High School may intervene in cases of wrongful conduct, particularly when cases involve health and safety. Students found in violation of the student code of conduct may receive punishments from each institution. Both parties reserve the option to decide that only one institution will process a case of misconduct and will create a process for reporting to the other when the institution has undertaken student conduct actions.
- B. The High School students have a right to avail themselves of academic grievance and appeal procedures in matters regarding grading, course requirements, attendance, academic integrity, and other educationally related complaints.

VII. Medical/Emergency Care

It is understood and agreed:

- A. The University is responsible for providing emergency medical services as they are needed for students physically located on the University's campus, but provision of such services will not incur any obligation, financial or otherwise, upon the University, and all such obligations will be the responsibility of the High School.
- B. The High School is responsible for obtaining all necessary forms, including parental or guardian authorizations for participation, medical treatment, and dispensing medication, waivers of liability, and a list of any physical, mental, or medical conditions any High School student might have, including any allergies that could impact the student's participation in the program.
- C. The High School is responsible for establishing a procedure for the notification of the High School student's parent/legal guardian in case of emergency, including medical or behavioral problems, natural disasters, or other significant Program disruptions.
- D. The High School is responsible for providing information to parents or legal guardians detailing the way a High School student may be contacted while at the University.

VIII. Terms of Contract

This Agreement shall be effective as of October 2023, and shall run through for three years. It is understood and agreed that the parties to this Agreement may modify or revise this Agreement only by written amendment executed by both parties.

IX. Indemnification and Hold Harmless

The High School shall assume all risk of and responsibility for, and agrees to defend, indemnify and hold harmless the University, State of New Jersey, and the Educational Facilities Authority including their trustees, officers, employees, volunteers and agents from and against any and all claims, demands, suits, actions, recoveries, judgments, costs and expenses (including reasonable attorney's fees) (collectively "claims") in connection therewith on account of the loss of life,

property, or injury or damage to the person, body or property, of any person or persons whatsoever. Subject to the provisions of the New Jersey Tort Claims Act and the New Jersey Contractual Liability Act, the University shall be responsible for and defend itself against any and all suits, claims, losses, demands, or damages of whatsoever kind or nature arising out of or in connection with any part or omission of its employees, agents, or officers, in the performance of its obligations assumed pursuant to this Agreement. The University hereby releases the High School from all liabilities, claims, losses, costs, expenses, and demands of any kind or nature whatsoever arising under state or federal law, solely out of or in connection with the High School's performance of the obligations assumed by it or its employees, agents, or officers pursuant to this Agreement.

X. Insurance

- A. The High School shall secure and maintain in force for the term of the Agreement, insurance coverage provided herein. All insurance coverage is subject to the approval of the University and shall be issued by an insurance company authorized to do business in the State of New Jersey and which maintains an A.M. Best rating of A-(VII) or better. The High School shall provide the University with current Certificates of Insurance for all coverage and renewals thereof which must contain the provision that the insurance provided in the certificate shall not be canceled for any reason except after thirty (30) days written notice to the University. All insurance required herein shall contain a waiver of subrogation in favor of the University. All insurance required herein, except Workers' Compensation, shall name New Jersey City University, the State of New Jersey and the New Jersey Educational Facilities Authority, as additional insureds.
- B. Commercial General Liability insurance written on an occurrence form including liability, fire legal liability and contractual liability, covering but not limited to the liability assumed under the indemnification provisions of this Agreement. The policy shall not include any endorsement that restricts or reduces coverage as provided by the ISO CG0001 form without the approval of the University. The minimum limits of liability shall not be less than a combined single limit of one million dollars (\$1,000,000) per occurrence, two million dollars (\$2,000,000) general aggregate, two million dollars (\$2,000,000) product/completed operations aggregate. A "per location

endorsement" shall be included, so that the general aggregate limit applies separately to the location that is the subject of this Agreement.

- C. Comprehensive Automobile Liability covering owned, on-owned, and hired vehicles. The limits of liability shall not be less than a combined single limit of one million dollars (\$1,000,000) per occurrence.
- D. Worker's Compensation Insurance applicable to the laws of the State of New Jersey and other State or Federal jurisdiction required to protect the employees of the High School who will be engaged in the performance of this Agreement. The certificate must so indicate that no executive officer is excluded. This insurance shall include Employers' Liability Protection with a limit of liability not less than one million dollars (\$1,000,000) bodily injury, each occurrence, one million dollars (\$1,000,000) disease, each employer, and one million dollars (\$1,000,000) disease, aggregate limit. Lower primary limits will be accepted if the High School's liability insurance is included under the umbrella insurance and the umbrella limit exceeds the employer's liability limit requirements.

XI. Appendices

As part of this agreement, the following have been included:

- Appendix A: Checklist of Notification
- Appendix B: High School Visiting Student Registration Form

6.1

Appendix A.

Checklist of Notification: Core teams to notify the following offices once the agreement is signed.

REGISTRAR'S OFFICE

ADMISSIONS

ENROLLMENT MANAGEMENT

FINANCIAL AID

MARKETING

6.11

Appendix B.

High School Visiting Student Registration Form

6.11



OFFICE OF THE REGISTRAR

Hepburn Hall, Room- 214 Email: Registrar@njcu.edu

Website: www.njcu.edu/registrar

Phone: 201/200-3334 Fax: 201/200-2062

NEW JERSEY CITY UNIVERSITY
HIGH SCHOOL VISITING STUDENT REGISTRATION FORM

Applicant Information

Name: _____ Social Security Number: _____
 Date of Birth: _____ Gender: M F Ethnic Status: _____
 Permanent Home Address: _____
 City/State: _____ Zip: _____ County Code: _____
 Telephone Number: _____ E-mail Address: _____
 High School: _____

- Ethnic Codes**
- 1- American Indian or Alaska Native
 - 2- Asian
 - 3- Black or African American
 - 4- Hispanic / Latino
 - 5- White
 - 6- Native Hawaiian or other Pacific Islander
 - 7- Non-resident Alien

Student Course Request

COURSE TITLE	DEPT	CAT#	CLASS #

- New Jersey County Codes**
- 99 - Out of State
 - 01 - Atlantic
 - 03 - Bergen
 - 05 - Burlington
 - 07 - Camden
 - 09 - Cape May
 - 11 - Cumberland
 - 13 - Essex
 - 15 - Gloucester
 - 17 - Hudson
 - 19 - Hunterdon
 - 21 - Mercer
 - 23 - Middlesex
 - 25 - Monmouth
 - 27 - Morris
 - 29 - Ocean
 - 31 - Passaic
 - 33 - Salem
 - 35 - Somerset
 - 37 - Sussex
 - 39 - Union
 - 41 - Warren

ALL INFORMATION PROVIDED IS TRUE. THIS IS TO CERTIFY THAT I HAVE COMPLIED WITH THE POLICIES AND PROCEDURES OF NEW JERSEY CITY UNIVERSITY.

Signature of Applicant (Required) _____ Date _____

Authorization for Release

To Parent/Guardian: Please complete and sign this form to authorize disclosure of limited information from the student's HS educational records to the New Jersey City University Dual Enrollment Program.

I hereby voluntarily authorize the High School to release information to New Jersey City University Dual Enrollment Program. Specifically, I authorize disclosure of the following information: class schedules and student's planned/intended college/university enrollment upon graduation. This authorization will remain in effect from the date it is executed until revoked by me, in writing, and delivered to the Dual Enrollment Program at New Jersey City University.

Student's Signature: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

To the School: The student above is applying to the Dual Enrollment Program at New Jersey City University. Please forward copies of the student's educational records (as described in the Release) to:

Attn: Dual Enrollment Program Staff
New Jersey City University
2039 John F. Kennedy Boulevard
Science Building, Room 150
Jersey City, NJ 07305-1597