

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: XX **DATE:** June 6, 2022

TOPIC/TITLE: Jobs for America's Graduates Kentucky

PRESENTER: Ryan Asher/^{RA}Tracey Francis^{DF}

ORIGIN:

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ☒ ACTION REQUESTED AT THIS MEETING
- ☐ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ☐ ACTION REQUESTED AT FUTURE MEETING: (DATE)
- ☒ BOARD REVIEW REQUIRED BY
 - ☐ STATE OR FEDERAL LAW OR REGULATION
 - ☒ BOARD OF EDUCATION POLICY
 - ☐ OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- ☒ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- ☐ PREVIOUS REVIEW OR ACTION
 - ☐ DATE:
 - ☐ ACTION:

BACKGROUND INFORMATION:

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 Woodford County High School in Woodford County, Kentucky (the "School"). JAG Kentucky has made available a special incentive grant to implement the JAG Program at the School with the terms and conditions outlined in the MOU.

The mission of JAG KY is to assist students of promise in overcoming barriers to learning so they will graduate from high school and transition successfully into the workforce, military and/or post-secondary education.

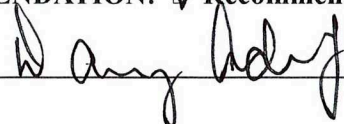
SUMMARY OF MAJOR ELEMENTS:

Board approval is requested to enter into an MOU to implement the Jobs for America's Graduates program at Woodford County High School. A major element of the program will be employing a full-time JAG Specialist that must be a certified teacher. This will be a district position as district funds will be used to cover salary expenses beyond the \$40,000 grant amount.

IMPACT ON RESOURCES: Funding for Specialist (Teacher) position in the range \$10,000-\$15,000.

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: ☒ Recommended ☐ Not Recommended





MEMORANDUM OF UNDERSTANDING 2022-2023

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 Woodford County High School in Woodford 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.

Woodford County High School/Woodford County Public Schools 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 ("Specialist"). The Specialist must be a certified teacher or qualify as an adjunct instructor through the Kentucky Department of Education.
2. Compensate the 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 Specialist. Only the 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 Specialist:
 - a. Certified Instructor – Forty Thousand Dollars (\$40,000); or
 - 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 Specialist – payment in the amount of two thousand dollars (\$2,000) is due to JAG Kentucky by September 30, 2022;
 - b. Participating in JAG Kentucky Summer Training (up to four days in July);
 - c. Participating in Data Management System Training (up to two days);
 - d. Participating in JAG Kentucky Fall Training (up to 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") (up to three days in spring); and
 - g. Providing substitute instructors for the Specialist to attend the training sessions and events listed above.
- 6. Assist the Specialist and School Guidance Counselor in recruiting students most in need of services delivered by the JAG Program.
- 7. Ensure a JAG Program roster with the following attributes:
 - a. a minimum of forty-five (45) students;
 - b. a maximum of sixty-five (65) students;
 - c. a minimum of ten (10) students that qualify for Pre-ETS or Medicaid services;
 - d. an appropriate mix of students in different strata of academic achievement; and
 - e. all students must meet at least six (6) JAG Selection Criteria.
- 8. Regard the Specialist as 100% dedicated to delivering the full JAG Program model including a regular class schedule with:
 - a. Three (3) or four (4) JAG classes (assuming a 7-period day);
 - b. One (1) data entry period;
 - c. One (1) planning period; and
 - 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 Specialist to arrange transportation to these events.
- 11. Provide adequate supervision to ensure that the 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. Any 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, 2022.
- 13. Provide school and classroom access to JAG personnel to visit the JAG Program during school hours.
- 14. Allow the Specialist to use JAG Professional Learning Communities (PLCs) to meet any School district PLC requirements.

JAG Kentucky Responsibilities

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

- 15. Establish a JAG Program through a mutually beneficial partnership between JAG Kentucky and the School.
- 16. 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.

17. Provide curriculum, technical assistance, oversight, and training to the Specialist on the successful implementation and operation of a JAG Program to ensure conformity with the performance standards as promulgated by JAG.
18. Provide staff support and conduct periodic reviews and consultation visits to give encouragement, support, and feedback to the Specialist.
19. Sponsor the annual CDC utilizing input from students, Specialists, members of the JAG Kentucky Board of Directors, and community members.
20. Provide training and access to the JAG data management system ("JAG Force") to track the progress of students participating in the JAG Program.
21. Provide JAG Kentucky-designated supplies needed to open the JAG Club or Career Association at the School.
22. Provide feedback to School administration if the Specialist is not meeting JAG Program requirements.
23. Remit the special incentive grant in two payments by the following dates:
 - a. January 31, 2023; and
 - b. May 31, 2023.

Remediation and Compliance

JAG Kentucky may withdraw funding and all elements of the JAG Program at Woodford 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:

Executive Director, Jobs for Kentucky's Graduates, Inc.

Principal for Woodford County High School

Superintendent for Woodford County High School

