

**Agreement  
between  
United Parcel Services (UPS)  
and  
Jefferson County Board of Education  
dba  
Jefferson County Public Schools (JCPS)**

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This agreement between JCPS and United Parcel Services (UPS) supports the UPS School-to-Work Program which employs JCPS high school seniors to gain valuable work experience and earn college credits by working afternoon shifts as UPS package handlers and taking a college course twice a week in the UPS Training and Education Center located on UPS property.

**SECTION 1 – SERVICES PROVIDED BY JCPS**

1. Employ the Teacher of Record who will oversee for all students employed by UPS through the JCPS School-to-Work Program.
2. The JCPS Teacher of Record will be the district's primary contact between schools and UPS.
3. The JCPS teacher of record will monitor student attendance and record grades.
4. The JCPS Teacher of Record will provide support and consistency for schools.
5. The JCPS Teacher of Record will provide recruiting assistance by
  - a. working with the UPS Director and all JCPS schools in recruiting students for the UPS School-to-Work Program.
    - set up workshops
    - work closely with senior counselors/administrators
    - provide information to students and parents/guardians
  - b. communicating with counselors/administrators regarding recruiting and scheduling students, emphasizing the valuable connection between UPS and JCPS.
  - c. coordinating application process; communicate program guidelines to students and parents/guardians, and collect/document paperwork necessary to enroll students in the UPS School-to-Work Program.
6. The JCPS Teacher of Record will be responsible for student documentation/reports/data including the following:
  - a. report placement data for accountability purposes
  - b. complete, file and collect Value-Added Commitment Forms (student, parent/guardian, employer and District)
  - c. complete and file all School-to-Work Student and Parent/Guardian forms
    - Parent Consent Forms
    - Students/Program Contract
    - Rules & Regulations
    - UPS Repayment Release Form
    - Medical Release Form
    - Transportation/Driving Guidelines
7. The JCPS Teacher of Record will work closely with senior counselors and/or administrators to resolve any of the following:
  - a. scheduling, attendance and grade issues as they relate to students.
  - b. student conflicts at UPS and/or individual schools

- c. materials needed for student files

## SECTION II - PERIOD OF AGREEMENT

JCPS shall complete all services within **July 1, 2014 – June 30, 2015**. In the event delays are experienced beyond the control of JCPS, these dates may be revised as mutually agreed upon by the UPS and JCPS.

## SECTION III - COMPENSATION

The method of payment for this agreement is monthly payments of \$2,500 not to exceed in total \$30,000. This agreement shall continue in force until terminated by either party upon written notice of not less than thirty (30) days, except either party may terminate the agreement by shorter notice in the event appropriations do not provide adequate funds for the continuance of the program.

Above agreed by:

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Donna M. Hargens, Ed.D.  
Jefferson County Public Schools

\_\_\_\_\_  
Date

  
Sharnika Glenn  
United Parcel Service

4/10/14  
Date