

MEMORANDUM OF UNDERSTANDING
BETWEEN
Dayton Independent Schools
AND
Brighton Center, Inc.

This Memorandum of Understanding (this “MOU” or “Agreement”) is entered into as of **October 1, 2021 to September 30, 2022** and establishes an agreement between **Brighton Center, Inc.** (referred to as Brighton Center hereinafter), and **Dayton Independent Schools** for the purpose of providing Dayton High School students with Brighton Center services including career readiness workshops, career fairs and the Youth Leadership Development (YLD) program.

A. PROGRAM GOALS

Youth/Young Adult Talent Development Services (YTDS)

Brighton Center’s Youth Talent Development Services program offers workforce services for young adults ages 16-24. Brighton Center works with young adults to accomplish their career and educational goals.

YTDS works with high school students to conduct career readiness workshops, career expos, and to further building strong collaboration with high school partners to build a pipeline of youth with career and education plans post high school.

Brighton Center’s overall outcomes and program goals for our customers for the Youth Talent Development Services program include:

- Youth demonstrate an understanding of Northern Kentucky’s 5 in demand sectors: Advanced Manufacturing, Healthcare, Business/IT/Finance, Transportation/Distribution/Logistics, Construction and Trades.
- Youth are prepared with career readiness skills.
- Youth demonstrate essential skills needed in today’s workplace (communicating effectively, conveying professionalism, promoting teamwork and collaboration, thinking critically, solving problems).

Youth Leadership Development

- Interactive, engaging lessons from the Wyman Teen Outreach Program (TOP) **TOP curriculum** are facilitated during weekly group meetings. Lessons include content such as emotion management, problem solving, goal setting, and adolescent health and wellness. The curriculum is inclusive of youth from different backgrounds, and designed to be sensitive to trauma that participants may have experienced.
- Teens have opportunities to give back to their communities and practice the skills they have learned by engaging in **community service learning**. These opportunities result in increased confidence, purpose, and connectedness to their communities.
- Experiential learning through small-group discussions, roleplaying, and service learning.
- Youth Complete 20 hours of meaningful community service learning, which includes planning, action and reflection. .
- Program Additives, such as STEM learning, Philanthropy, Nature/Conservation education, college and career readiness, financial literacy, recreational outings and more.
- These experiences build youths' self-esteem, responsibility, accomplishment, and a sense of belonging to their community.

B. ROLES AND RESPONSIBILITIES

Brighton Center, Inc. Responsibilities:

The parties agree to communicate and coordinate their respective activities and resources in ways that will be conducive to their mutual final goals and to make sure that accountability for the program is met.

Youth Talent Development Services:

1. Engage with identified high school students and provide one-on-one and/or group career readiness workshops every other week. Services include helping students with resume, cover letter, mock interviews, professionalism, soft skills, and other goals identified by the students.
2. Dedicated staff to Dayton High School to support student career goals.
3. Oversee a multi-employer Career fair for Dayton High School students. This would include Brighton Center staff handling employer engagement and helping with advertising for the event. Frequency of career fairs can be determined by both parties, but could be up to 1 per semester.
4. Provide Dayton High School staff with regular communication, updating staff on progress and activities conducted.

Youth Leadership Development:

1. Engage youth, entering 7th grade through 12th grade, to participate in the Youth Leadership Development (YLD) program. Utilizing the Wyman's Teen Outreach Program (TOP), an evidenced-based emotional well-being and mental health enrichment program for pre-teens/teens.
2. These services will include one trained staff to facilitate YLD, case management supports, DESSA assessments for participants, books and materials, light refreshments for up to 20 students.
3. During the school year (34 weeks), the youth will meet weekly, for two hours after school at Dayton High School. Youth will attend college/career tours, job shadowing experiences and field trips.
4. Youth will plan, implement, and participate in Service Learning projects in the community. Promote goal setting, decision-making, education, and career opportunities. Youth will be monitored and encouraged to increase grades, increase school attendance, increase social development, and resist risky behaviors.
5. Provide reports to include schedule, attendance, activities and any outcomes measured.

Dayton High School Responsibilities:

- 1.) Dayton staff will provide information to students and families and make referrals utilizing Brighton Center, Inc. marketing packet.
- 2.) Dayton High School staff will provide information about Kentucky Career Center to students and families and make referrals to Youth Talent Development Services and Youth Leadership Development accordingly.
- 3.) Dayton High School will help coordinate accommodations such as classroom space for workshops, one-on-one coaching sessions, YLD club and making sure that Brighton Center staff have the appropriate technology setup and Wi-Fi access to facilitate services.
- 4.) Dayton High School will work with Kentucky Career Center/Brighton Center staff to acquire appropriate releases signed by the student's parent/guardian when necessary.
- 5.) Dayton High School will provide space, tables, and chairs for any multi-employer hiring event.
- 6.) Participate in regular monthly meetings with Brighton Center staff to monitor program progress.

C. TERM OF AGREEMENT

This agreement becomes effective on **October 1, 2021** until **September 30, 2022**, 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

Dayton High School, through ARP HCY1 grant funding, will provide funds in the amount of \$18,000 to Brighton Center, Inc. This includes \$3,500 to Youth Leadership Development program as well as \$14,500 for Youth Talent Development Services.

1. Youth Talent Development Services: \$14,500 per year to support program implementation and Brighton Center staff at Dayton High School. Brighton Center will invoice Dayton High School monthly after services have been performed to be reimbursed. The invoices would be due to Dayton High School by the 15th of the next month.
2. Youth Leadership Development: \$3,500 per year would towards the cost of YLD program services held afterschool at Dayton High School. This will be paid in one installment of \$3,500 by December 30 of contract year.

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 indemnify, defend, and 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 indemnifying party pursuant to the MOU. In addition, all parties to this MOU agree to indemnify, defend, 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 indemnifying party pursuant to this MOU. It is understood and agreed that all indemnity provided herein shall survive the termination of this MOU.

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

Brighton Center, Inc.
President & CEO
Wonda Winkler

Signature: _____ Date: _____

Dayton Independent Schools
Superintendent
Jay Brewer

Signature: _____ Date: _____