



MEMORANDUM OF UNDERSTANDING 2021-2022

This Memorandum of Understanding ("MOU") covers the operation of a Jobs for America's Graduates Program ("JAG Program") established by Jobs for Kentucky's Graduates, Inc. ("JAG Kentucky") at Estill County High School in Estill County, Kentucky (the "School"). JAG Kentucky has made available a special incentive grant to implement the JAG Program at the School with the following terms and conditions.

Estill County High School Responsibilities

In consideration of the special incentive grant and other services delivered by JAG Kentucky, the School agrees to:

1. Employ a full-time, mutually acceptable educator qualified to fulfill the responsibilities of a JAG Specialist. The JAG Specialist must be a certified teacher or qualify as an adjunct instructor through the Kentucky Department of Education.
2. Compensate the JAG Specialist in accordance with standard School compensation policies including provision of benefits if applicable.
3. Apply 100% of the special incentive grant toward the salary of the JAG Specialist. Only the JAG Specialist's salary for instruction related to the JAG Program qualifies for reimbursement under the special incentive grant. Coaching stipends and other compensation amounts do not qualify for reimbursement. The special incentive grant will be the maximum of one of the following depending on the qualification of the JAG Specialist:
 - a. Certified Instructor – Forty Thousand Dollars (\$40,000).
 - b. Adjunct Instructor – Thirty-Five Thousand Dollars (\$35,000).
4. Contribute as in-kind services the use of an appropriate classroom space for the JAG Program, supplies and copier access, and equal access to resources available to other instructors employed by the School. A cafeteria, gymnasium, hallway, or other non-classroom space is not considered appropriate for the purposes of this MOU.
5. Promote the integrity of the JAG Program by:
 - a. Funding the training cost for the JAG Specialist. Payment in the amount of two thousand dollars (\$2,000) is due to JAG Kentucky by September 30, 2021.
 - b. Participating in JAG Kentucky Summer Training (four days in July).
 - c. Participating in Data Management System Training (two days in October).
 - d. Participating in JAG Kentucky Fall Training (two days in October).

- e. Participating in the National Student Leadership Academy ("NSLA") (three days in late fall).
 - f. Participating in the Career Development Conference ("CDC") (three days in spring).
 - g. Providing substitute instructors for the JAG Specialist to attend the training sessions and events listed above.
6. Assist the JAG Specialist in recruiting students most in need of services delivered by the JAG Program.
 7. Ensure a class size of at least forty-five (45) students with a goal of forty to fifty (45-50) students on the class roster that meet JAG Barrier Qualifications.
 8. Regard the JAG Specialist as 100% dedicated to delivering the full JAG Program model including a regular class schedule with:
 - a. Three (3) JAG classes (assuming a 7-period day).
 - b. One (1) data entry period.
 - c. One (1) planning period.
 - d. Remainder of time allotted to perform mandatory off-campus employer marketing, job development, online training, student follow-up, and placement responsibilities.
 9. 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.
 10. Enable eligible students to attend work-site visits, NSLA, and CDC and work with the JAG Specialist to arrange transportation to these events.
 11. Provide adequate supervision to ensure that the JAG Specialist fulfills the responsibilities of this MOU and achieves the performance standards of the JAG Program model as well as any additional requirements of any funding sources. Additional funding source requirements will be communicated in advance of commencing the JAG Program.
 12. Complete a School Contribution Report (estimated cost of school contribution including salary cost over the incentive grant, payment of substitute teachers, buses and transportation, etc.) by September 30, 2021.
 13. A School Partner login will be provided upon signing this agreement. School Partners may use the JAG Kentucky online Portal to complete the School Partner Report.

JAG Kentucky Responsibilities

In consideration of the performance of the responsibilities listed above, JAG Kentucky agrees to:

14. Establish a JAG Program at the School through a mutually beneficial partnership between JAG Kentucky and the School.
15. Develop a positive working relationship within local communities, including employers, high schools, post-secondary 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.
16. Provide JAG Program curriculum, technical assistance, oversight, and training to the JAG Specialist on the successful implementation and operation of a JAG Program to ensure conformity with the performance standards as promulgated by JAG.

17. Provide staff support and conduct periodic reviews and consultation visits to give encouragement, support, and feedback to the JAG Specialist.
18. Sponsor the annual CDC utilizing input from students, JAG Specialists, members of the JAG Kentucky Board of Directors, and community members.
19. Provide training and access to the JAG data management system ("JAG Force") to track the progress of students participating in the JAG Program.
20. Provide supplies needed to open the JAG Club or Career Association at the School.
21. Provide feedback to School administration if the JAG Specialist is not meeting JAG Program requirements.
22. Remit the special incentive grant in two payments by the following dates:
 - a. January 31, 2022.
 - b. May 31, 2022.

Remediation and Compliance

JAG Kentucky may withdraw funding and all elements of the JAG Program at Estill County High School if after efforts at remediation, the School is unable or unwilling to take the actions necessary to assume the high-quality delivery of the JAG Program as required by the Jobs for America's Graduates, Inc. Model.

Agreed and Approved:

Signature:

Date:

President, Jobs for Kentucky's Graduates, Inc.

Joshua A. GA
Principal, Estill County High School

5/20/21

Jeffrey C. L...
Superintendent, Estill County High School

5/21/21

☐ Please withhold the training cost (Section 5.a) from the first grant payment (Section 22).