Reach Cyber Charter School
1826 Good Hope Rd.
Enola, PA 17025

1 (866) 732-2416
www.reachcyber.org

Memorandum Of Understanding

This Memorandum of Understanding (hereinafter referred to as the "Agreement") is entered into on TBA, by Reach Cyber Charter School and between Finishing Trades Institute- MAR, with an address of 2190 Hornig Road, and Reach Cyber Charter School, with an address of 750 East Park Drive, Suite 204, Harrisburg, PA 17111 (collectively referred to as the "Parties").

ORGANIZATION BACKGROUND:

As the official training provider of District Council #21 Apprenticeships, the FTI-MAR is unique compared to traditional Institutions. In addition to being recognized as a "trailblazer" in apprenticeships with the Department of Labor (DOL), we are also recognized as an accredited institution with the Council of Occupational Education (COE) and Licensed by the Pennsylvania State Board of Private Licensed Schools (DOE). We are proud to be the first stand-alone Building Trades Apprenticeship program in North America with this status!

PURPOSE & OVERVIEW - *If organizing a virtual experience, please include if you will be providing recordings*:

- The Finishing Trades Institute of the Mid-Atlantic Region (FTI-MAR), in partnership with the Philadelphia School District, has developed a Vocational Intern Partnership (VIP) Program. This program is created to educate and provide hands-on experience in painting, drywall finishing, and glazing to students in their Junior and Senior years of high school. The goal of the program is to provide our inner-city youth with the opportunity to experience the potential that careers in building trades offer by providing professional instruction and guidance in these trades. The program is geared to be a stepping-stone for students to progress from classroom to potential apprentices in these industries by teaching them the skills and knowledge that is needed to be a successful tradesperson.

- Students enrolled in this program can receive recognized construction-wide industry certifications, such as OSHA 10, Scaffold Erector Dismantler, Fall Protection, Lead RRP, and First Aid/CPR, and NABTU MC3 Trades Futures Certificate. Additionally, topics of instruction include Trade Math, Labor History, Blueprint Reading, and soft life skills, such as Interview Preparation.

DURATION:

- The Program will be approximately 25 weeks online with 5 days for in-person instruction.

COST (if applicable) *Please include the minimum & maximum number of students who can participate*:

The program can accommodate a minimum of **8 students** and a maximum of **20 students**.

There is a **fixed program fee of $24,349.40** for both in-person and hybrid classes. This fee covers the instructor's cost and remains the same whether there are 8 students or the full class of 20.

If students are placed into an **existing class**, the **per-student rate of $1,937.47** will apply instead of the fixed program fee. There are limited seats when considering joining an existing class.

The Variable budget can be negotiated. There is an option to include or eliminate portions as needed.

Please see the attached pricing sheet for additional details.

Reach Charter School	Cost per Hour	Hours	Total Instructor(s)	Totals	Totals	
Salaries/Fringe Benefits (Facilitators, Program Administrator)	$85.31	240	$20,474.40		$20,474.40	
Facility, Insurance/ Expenses						
(insurance, Utilities, & Lab Space, Shop Space, etc.)					$1,125.00	
Administrative Expenses						
(Record Keeping, Office Supplies, Copier, Postage, Etc.)					$1,500.00	
Professional Fees					$500.00	
Maintenance (Set up/Clean up)					$750.00	
Total Fixed Budget					**$24,349.40**	
Variable Budget Cost per Student			**Per Student**		**20 Students**	
Snacks/ Lunch Per Student per day @$14.00 per day			$70.00		$1,400.00	
Learning Materials Per Student						
Shop Materials (Paint, Aluminum Window Components, Drywall, etc.)			$225.00		$4,500.00	
Personal Protective Equipment Gloves, Hard Hats, Eye Protection, Safety Vest etc.			$75.00		$1,500.00	
NABTU MC3 Curriculum Certification			$100.00		$2,000.00	
Certifications (First Aid/CPR, OSHA 10, Fall Protection, Scaffold E/D, Lead RRP Removal)			$250.00		$5,000.00	
Total Variable Budget			**$720.00**		**$14,400.00**	
Total Costs					**$38,749.40**	

TECHNOLOGY NEEDED (if applicable) - *Please list items below, including any software needed*:

- Chromebooks with Zoom access

MATERIALS/SUPPLIES/KITS for students (if applicable) - *Please list items and cost with estimated shipping:*

- No items will be shipped to the students. When students report to FTI-MAR for in-person sessions, items will be provided.

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RESPONSIBILITIES OF THE PARTIES:

1. **Partners/Supervisors:**
    a. Serve as a resource for the student by sharing insight and providing encouragement and guidance about the workplace, work ethics, careers, and educational requirements
    b. Provide a learning environment for students with time to ask questions and give feedback
    c. Communicate regularly with Career Experience team and maintain confidentiality
    d. Provide regular scheduled meeting time(s) and opportunities for students to ask questions
    e. Provide attendance when applicable
    f. For Internships:
        i. Assist students to complete Learning Plan Contract and sign
        ii. Determine learning objectives with students based on the job duties and skills required per semester for Learning Plan Contract
        iii. Sign off on hours that students complete in the internship to meet a minimum requirement of 60 hours and/or 6 weeks per semester
        iv. Set up regular scheduled meeting times with students to discuss progress of learning objectives
2. **Students:**
    a. Listen and observe supervisor and other employees in the workplace.
    b. Stay engaged and ask appropriate questions.
    c. Complete assigned documentation.
    d. Participate in full length of experience and track hours as appropriate.
        i. Internship: Minimum of 60 hours and/or 6 weeks
        ii. Career Mentorship: Minimum of 6 hours
        iii. Job Shadowing: 3 hours per job shadow
    e. Be on time and present for all required meetings and hours assigned.
    f. If participating in a virtual experience, have camera on, unless otherwise discussed with coordinator.
    g. Communicate with supervisor and coordinator if anything will prevent you from attending this experience.
    h. Complete Reflection Quiz in Canvas My Field Experience course for school credit.

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GOVERNING LAW (if applicable)

- This Agreement shall be governed by and construed in accordance with the laws of Pennsylvania.

ALTERNATIVE DISPUTE RESOLUTION

- Any dispute or difference whatsoever arising out of or in connection with this Agreement shall be submitted to FTI-MAR_(Arbitration/mediation/negotiation) (**select one**) in accordance with, and subject to the laws of Pennsylvania.

AMENDMENTS

- The Parties agree that any amendments made to this Agreement must be in writing and signed by both Parties.
- As such, any amendments made by the Parties will be applied to this Agreement.

ASSIGNMENT

- The Parties hereby agree not to assign any of the responsibilities in this Agreement to a third party unless consented to by both Parties in writing.

ENTIRE AGREEMENT

- This Agreement contains the entire agreement and understanding among the Parties hereto with respect to the subject matter hereof, and supersedes all prior agreements, understandings, inducements and conditions, express or implied, oral or written, of any nature whatsoever with respect to the subject matter hereof. The express terms hereof control and supersede any course of performance and/or usage of the trade inconsistent with any of the terms hereof.

REPRESENTATION AND WARRANTIES

- The Parties agree and disclose that they are authorized fully for entering this Agreement. Both Parties' performances and obligations are not to violate the rights of any third party or else violate other, if any, agreements made between them and/or any other organization, person, business or law/governmental regulation.

LIMITATION OF LIABILITY

- Under no circumstances will either party be liable for any indirect, special, consequential, or punitive damages (including lost profits) arising out of or relating to this Agreement or the transactions it contemplates (whether for breach of contract, tort, negligence, or other form of action) in case such is not related to the direct result of one Party's negligence or breach.

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SEVERABILITY

- In an event where any provision of this Agreement is found to be void and unenforceable by a court of competent jurisdiction, then the remaining provisions will remain to be enforced in accordance with the Parties' intention.

SIGNATURE AND DATE

- The Parties hereby agree to the terms and conditions set forth in this Agreement, and such is demonstrated throughout by their signatures below:

Reach Cyber Charter School
750 East Park Dr., Ste 204
Harrisburg, PA 17111
Phone: 866-732-2416

Name: JD Smith, Director of Careers & Belonging

Signature: _____

Date: 07/16/2026

Business:
Finishing Trades Institute- MAR
2190 Hornig Road
Philadelphia, PA 19116

Name: Tureka Dixon_____

Email: tureka@fti.edu_____

Phone Number: 302-853-3139_____

Signature: _____

Date: _____