

**Memorandum of Understanding  
Wilderness Education Project (WEP)**



**WEP and Garrard County Schools / Garrard County High School**

**Purpose:** In support of this MOU, WEP and Garrard County High School will demonstrate a collaborative relationship in developing and implementing the Apprenticeship Building America (ABA) Grant Program that provides the following from **July 1, 2023 (current year) to June 30, 2026:**

1. WEP will assist administrators and staff in establishing a flexible model that best meets the needs of their school and students, support college and career readiness, and design innovations to create pre-apprenticeships and Registered Apprenticeship Programs (RAP) around the core elements of this ABA Grant.
2. Within the program model, objectives and goals must be met. These include:
  - A. Expected enrollment goals given by the Department of Labor will be based on the size of the High School. (This will not be binding to the overall program)
  - B. WEP will work with the High School and the Career Support Specialist (CSS) in promoting Career Academies in designing pre-apprenticeships and RAPs for this ABA Grant.
  - C. Program models will allow students to earn dual credit classes toward an associate degree within a STEM platform - Science, Technology, Engineering, and Mathematics.
  - D. Program models allow students to earn industry-recognized credentials. These may be obtained by current structures already established within the school district, existing partnerships, or partnerships to be created working with the ABA Grant.
  - E. Program models will meet any College Career Readiness requirements from the Kentucky Department of Education.
  - F. Program models meet all requirements of the ABA Grant for student participants.
  - G. The Career Support Specialist (CSS) will help students choose a career pathway.
  - H. The CSS will recruit out-of-school youth in the community for this program.
  - I. Curriculum must integrate work readiness skills and project-based activities.
  - J. Curriculum may offer several industry-specific classes.
  - K. An Employer Mentorship Program will be established with the High School providing support to the student participants.
  - L. Ensure that low-income students, other vulnerable youth, including students with disabilities, and populations underrepresented, such as females and minorities, benefit from this program and have the support needed to be successful. **The program must be open to all students.**
  - M. Ensure equitable RAP pathways through pre-apprenticeships leading to RAP enrollment and equity partnerships.

- N. Students must complete the coursework needed to obtain a High School diploma.
  - O. Students will be allowed to experience work-based learning activities.
  - P. Students will be allowed to participate in CTE-STEM courses to strengthen their skills and knowledge.
  - Q. Wrap-around support services need to be included with the program model.
3. WEP shall assist with funding toward one (1.0 FTE) Career Support Specialist. This position must focus on ABA program services and meet guidelines established by the U.S. Department of Labor regarding ABA policies and procedures.
  4. WEP and established partners will provide professional development to each High School on soft skills training focusing on careers for students. Professional development will also be presented on project-based learning, work-based learning, and work readiness skills.
  5. The CSS and High School must maintain records of individual participants (including PII – personally identifiable information), employers, and program operational and financial data. PII should always be stored in a safe location.
  6. The CSS will continue to seek employers in the local region and develop working relationships to assist High School students with work-based experiences and provide resources, mentorships, job shadowing, internships, pre-apprenticeships, and Apprenticeships.
  7. The Career Support Specialist (CSS) will collect data and record program performances and outcomes. Teachers and students may need to submit surveys or other related documents to show measurable growth. This includes both short and long-term measures.
  8. All partners must agree to help promote program sustainability after funding ends. WEP will announce a plan with the assistance of all partners to build capacity.
  9. WEP and the School District shall work together in supporting students, teachers, and the CSS with successful measures in this ABA Grant. All items addressed in the job description for the CSS shall be upheld with this MOU, along with the school district policies and procedures.

**Funding:** In support for this program, the U.S. Department of Labor has awarded the Wilderness Education Project the Apprenticeship Building America Grant, that started on July 1, 2022 (last year), and an end date of June 30, 2026. The **total amount** of funding for Garrard County Schools to help support this grant is **\$416,395.00**, over the four-year period. Funds are for reimbursement back to GCS for the following activities for student participants and services: dual-credit/post-secondary courses, industry-recognized credentials, curriculum training and resources, and funding toward 1.0 FTE Career Support Specialist.

A portion of these funds (**On-The-Job Learning in the amount of \$57,024.00**) must be used in connections with employers who are willing to take on students that enter a Registered Apprenticeship Program (RAP). These funds will be used to reimburse employers who work with students and help them complete a RAP. The Wilderness Education Project will work with employers, the CSS, and the student in accomplishing this goal.

Payments will be paid out to Garrard County Schools quarterly. WEP and GCS also allow flexibility around the total amount of the MOU for adjustments that may need to occur for revisions to budget items from the ONLINE Accounts that GCS staff have access to, to balance any financial needs over this grant program.

This MOU has been read and agreed upon by the following representatives of both educational agencies.

\_\_\_\_\_  
District Representative / Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
WEP Representative / Title

\_\_\_\_\_  
Date