

MEMORANDUM OF UNDERSTANDING

Jobs for Americas Graduates - Oklahoma and Independent School District I-3, Tulsa County Broken Arrow High School

WHEREAS, this Memorandum of Understanding, entered into between the Jobs for American Graduates - Oklahoma (JAG-OK) Program, a division of the Oklahoma Department of Career and Technology Education (ODCTE) and Independent School District I-3, Tulsa County (hereinafter, Broken Arrow Public Schools) outlines the elements of a partnership to successfully implement and sustain the Jobs for America's Graduates (JAG) Multi-Year Dropout Prevention Programs.

WHEREAS, the mission is to ensure that at-risk high school students remain in school, attain employability skills through classroom and work-based learning experiences during high school, graduate, and receive twelve (12) months of follow-up services by the Specialist. In the follow-up period, JAG participants are successfully transitioned into a career and/or pursue post-secondary education to enhance their career entry and advancement.

WHEREAS, the Jobs for American Graduates - Oklahoma (JAG-OK) Program is based on the JAG model, the Multi-Year Dropout Prevention Program Application serves high school students during one or more years in high school (Grades 9-12) and for an additional twelve (12) months of follow-up services after graduation.

WHEREAS, the five (5) primary performance goals of the JAG Model in serving seniors are results-oriented and measurable as follows:

- A 90% graduation/GED rate.
- An 80% overall success rate at the end of twelve (12) months after graduation, with participants either 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.
- At least 60% of graduates are employed.
- At least 60% of employed graduates are in full-time jobs leading to careers.
- At least 80% of the graduates are employed full-time and/or are combining work and school.

The following performance goals are process-oriented and measurable in grades 9-12:

- Daily recording of information and data using the JAG-Force data collection system to assure accuracy.
- Reduction in the number of absences compared to the prior year.
- Improvement in GPA compared to the prior year.
- Reduction in the number of suspensions and expulsions compared to the prior year.
- Reduction in disciplinary actions.
- Participation in the student-led Career Association.
- Involvement in no less than ten (10) hours of community service per year.
- Enrollment in summer school to overcome any deficiencies (when appropriate).
- Return to school rate of 80% (as measured in September of each year).
- Reduction in the number of barriers while enrolled in the Multi-Year Program.
- Achieve the minimal number of contact hours per school year.
- Satisfactory scores on any high-stakes tests administered by the Oklahoma State Department of Education.

WHEREAS, the JAGForce data management system provides tracking of students served, services delivered, and outcomes achieved. Statewide and school performance outcomes are used in JAG's National Accreditation Process. State and local affiliates must receive standard accreditation to remain an affiliate in

good standing. It is understood that it may be the third year of operation before performance goals are achieved.

WHEREAS, the partners are committed to providing world-class school-to-career and/or dropout prevention programs, a process of continuous improvement will be implemented and maintained throughout the existence of the JAG-OK accredited program.

WHEREAS, the responsibilities of the state organization, JAG-OK, include:

1. Establish a Jobs for America's Graduates, Inc. (JAG) accredited Multi-Year Dropout Prevention Program at the high school through a mutually beneficial partnership between JAG-OK and the school district and high school committed to achieving the performance goals previously stated.
2. Maintain an active, involved Board of Directors to provide oversight to the implementation, operation, and continuous improvement of programs in Oklahoma that satisfy the accreditation standards of the JAG Program model.
3. Develop a positive working relationship within local communities, including employers, high schools, postsecondary 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.
4. Provide technical assistance and training to the Career Specialist and other key staff of the participating school on the successful implementation and operation of a JAG accredited program.
5. Provide JAG Model Books (including a SPECIALIST HANDBOOK, CAREER ASSOCIATION HANDBOOK, and NATIONAL CURRICULUM MODULES) and other program materials, publications, and national communications to the participating school.
6. Provide staff development experiences for all Career Specialists to assure understanding of the JAG Model and the Senior School-to-Career and/or Multi-Year Dropout Prevention Program applications. Share best practices through planned local and state staff development activities and by attending the annual JAG National Training Seminar and Pre-NTS Workshops held in July.
7. Provide staff support and conduct periodic school quality assurance reviews and consulting visits to give encouragement, support, and feedback to Career Specialists. Provide a periodic review of documentation required of a JAG accredited program committed to tracking students, services, and outcomes throughout one to four years and a 12-month follow-up period. Every three to four years, JAG will conduct a site review and prepare an accreditation report for review by the JAG-OK, management team, participating schools, and Career Specialists.
8. Sponsor the annual State Career Development Conference, utilizing input from students, Career Specialists, and members of JAG-OK.
9. Conduct periodic school visits and reviews and assist the JAG-OK program in its accreditation process to ensure conformity with the performance standards as promulgated by Broken Arrow Public Schools and JAG-OK.
10. Provide \$55,000 annually to Broken Arrow Public Schools for the implementation and sustainment of the JAG-OK program at the Broken Arrow High School. These funds will be reallocated on an annual basis through an annual addendum to this agreement based on the program's adherence to the goals and policies of this MOU.

11. Any party participating in the MOU can withdraw from participation without cause upon the giving of 30 (thirty) days written notice to the other party. In the event of a party seeking to withdraw from participation, payments shall be made on a pro rata basis based upon a rate of 1/12 of the total annual amount due under this agreement for each month until the participation has ended during the year. (Example: if notice were given on 11/30 to be effective 12/30, services would be provided by the school, and payment would be made by ODCTE (JAG-OK) for 6 months under this agreement.)

WHEREAS, the responsibilities of Broken Arrow Public Schools and Broken Arrow High School include:

1. Employ a certified full-time teacher under a 12-month contract to fulfill the responsibilities of the Career Specialist. The Specialist will be mutually agreed upon by Broken Arrow Public Schools and JAG-OK. The Specialist takes personal responsibility for a goal of no less than 30 and no more than 60 students who are most at risk of leaving school before graduation and/or becoming unemployed or underemployed after graduation, as more fully outlined in the two-page Exhibit A to this agreement, a copy of which is attached, agreed to and incorporated into this agreement.
2. Provide the salary and benefits for the Career Specialist above the contribution by JAG-OK and contribute as in-kind services the use of appropriate classroom space, office space for the Specialist, utilities, telephone, computer, copier, etc.
3. Provide the Career Specialist/JAG-OK Program model in a regularly scheduled class or classes for credit. Follow-up services will be provided to each graduate including employer marketing, job development, and placement services for twelve (12) months post-graduation. Non-graduates will receive follow-up services that will result in the completion of requirements for a high school diploma or a GED certificate.
4. Establish an in-school Advisory Committee to assist the Career Specialist in recruiting, screening, and selecting students most in need of services delivered in the Multi-Year Dropout Prevention Program and provide ongoing support for students and the JAG-OK Program. At a minimum, the committee will include one representative from administration, counseling, and the faculty as well as the Career Specialist. The Advisory Committee and Career Specialist are mutually responsible for recruiting, screening, and selecting students who satisfy JAG criteria to receive the in-school and follow-up services of the program.
5. Provide scheduled time access to students during the school year as well as cumulative records for the purpose of identifying, screening, selecting, and enrolling qualified students in the JAG-OK accredited program.
6. Provide for the scheduling of students and adequate contact time.
7. Provide classroom space for specialist-led, competency-based instruction and student-led Career Association activities. The school will also provide the use of other school facilities and equipment necessary to deliver the services of a JAG-OK accredited program.
8. Provide for the coordination of the JAG-OK program and Career Association with other school programs and services where appropriate.
9. Enable students to attend statewide Leadership and Career Development conferences held in the state of Oklahoma and provide transportation, registration, and lodging if necessary for students to attend these events. Each JAG-OK Program must participate and compete in the JAG-OK District Career Development Conference and JAG-OK State Career Development Conference, in the years when these events are held.

10. Provide academic credit toward graduation to those students who successfully complete the JAG-OK Program that includes no less than nine (9) months of in-school and twelve (12) months of follow-up services. The Multi-Year Dropout Prevention Program may serve students in the 9th, 10th, 11th, and 12th grades plus 12 months of follow-up services after graduation.
11. Enable JAG-OK students that transition to distance education to continue to participate in the JAG-OK program through the distance education delivery platform utilized by OKCPS or a suitable digital learning platform. OKCPS will provide successful distance education to JAG-OK students with graduation credits and access to the twelve-month follow-up services which are key elements of the JAG Model.
12. Support JAG-OK's efforts to involve parents, family, employers, and the community to meet the needs of JAG-OK students that will keep them in school through graduation and ensure full cooperation and participation during the post-graduation follow-up period.
13. Work with JAG-OK to provide performance evaluations of the Career Specialist and assistance to achieve full compliance with the JAG Program model standards.
14. Provide mandatory release time for the Career Specialist to perform mandatory off-campus employer marketing, job development, and placement responsibilities. Active face-to-face contacts with employers are essential to a successful Multi-Year Dropout Prevention Program. The school will also facilitate attendance at mandatory JAG seminars, the annual JAG National Training Seminar and Pre-NTS Workshops, and the National Student Leadership Conference. Cover transportation costs, registration fees, and lodging expenses of the Career Specialist for mandatory attendance at staff meetings, training, and off-campus employer marketing, job development, and placement activities.
15. Provide adequate school-based supervision to ensure that the Career Specialist fulfills the responsibilities of this Memorandum of Understanding and achieves the performance standards of the JAG Program Model and requirements of any funding sources.
16. Provide feedback to JAG-OK that will result in the continuous improvement of the program to maintain accreditation by Jobs for America's Graduates.

WHEREAS, the parties understand that Jobs for America's Graduates has the following responsibilities, including:

1. Provide on-site assistance for Career Specialists and Broken Arrow Public Schools staff dedicated to the JAG program upon request.
2. Make available its copyrighted model books and curriculum materials, operational guides, administrative manuals, JAGForce, etc.
3. Provide Career Specialists with the opportunity to attend the annual JAG National Training Seminar and Pre-NTS Workshops.
4. Assist JAG-OK with the full implementation of JAG's JAGForce student data management system designed to track students, services, and outcomes for the purpose of determining the effectiveness of the program based on specific performance standards. State affiliates have access to JAGForce that produces management information for decision-making and program and staff evaluation purposes.

5. Conduct accreditation of the JAG-OK program to ensure conformity with the standards as promulgated by JAG.

6. 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 is for July 1, 2022 through June 30, 2023, and the amount due under this agreement is \$55,000 for FY 2023.

Pursuant to 74 O.S. §85.44(B), invoices will be paid in arrears after products have been delivered or services provided.

- Quarterly, JAG-OK will verify that services have been satisfactorily provided and submit a Pro-Forma invoice to Broken Arrow High School for approval.
- Broken Arrow High School will approve and return the Pro-Forma invoice.
- ODTCTE will process payment when the approved invoice is received.

The partners mutually agree that the Broken Arrow High School program will operate within the principles, policies, procedures, and JAG standards as outlined in this document and agreed to by the participating school and JAG-OK.

It is a mutually agreed that efforts will be made to continue the JAG-OK accredited program the next school year based on:

- The availability of funding.
- An adequate number of students to make the program cost-effective.
- Mutual satisfaction with the program based on this Memorandum of Understanding.

In agreement with the provisions of the Memorandum of Understanding, the partners affix their signatures in the spaces provided.

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION

_____ Date _____
_____ State Director, Oklahoma Department
of Career and Technology Education

BROKEN ARROW PUBLIC SCHOOLS

_____ Date _____
Chuck Perry, Superintendent

BROKEN ARROW HIGH SCHOOL

_____ Date _____
Ms. Crystal Barber, Principal

_____ Date _____
Career Specialist

"EXHIBIT A"
To Agreement between Broken Arrow Public Schools
and
Oklahoma Department of Career and Technology Education
July 1, 2022 to June 30, 2023

The responsibilities of Career Specialist include:

1. Recruit and select a minimum of 30 and a maximum of 60 screened students for the program who satisfy the criteria as set out by JAG-OK. Targeted high school students for the program include those who are likely to drop out of school prior to graduation; who are not taking advantage of their high school year(s); most likely to be unemployed after graduation; or undecided on a career path with no plans for postsecondary education. Since participation in the JAG-OK program is limited, students must need, want, and can profit from the services available through the in-school and follow-up phases of a JAG Model program.
2. Establish an in-school Advisory Committee to assist the Career Specialist in recruiting, screening, and selecting students most in need of services delivered in the Multi-Year Dropout Prevention Program and provide ongoing support for students and the JAG program. At a minimum, the committee will include one representative from administration, counseling, and the faculty as well as the Career Specialist. The Advisory Committee and Career Specialist are mutually responsible for recruiting, screening, and selecting students who satisfy JAG criteria to receive the in-school and follow-up services of the program.
3. Deliver the JAG National Curriculum, which is endorsed and based upon JAG's 81 competencies for Multi-Year Program participants. For Grades 9-11, participants should attain as many of the 81 competencies over the course of the school years, with emphasis on career exploration, academic improvement, and school retention in the lower grades. For the 12th grade, participants should attain no less than the 37 JAG employability skills taught over the course of the school year. A recommended sequence will be provided to Career Specialists in the initial New Specialist Training.
4. Organize the establishment of a highly motivational, career-oriented student-led organization. Each student will be a member of the Career Association for purposes of belonging, creating a sense of ownership, building self-esteem, and developing leadership and followership skills. Each student will be required to give a minimum of ten (10) hours of community service per year that can be performed individually or in groups. Incorporate community service into the program to increase student awareness of the needs of the community and develop leadership, followership, and teamwork skills.
5. Work with students and other staff/faculty to provide remediation and/or tutoring required for students to improve their basic education skills and graduate with their class. Provision of any necessary services required to help students overcome barriers to staying in school, graduating, becoming employed, and/or pursuing postsecondary education.
6. Provide career counseling. Provide personal counseling and refer to school or community-based services as needed to overcome the barriers to high-stakes tests, graduation, employment, and career entry and advancement.
7. Attend JAG-OK staff development experiences and mandatory JAG-OK seminars. Work with the JAG-OK management and Broken Arrow Public Schools leadership staff to assist with special events or peer-based training as needed.

8. Coordinate efforts with JAG-OK management to develop and provide work-based learning experiences for students during the 12-month follow-up phase of the program.
9. Develop, in conjunction with JAG-OK management, work-based learning and/or job shadowing experiences linked to the JAG National Curriculum Modules to enhance student learning and employability skills to gain employment in their chosen career field. Develop, in conjunction with JAG-OK management, jobs, internships, or apprenticeship opportunities for JAG-OK graduates.
10. Contact graduates and non-graduates (at least monthly) and employers (five times) during the 12-month follow-up period; maintain contact with multi-year participants during the summer months to increase the probability of their returning to school and graduating.
11. Provide personal and confidential information for screening in accordance with local and state laws governing those working directly with students in schools. Complete and regularly maintain all paper and electronic documentation as required by JAG-OK and JAG. Submit properly completed written and electronic documentation as directed by JAG-OK and Broken Arrow Public Schools.
12. Work with JAG-OK and Broken Arrow Public Schools staff to complete all monitoring agreements and documentation required by funding sources.
13. Participate in a performance evaluation conducted by JAG-OK management twice a year to determine if JAG-OK and JAG standards are being upheld.

-End of Exhibit A-

4/21/22

Based on questions and feedback from our school partners, the following changes and clarifications have been made to the JAG-OK MOU.

1. For clarity, in several places in the MOU, the entity ODCTE was changed to JAG-OK to more specifically identify the point of contact for communication, accreditation, funding, etc.
2. Page 2- Identifies the funds to support the JAG-OK program will be reallocated on an annual addendum to the agreement based on performance. This is designed to address three issues.
 - a. It will not require a new MOU each year.
 - b. Oklahoma cannot pay for services prior to services being delivered and this is why we will be providing payments in arrears by quarters. September 30th, December 31st, March 31st, and June 30th.
 - c. The annual addendum will not require the schools to create invoices and send them to ODCTE to pay. ODCTE will send a Pro-Forma invoice to the school to approve and ODCTE will process the payment to the school (outlined on page 5)
3. Page 3 –
 - a. The JAG Specialist (teacher) is required to be on a 12-month contract to provide/maintain a close connection with the students through the summer and for 12 months after the student graduates. Additionally, much of the professional development is held during the summer months to reduce disruptions to the classroom.
 - b. The JAG Specialist will be an employee of the school. Unique to this model is the fact that both the school and JAG-OK must agree on the specialist selected. Because the funding stream to support JAG-OK comes through ODCTE-JAG-OK and performance numbers for the State Affiliation to JAG National are represented at a state level, JAG-OK needs to have input on the selection process.
4. Page 4- Expenses to attend professional development activities for the specialist as well as student competitions and conferences including transportation, registration, and lodging if necessary will be covered by the school.
5. Page 5 – We were asked by a school whether the funds would be provided up-front or at the end of the year. As stated earlier, the state forbids payments for services until after the services have been provided. ODCTE understands schools shouldn't carry the expenses for the full year and therefore we have created a reimbursement process through a Pro-Forma invoice. This will remove the need for schools to invoice ODCTE each quarter. The first quarter of employment will be covered by the school. However, the school will be reimbursed every quarter after that for a sum of \$55,000 per year.
6. Exhibit A – the minimum number of students has been changed from 45 to 30. This is to help our smaller school partners to operate within the parameters of the targeted numbers.

Other clarifications:

- The sum of \$55K to support the JAG-OK program is more than double what a school might receive for a similar ODCTE – CTE program such as Agriculture Education. (12-month contract teacher)
- The \$55K is not intended to cover all possible expenses incurred by the school. They are to provide funds to implement and sustain an aggressive, data-intense, and student-centered

program designed to increase graduation rates for your students that need additional attention, commitment, and educational services.

Time is of the essence on this MOU. Please let me know of your school's intent to participate or not by April 29th, 2022.

I am available to answer any other questions you might have.

Thank you,



H.L. Baird
Statewide Work-Based Learning Liaison
JAG-OK State Director



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