



2365 Harrodsburg Rd  
Suite B330  
Lexington, KY 40504

## MEMORANDUM OF UNDERSTANDING 2024-2025

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 Elizabethtown High School (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.

### Elizabethtown 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 (“Specialist”). The Specialist must be a certified teacher or qualify as an adjunct instructor through the Kentucky Department of Education.
2. Compensate the certified Specialist in accordance with the school’s standard salary schedule and the non-certified Specialist in accordance with the school’s classified salary schedule. This includes 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 – a training fee in the amount of two thousand dollars (\$2,000) will be withheld from the first incentive grant payment;
  - 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, ensuring that Medicaid-eligible students are identified according to HIPAA standards so that the Specialist is able to document accordingly;
  - 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 funding for a minimum of two (2) worksite visits (field trips) per year. This includes transportation to and from the worksite. Additional worksite visits should be funded through the JAG class or Career Association fundraisers and donations.
12. 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.
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.
15. Provide support for prompt collection and submission of required paperwork to JAG KY staff. This includes all Pre-ETS and Medicaid documents as well as student commitment forms and all other JAG KY required documentation.

### **JAG Kentucky Responsibilities**

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

16. Establish a JAG Program through a mutually beneficial partnership between JAG Kentucky and the School.
17. 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.
18. 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.

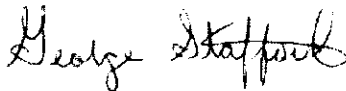
19. Provide staff support and conduct periodic reviews and consultation visits to give encouragement, support, and feedback to the Specialist.
20. Sponsor the annual CDC utilizing input from students, Specialists, members of the JAG Kentucky Board of Directors, and community members.
21. Provide training and access to the JAG data management system ("JAG Force") to track the progress of students participating in the JAG Program.
22. Provide JAG Kentucky-designated supplies needed to open the JAG Club or Career Association at the School.
23. Provide feedback to School administration if the Specialist is not meeting JAG Program requirements.
24. Remit the special incentive grant in two payments by the following dates:
  - a. January 31, 2025; and
  - b. May 31, 2025.

**Remediation and Compliance**

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

Signatures for Jobs for Kentucky's Graduates, Inc.:



President

Signed: January 1, 2024



Vice President of Programs

Signatures for Elizabethtown High School:



Principal

3/12/2024

Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date