

Attachment A Statement of Work

Objectives

The objective of this Statement of Work is to establish the Boynton Beach Aerospace Science Academy (“BASA”) at Boynton Beach High School and other locations of the DISTRICT’S choosing.

The objective of the BASA is to introduce selected high school students to collegiate- and professional trade-level study with a focus on professional aeronautical topics leading to both high school graduation credits and college credits for courses completed.

All BASA courses will be taught by ERAU faculty hired by mutual agreement of ERAU and the DISTRICT and qualified to teach under the criteria established by the Southern Association of Colleges and Schools (SACS) and the State of Florida.

In selecting BASA faculty members, ERAU and the DISTRICT will give first and serious preference to hiring qualified individuals employed already by the DISTRICT. The individual contracts of these individuals with the DISTRICT will remain in force and unmodified, except for changes allowing them to teach BASA courses.

BASA courses taught by ERAU faculty will be transferable to appropriate ERAU academic programs, in accordance with the guidelines in force in the ERAU Undergraduate Catalog at the time that individual students matriculate into the ERAU system.

Contribution of the DISTRICT

Subject to ERAU's contribution indicated hereafter in this Agreement, the DISTRICT will take the following responsibilities with respect to the program including, without limitation:

- BASA administrative supplies, to include office supplies, printing and copy services, office, equipment maintenance, and postage as required by the BASA Director and as consistent with the DISTRICT’S standards for such materials and services
- Classrooms, classroom furniture and classroom information technology (computers, projectors, screens, software, etc.)
- Student textbooks
- Personal computer aviation training devices (PCATDs)
- Flight training devices (FTDs)
- Grant Embry Riddle reasonable use of the District’s logo in publications related to BASA

- Support Staff
 - Boynton Beach High School will provide an administrative assistant for the Director of the BASA up to 20 hours per week. The roles of this administrative assistant will include providing continuity in the office, record keeping, attendance reporting, and reporting student grades to the DISTRICT and ERAU.
 - If the DISTRICT activates BASA centers at Boynton Beach High School and/or other sites, additional administrative assistance will be provided to the Director of the BASA as agreed under separate contract.
 - Boynton Beach High School will provide student aides to assist the Director of the BASA and other ERAU Professors in the performance of their classroom duties. The roles of these student aides will include laboratory assistance in the flight simulation and Aviation Maintenance Science labs and receptionist responsibilities.
- Use of utilities, telephones and information technology connectivity
- Provide and maintain the following equipment for the sole use of ERAU permanent and adjunct faculty:
 - 1 laptop computer, docking station, screen, and peripherals compatible with ERAU information technology standards for use by the BASA Director
 - Desktop computers, screens, and peripherals compatible with ERAU information technology standards
 - Direct and convenient access to printing and copying machines consistent with the standards established for Boynton Beach High School teachers
 - Direct and convenient access to a SCANTRON test reader
- When ERAU personnel travel within and/or beyond the local area or overnight at the request or with the approval of the DISTRICT they will file travel vouchers in accordance with normal DISTRICT administrative procedures. Reimbursement for mileage will be at the Federal rate in effect at the time of travel.
- The DISTRICT, subject to ERAU's contribution, will use all reasonable efforts in order for the BASA program to succeed, which undertaking is not a guarantee of success of the program. The DISTRICT will however diligently advise ERAU in the event that the problem(s) occur, be they technical, financial or others, which significantly impact the Program to the extent that it can no longer be pursued

Contribution of ERAU

ERAU agrees to:

- Be the Office of Primary Responsibility (OPR) through its Department Chair, Aeronautical Science, Daytona Beach Campus
- Recruit, develop, and assess faculty for each course; as approved by the DISTRICT and ERAU
- Maintain the curriculum and various class syllabi
- Grant the DISTRICT reasonable use of its logo in publications related to the BASA
- Manage scholarship funds established for DISTRICT graduates attending ERAU
- Teach all courses, as required by the DISTRICT
- Report student attendance, department, and grades as required by the DISTRICT, ERAU, State of Florida, and Federal policies and regulations
- Conduct parent-teacher meetings and conferences as required by the DISTRICT
- Assist the DISTRICT with student recruiting and retention
- Assist the DISTRICT with developmental activities, such as soliciting donations in cash and kind, making public presentations, and preparing analysis in support of the DISTRICT'S presentations to governmental or professional groups and agencies
- Assist the DISTRICT with the acquisition of appropriate course materials, such as books, tools, and computer software
- Provide appropriate liaison between the BASA and ERAU organizations, such as Admissions, Registration, Financial Aid, the Library, Information Technology, the Book Store, and appropriate academic departments, program managers, and course monitors
- Representing the program to the Federal Aviation Administration, SACS, and other relevant outside organizations

Program Details

ERAU will offer two curriculum tracks in the BASA. The first, or Academic Track, will be a curriculum of introductory courses in a range of aviation career areas, including flight operations, weather, air traffic management, safety, business, unmanned aviation, and others, depending on student demand and the availability of qualified faculty. The second, or Aviation Maintenance Science (AMS) Track, will provide students with the General portion of the FAA Airframe and Powerplant Mechanics Certificate curriculum.

Based on actual student registration numbers, the DISTRICT and ERAU will meet in April of each year with the division chair or designee to determine the number of class sections to offer in each course area in the forthcoming academic school year (ASY). In the month following each of these meetings, the two Parties will accomplish an addendum to the Agreement to pay for adjunct faculty to teach courses.

Normally, a class section will consist of approximately ninety 50-minute class sessions during a single semester.

In coordination, the DISTRICT and ERAU may adjust the list of duties above by addendum to the Agreement.

At the end of each academic semester, the BASA Director will report the grades of all BASA students to both the DISTRICT and to the ERAU Records and Registration Office. The ERAU Records and Registration Office will maintain academic records on all BASA students.

At the request of any student, ERAU will forward that student's ERAU transcript to any academic, government, or private organization or institution. A nominal administrative fee will be charged for this service.

The DISTRICT will ensure or arrange that all courses taught within the BASA will count as graduation credits for DISTRICT students. ERAU may adjust the contents of specific courses to meet the objective of this paragraph.

In the event that an ERAU instructor or professor must be absent from a scheduled class, the Director will arrange for an appropriately qualified substitute. If the instructor or professor is an adjunct, then his/her pay will be docked by the amount required to pay for the substitute's salary. In the cases of absences required to conduct ERAU or DISTRICT business, the appropriate institution will pay for the substitute.

ERAU will assign a BASA Director, who will be responsible for maintaining BASA curriculum, teaching, and faculty professional standards at the highest possible level. The Director's teaching load and compensation status will be linked directly to the number of class sections (academic and AMS included) offered during a given year.

<u>Sections offered during year</u>	<u>Dir annual teaching load</u>	<u>Salary status</u>
1-3	adjunct	\$5000 + \$7,000 stipend
4-5	adjunct	\$5000 + \$8,000 stipend
6-9	adjunct	\$5000 + \$10,000 stipend
10-12	6	\$47,250 (¾-time) with benefits*
13-16	6	\$63,000 (full-time) with benefits
17-20	4	\$63,000 (full-time) with benefits

* May be adjunct + stipend, depending on how many courses the director will be qualified to teach.

ERAU will assign an Associate BASA Director for Technology, who will be responsible for maintaining the BASA Aviation Maintenance Science curriculum, managing the AMS lab(s), ordering and maintaining equipment and bench stocks, and coordinating the center's activities with the FAA and outside professional organizations. The Associate Director's teaching load and compensation status will be linked directly to the number of AMS class sections (academic and AMS included) offered by ERAU faculty during a given year.

<u>ERAU AMS Sections Offered during year</u>	<u>Assoc Dir annual teaching load</u>	<u>Salary status</u>
1-2	adjunct	\$5000/course + \$4,000 stipend
3-4	adjunct	\$5000/course + \$5,000 stipend
5-6	adjunct	\$5000/course + \$6,000 stipend
7-10	7	\$45,000 (¾-time) with benefits
11-12	7	\$60,000 (full-time) with benefits
13-14	6	\$60,000 (full-time) with benefits
15-16	5	\$60,000 (full-time) with benefits