

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

This Memorandum of Understanding (this “MOU” or “Agreement”) is entered into as of **October 1, 2022** and establishes an agreement between **Brighton Center, Inc.** (referred to as Brighton Center hereinafter), and **Covington Independent Schools** (referred to as CIPS hereinafter) for the purpose of recruiting 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 career-training program that provides comprehensive and holistic occupational, skill-specific training in Human Resources & Payroll Specialist, Health Technology Administration, and Medical Assisting. CET is fully accredited by the Council on Occupational Education and licensed by the state of Kentucky. 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 25 years of proven success helping individuals change their lives, and realize their hopes and dreams. This occurs by building impactful activities in four foundational cornerstone components:

1. Instruction in high demand skill areas.
2. Integrating adult education and basic skills remediation 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 24- 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 Public Schools responsibilities:**

- 1.) CIPS 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.) CIPS staff will coordinate an information session with the CET Coordinator for interested students on-site at Center for Employment Training.
- 3.) CIPS will work with CET staff to acquire appropriate releases signed by the student's parent/guardian.
- 4.) CIPS will provide transportation for students.
- 5.) CIPS staff will 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, Health Technology Administration, and Human Resources and Payroll Specialist), 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 CIPS 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 **October 1, 2022 until June 30, 2023**, 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**

Covington Independent Schools, through ADA funding, will provide funds in the amount \$9,185 to cover slot expenditures not to exceed the full amount. Brighton Center will provide a refund to Covington Independent Schools for all students who fail to complete training, provided withdrawal takes place prior to completing 50% of the scheduled training. CIPS will promptly (within 30 days) issue payment to Brighton Center upon receipt of invoice. This is also subject to CIPS funding availability, must be approved by CIPS on a case by case basis. CIPS will also provide lunch and TANK bus transportation for the student, if needed.

**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.

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

Brighton Center, Inc.  
President & CEO  
Wonda Winkler

Signature: Wonda Winkler Date: 8-16-22

Covington Independent Schools  
Superintendent,  
Alvin Garrison

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