**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**Covington Independent Schools**

**AND**

**Brighton Center, Inc.**

This Memorandum of Understanding (this “MOU” or “Agreement”) is entered into as of **August 1, 2018** and establishes an agreement between Brighton Center, Inc. (referred to as Brighton Center hereinafter), and **Covington Independent Schools** for the purpose of enrolling eligible 17 year old students in the Center for Employment Training program.

**A. PROGRAM GOALS**

Brighton Center’s Center for Employment Training (CET) is an innovative, short-term job-training program that provides comprehensive and holistic occupational, skill-specific training in Business and Computer Technologies and Medical Assisting. CET is fully accredited by the Council on Occupational Education and licensed by Kentucky’s Council on Postsecondary Education. Individuals within this accelerated education program are provided with hands-on, self-paced training with contextual learning that simulates an actual work environment.

As a nationally proven best practice model, Brighton Center’s CET has over 21 years of proven success helping individuals change their lives, and realize their hopes and dreams. We do this by building impactful activities in 4 foundational cornerstone components:

1. Instruction in high demand skill areas.

2. Integrating adult education and basic skills remedial into skill area instruction.

3. Developing “soft skills” through program accountability and “success skills” reinforcement.

4. Underpinning all newly acquired skills, habits, and practice with career coaching, linkage to employers, and 12-month follow-up commitment.

The CET model provides a contextual learning environment that is self-paced in an open-entry open-exit format. Trainees are able to map their progress and gain confidence as they master each outlined competency. Eligibility is not based on screening or testing which typically disengages many of those individuals in our target population. It is based on a desire to commit to the program for 6-9 months (depending on their pace of progress), make consistent progress, and a goal of full-time employment upon program completion. Trainees must have a high school diploma or GED upon completion of the program.

**B. ROLES AND RESPONSIBILITIES**

 **Covington Independent Schools** Responsibilities

1. Covington Independent Schools staff will provide information about Center for Employment Training to students and families and make referrals utilizing Center for Employment Training’s referral form and marketing materials.
2. Covington Independent Schools staff will coordinate an information session with the CET Coordinator for interested student’s on-site at Center for Employment Training.
3. Covington Independent Schools will work with CET staff to acquire appropriate releases signed by the student’s parent/guardian.
4. Covington Independent Schools will provide transportation for students.
5. Participate in monthly Skill Specific Unit Team meetings (via phone or in-person at CET) to discuss student progress.

**Brighton Center, Inc.** Responsibilities

1. Engage eligible referrals students, ages 17 and up, to participate in Center for Employment Training program while enrolled at Covington Independent Schools.
2. Provide Center for Employment Training program on-site at 601 Washington Avenue Suite 140 Newport, KY 41071.
3. Provide instruction in high demand skill areas (Medical Assisting, Business and Computer Technologies, and Health Technology Administration), integrate success skills, career coaching, and adult education into the contextualized learning environment.
4. CET staff will share student Satisfactory Academic Progress (SAP) reports to Covington Independent Schools staff at 25% intervals (roughly every 6-8 weeks) during student’s enrollment at CET.
5. CET staff will report attendance updates for each student on a weekly basis to CIS staff.

 **C. TERM OF AGREEMENT**

This agreement becomes effective on **August 1, 2018** until **July 31, 2019**, at which time the agreement will be reviewed to determine whether it should be renewed, modified, or terminated, contingent upon performance and continued funding. Any party of the agreement may request modifications of its terms. Ratification of the request by all the other parties in writing will constitute the modification in question. All possible actions will be taken to fulfill this agreement.

**D. FUNDING OF COST AND SERVICES**

The total tuition for a student to attend the Brighton Center Workforce Development Program is $8,350 per student. Covington Independent Schools will provide funds in the amount of $3,000 per slot up to 8 slots for a total amount not to exceed $24,000, depending on the availability of Brighton Center’s private funding to offset the balance of the slot cost. As students enroll into the program, Brighton Center will invoice Covington Independent Schools for student slot costs during the month in which they enroll. Covington Schools will provide lunch and TANK bus transportation.

**E. TERMINATION**

This agreement may be terminated at any time by any party upon written notice indicating a desire to terminate. Such notice shall be submitted no later than 30 days in advance of the effective date of the desired action.

**F. HOLD HARMLESS**

Each party hereby agrees to hold harmless all other parties identified in this MOU from and against any and all claims, demands damages and costs arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such party pursuant to the MOU. In addition, all parties to this MOU agree to and hold harmless each other from and against all court costs and attorney fees arising out of or resulting from any acts or omission which arise from the performance of these obligations by such party pursuant to this MOU.

**THE PARTIES TO THIS AGREEMENT EVIDENCE THEIR ACCEPTANCE OF ITS TERMS BY THEIR SIGNATURES BELOW:**

Brighton Center, Inc.

President & CEO

Tammy Weidinger

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Covington Independent Schools

Superintendent

Alvin Garrison

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_