



## MEMORANDUM OF UNDERSTANDING (MOU)

### Multi-Year Program

#### **[REDACTED] High School (9-12) and [REDACTED] Community School District**

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**WHEREAS**, this Memorandum of Understanding, entered into between iJAG, [REDACTED] High School (9-12), and the [REDACTED] Community School District, outlines the elements of a partnership to successfully implement and sustain the Jobs for America's Graduates (JAG) Multi-Year Program as operated and managed by Iowa Jobs for America's Graduates (iJAG).

**WHEREAS**, iJAG is a non-profit organization supported by corporate and foundation contributions, public sector grants, and participating school funds. iJAG creates business, industry, and education partnerships committed to achieving the mission of JAG. The mission of JAG is to ensure that youth facing multiple challenges to graduation remain in school, attain basic employability skills through classroom and work-based learning experiences, are provided with academic support services, graduate, and receive twelve (12) months of follow-up services by the iJAG Education Specialist. Follow-up services help ensure iJAG participants successfully transition into a career and/or pursue postsecondary education to enhance their career entry and advancement.

**WHEREAS**, the five primary performance goals of the multi-year program are: 90% graduation/GED rate, 80% overall success twelve months after graduation, with participants employed in a job leading to a career, in the military, or enrolled in postsecondary education or training, or a combination of work and postsecondary education, 60% of graduates are employed, 60% of employed graduates are in full-time jobs leading to careers, and 80% of the graduates are employed full-time and/or are combining work and school. Statewide and school performance outcomes are used in JAG's accreditation process. State and local affiliates must receive standard accreditation to become and remain a member of the JAG National Network.

**WHEREAS** the responsibilities of iJAG include:

1. Maintain an active, involved iJAG Board of Directors to provide oversight to the implementation, operation, and continuous improvement of programs in Iowa, which satisfy the accreditation standards of the National JAG Program Model.
2. Employ a full-time, year-round, jointly accepted individual with the requested certification to fulfill the responsibilities of the iJAG Education Specialist.
3. Develop and establish positive working relationships within the community and connections at the state and local level for comprehensive school improvement, career and technical education, building resiliency, transition, career education guidance, Workforce Development, and Economic Development.
4. Participate in the annual I&I Ceremony, iJAG Leadership Development Conference, Legislative Day, Career Development Conference, and iJAG Nation Leadership Conference, utilizing input from students, Education Specialists, and the Board of Directors.
5. iJAG Management will provide the following:
  - a. Support to Education Specialists
  - b. Technical assistance and training to the iJAG Education Specialist and other essential school staff on successfully implementing and operating a JAG-accredited program
  - c. Staff development for all Education Specialists to ensure understanding of the JAG and the middle school models, share best practices through planned local/state staff development activities, and attend the annual Learning Summit and other annual training.
  - d. Conduct frequent school quality assurance reviews on students, services, and outcomes and consulting visits to offer encouragement, support, and feedback.

- i. Program managers will meet with the school administrator leading the iJAG partnership during these visits to ensure satisfaction and collaboration.
- ii. Every 3-4 years, JAG will conduct a site review and prepare an accreditation report for consideration by the Board of Directors, iJAG administration, school, and Education Specialist.

**WHEREAS**, the responsibilities of the [redacted] Community School District include:

1. Buildings will adhere to an "onboarding checklist" to be compiled by the iJAG program team. The list checklist will consist of but is not limited to the following:
  - a. Issue a District ID badge allowing iJAG Specialist access to buildings.
  - b. Provide appropriate space for the iJAG Education Specialist, including classroom space and office space that provides privacy with the students as necessary and contributes to in-kind services.
  - c. Provide utilities, computer, copier, internet access, classroom materials, supplies, etc., like other teachers and school staff.
  - d. Provide access and training to iJAG Specialists on the school's database system and any other technology available to the Specialists within the building.
    - i. Education Specialists will have access to all student information, including but not limited to grades, demographics, credits, behaviors, schedules, free and reduced lunch status, IEP/504 Plans, parent/guardian contact information, etc., for all students to assist with student selection.
  - e. Include iJAG Specialists in all safety training drills, Mandatory Reporting Training, and all other training and professional development required of all staff as appropriate.
  - f. Assign iJAG Specialists a teacher mentor within the assigned building.
  - g. Collaborate with iJAG to ensure iJAG paperwork and school paperwork completion and address media releases.
2. Incorporate iJAG Education Specialist in electronic notifications of school updates and notices.
3. School Administration will ensure the following:
  - a. iJAG is included in the Student Handbook/Course Catalog and ensures guidance staff assists with student referral and selection.
  - b. Class sizes will be, at most, 17 students per class in any class period. The iJAG learner-centered instructional strategy and model, Project Based Learning (PBL), requires small class sizes to be successful.
  - c. Work with the iJAG Specialist to establish an in-school Advisory Committee to assist the Education Specialist in recruiting, screening, and selecting students most in need of services and who meet JAG criteria to receive services and to provide ongoing support for students and the iJAG program.
    - i. The committee will include one representative from the administration, counseling staff, the faculty, and the Education Specialist.
      - a. *Note: The school may use an existing committee if it will also perform the additional functions of the iJAG Advisory Committee.*
    - ii. The iJAG Specialist and the school must agree upon each student before being added to the roster.
    - iii. Creating iJAG classes is imperative for building connections and creating belonging; because of this, adding students after the adding and dropping classes deadlines is unrecommended.

- iv. Seniors can join iJAG only during the beginning of the senior year. The Program Manager must approve any time after that.
  - d. Infuse iJAG and their Career Association with other school programs and services where appropriate.
  - e. Support the Education Specialists' efforts to engage parents, employers, and the community.
  - f. Support the Education Specialists' efforts to perform mandatory engagements with employers, job opportunities, and potential placements off-campus.
  - g. Work with the Program Manager to:
    - i. Complete the Observation Rubric twice yearly to assess the Education Specialists' performance.
    - ii. Provide building supervision of the Education Specialist.
    - iii. Conduct regular meetings to evaluate the partnership and progress of the iJAG program.
- 4. The District will provide the following:
  - a. Meetings with iJAG leadership quarterly to review data and discuss the partnership
  - b. Transportation for students to attend statewide events, Career Association events, employer engagement opportunities, college visits, and community service opportunities
    - i. Including providing the necessary insurance coverage for students to attend these opportunities as their participation is considered a school-sponsored event.
    - ii. Allow other staff to serve as chaperones and activity judges at these events when possible.
    - iii. Education Specialists will present the event dates to the appropriate school personnel at the beginning of the school year and obtain prior approval in the expected timeframes.
    - iv. The school district will allow the Education Specialist access to smaller district vehicles when available for small group activities related to career association and WBL.
  - c. The cost of substitute teachers for at least ten school days, eight (8) hours of iJAG instruction per day, per iJAG Specialist, as necessary and with prior approval
    - i. Substitute days are half or full-day increments.
    - ii. Substitute days include personal sick days, iJAG training, and iJAG-sponsored statewide events. The school will cover all other days that a sub is needed (employer engagements).
    - iii. Any days outside of the above iJAG covers
  - d. A representative from the school administration (ideally the Principal or Vice Principal) to attend the annual principal's meetings, coordinated by iJAG administration

**WHEREAS** the responsibilities of the iJAG Education Specialist include:

1. iJAG Education Specialists' primary role is to deliver the multi-year school iJAG program with fidelity.
  - a. The program incorporates a learner-centered approach, focused on the thirty-seven (37) core competencies endorsed by JAG.
2. iJAG Specialists may have one other school-related duty.
3. The Education Specialist will fulfill the following:
  - a. Recruit and select up to sixty (60) qualified students for the program who satisfy the criteria set out by iJAG/JAG.
    - i. Students must *need, want, and benefit* from the services.
  - b. Establish an in-school Advisory Committee with school administration to recruit, screen, and select students most needing services.
  - c. Organize the student-led Career Association.

- i. Each iJAG student will join the Career Association for belonging, a sense of ownership, building self-esteem, and developing leadership and teamwork skills.
    - ii. Each student must complete at least fifteen (15) annual hours of community service, individually or within groups.
  - d. Assist the Career Association in raising \$350.00 annually through a fundraising event.
    - i. The money will go to supporting their iJAG program.
    - ii. Monies over \$350 will be used for Career Association activities during the year.
    - iii. Monies raised will be stored securely until the Program Manager can obtain
    - iv. Monies will be held and accounted for in iJAG accounts.
  - e. Develop work-based learning and/or job shadow experiences in conjunction with the administration.
    - i. Partner with the school on already established work-based learning programs and employer engagement experiences
    - ii. Ensuring follow-up students also receive the same work-based learning and employer engagement opportunities.
    - iii. Ensure juniors and seniors have access and opportunities to participate in dual credit classes with the local community college, as applicable.
  - f. Establish and maintain connections at the school and district levels.
- 4. Education Specialist will:
  - a. Attend and participate in iJAG staff development experiences, mandatory staff meetings, and student events.
  - b. Work with iJAG administration to assist with special events or peer-based training as needed.
  - c. Provide career guidance and counseling. Connect and refer students to school or community-based services to overcome barriers to advancement, employment, and career entry and advancement.
  - d. Work with students and other staff/faculty to provide remediation and/or tutoring required to improve their basic education skills and advance to the next grade level.
    - i. Provide necessary services to help students overcome barriers to staying in school, graduating, becoming employed, and/or pursuing a postsecondary education, including follow-up with teachers in classes that students are not passing or falling behind.
  - e. Education Specialists running the 11/12 iJAG program will contact graduates and non-graduates monthly and employers bimonthly during the 12-month follow-up period.
  - f. Provide personal and confidential information for screening per local and state laws governing those working directly with students in schools.
  - g. Complete and maintain all paper and electronic documentation as required by iJAG.
    - i. Submit properly completed written and electronic documentation as directed by the iJAG administration.
    - ii. Work with iJAG administration to complete all monitoring, evaluations, agreements, and documentation required by funding sources.
  - h. Sign the Memorandum of Understanding as part of their contract and evaluation.
  - i. Participate in evaluations conducted by the iJAG administration twice a year.
  - j. Provide reports throughout the year on various data points, such as but not limited to programming, GPA, attendance, barriers, etc., to the school and iJAG administration.
  - k. Understand and adhere to the building's policy regarding leaving the school building during contract hours.
    - i. Education Specialists will seek prior approval from their Program Manager before leaving the school building during contract hours.

- ii. Education Specialists will notify their building supervisor when leaving the building during contract hours.

**WHEREAS**, the responsibilities of Jobs for America's Graduates include:

1. Provide onsite assistance for Education Specialists and iJAG administration upon request.
2. Make its copyrighted model books and materials available, operational guides, administrative manuals, electronic data management systems, etc. Provide Education Specialists with the opportunity to attend the annual JAG National Training Seminar.
3. Conduct accreditation of the iJAG program to ensure conformity with the standards promulgated by JAG.
4. Make available the protected trademark, "Jobs for America's Graduates," and associated emblem and copyrighted materials directly related to and limited to the periods in which the program is delivered in a manner consistent with the mission and goals of the JAG Program Model and terms of this Memorandum of Understanding.

**PARTNERSHIP COMMITMENT**

This Memorandum of Understanding begins July 1, 2023, and runs through the 2023-24 school year. The partners mutually agree that the iJAG program will operate within the principles, policies, procedures, and JAG standards outlined in this document and agreed to by the participating school, iJAG, and Jobs for America's Graduates.

It is mutually agreed that efforts will be made to continue the iJAG/JAG accredited program year after year based on funding availability, an adequate number of students to make the program cost-effective, and mutual satisfaction with the program.


\_\_\_\_\_ Community School District agrees to pay \_\_\_\_\_ for the 2023-24 program school year to iJAG. To be invoiced at a later date (see below).

Please identify the individual where iJAG should send invoice to:

|       |        |
|-------|--------|
| Name: | Email: |
|       |        |

|  |                    |
|--|--------------------|
| School Program Year 2022-2023                                  | \$0.00             |
| School Program Year 2023-2024                                  | \$25,000.00        |
| <b>Community School District Total for 2022-23 and 2023-24</b> | <b>\$25,000.00</b> |

Signatures Below:

|  |   |  |  |
|--|---|--|--|
| <b>Iowa Jobs for America's Graduates</b> |   | [insert name] <b>Community School District</b> |  |
| <b>Signature</b>                         |  | <b>Signature</b>                               |  |

|              |                   |              |  |
|--------------|-------------------|--------------|--|
| <b>Print</b> | Wendy Mihm-Herold | <b>Print</b> |  |
| <b>Title</b> | President/CEO     | <b>Title</b> |  |
| <b>Date</b>  |                   | <b>Date</b>  |  |