



## MEMORANDUM OF UNDERSTANDING

### BETWEEN JOBS FOR KENTUCKY'S GRADUATES, INC (DBA JAG KENTUCKY) AND DANVILLE INDEPENDENT SCHOOLS

SCHOOL YEAR 2020/2021

Jobs for Kentucky's Graduates has made available a special incentive grant of **\$40,000** to implement the Jobs for America's Graduates *High School Model* at **Danville High School**. This grant is payable in two equal installments on the following dates:

- Dec. 15<sup>th</sup>, 2020
- May 15<sup>th</sup>, 2021

In consideration of this grant, ***Danville Independent Schools*** hereby agrees to:

1. Employ a full-time, mutually acceptable individual qualified to fulfill the responsibilities of the JAG Specialist. Specialists must be a certified teacher or qualify as an adjunct through the Kentucky Department of Education.
2. Apply 100% of the grant toward the salary of the JAG Specialist.
  - Salary Cost for JAG Staff #1: **\$40,000**

Provide the balance of the salary and benefits for the JAG Specialist above the incentive grant. If salary costs are lower than the grant amount by \$500 or more, MOU may be amended to reflect actual salary paid to Specialist.

3. *Contribute as in-kind services the use of appropriate classroom space for the JAG classroom, supplies and copy access, as well as equal access to resources available to other teachers who are employed by the school.*
4. Promote the integrity of the JAG program by:
  - Funding the annual training cost for the Specialist. Payment in the amount of **\$2000 (per program) is due to Jobs for Kentucky's Graduates by July 31, 2020**, which will cover all training expenses except Specialist transportation. Training events include:
    - JAG Kentucky State Training (4 days - July)
    - Data Management System Training (1 day - September)

- JAG Kentucky State Training (2 days - October)
  - Providing substitutes for Specialist to attend mandatory JAG trainings above, as well as two student events: National Student Leadership Academy (late Fall) and Career Development Conference (March).
5. Assist the Specialist in recruiting students most in need of services delivered in the JAG program. Ensure a class of at least 50 students with a goal of 50 to 60 students on the JAG roster who meet JAG Barrier Qualifications.
  6. Regard Specialist as 100% dedicated to delivering the full JAG model, including a regular schedule that includes:
    - 3 JAG Classes (assuming a 7-period day)
    - Data Entry Period (out of a 7-period day)
    - Planning Period
    - Remainder of time to perform mandatory off campus employer marketing, job development, online training, follow up and placement responsibilities
  7. Provide for the coordination of the JAG program and Career Association with other school programs and services where appropriate, including fundraising *and a club account to be held for the Career Association by the school.*
  8. Enable eligible students to attend work-site visits, National Student Leadership Academy (late Fall), Bus to Business (October), and Career Development Conference (March), and work with JAG Specialist to arrange transportation to these events. Respective school districts are responsible for funding bus transportation to both CDC and Bus to Business.
  9. Provide adequate supervision to ensure that the JAG Specialist fulfills the responsibilities of this Memorandum of Understanding and achieve the performance standards of the JAG Program Model and requirements of any funding sources.
  10. Complete a School Contribution Report (estimated cost of school contribution including salary cost over the incentive grant, payment of substitute teachers, buses/transportation, etc.) by April 15, 2021. A School Partner login will be provided upon the signing of this agreement. School Partners may use the JAG KY online Portal to complete the School Partner Report.
  11. Review Medicaid documents and ensure participating JAG students are provided required documents and allowed to submit forms in a timely fashion.


In turn, JAG Kentucky hereby agrees to:

1. Establish a Jobs for America's Graduates, Inc. (JAG) Program(s) at **Danville High School** through a mutually beneficial partnership between Jobs for Kentucky's Graduates, Inc. (JAG Kentucky) and the school(s).
2. Develop a positive working relationship within local communities, including employers, high schools, postsecondary or technical schools, and community service organizations for the purpose of promoting and establishing local JAG accredited programs in accordance with the JAG Program Model.

3. Provide JAG program curriculum, technical assistance, oversight and training to the JAG Specialist on the successful implementation and operation of a JAG accredited program to ensure conformity with the performance standards as promulgated by JAG.
4. Provide staff support and conduct periodic reviews and consulting visits to give encouragement, support, and feedback to the JAG Specialists.
5. Sponsor the annual JAG Career Development Conference, utilizing input from students, Specialists, members of the Board of Directors, and community members.
6. Provide training and access to the JAG National data management system (E-NDMS) to track the progress of the JAG students participating in the JAG program.
7. Provide supplies needed to open the JAG Club/Career Association.
8. Provide feedback to school administration if the JAG Specialist is not meeting JAG standard requirements.

It is understood that JAG Kentucky may withdraw its funding and all parts of the JAG Model, if after efforts at remediation, the *school system* is unable or unwilling to take the actions necessary to assure high-quality delivery of the Model of Jobs for America's Graduates, Inc.

**Agreed and Approved:**

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President, Jobs for Kentucky's Graduates, Inc	Date
<hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>	<hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>
DHS Principal	Date
<hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>	<hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>
Superintendent	Date