

SCHOOL-TO CAREER PROGRAM AGREEMENT

Jobs for America's Graduates- Oklahoma and Independent School District I-3, Tulsa County FY 22

On July 1, 2021 the Jobs for America's Graduates- Oklahoma (JAG-OK), a division of the Oklahoma Department of Career and Technology Education (hereinafter, JAG-OK), and Independent School District I-3, Tulsa County (hereinafter, "**Broken Arrow Public Schools**"), enter into a formal agreement to implement and sustain the Jobs for America's Graduates (JAG) School-to-Career Program at **Broken Arrow High School**, with the following understanding of programs, duties, responsibilities and expectations of the participants:

WHEREAS, JAG-OK, a program of the Oklahoma Department of Career and Technology Education, receives program and financial support from state and federal funds. JAG-OK creates business, industry, and education partnerships committed to achieving the mission of JAG, which is to ensure that at-risk high school students remain in school, attain basic employability skills through classroom and career-based learning experiences during the students' time in the JAG-OK program, are provided with academic support services, graduate, and receive twelve (12) month of follow-up services by the JAG-OK Career Specialist. These follow-up services help ensure JAG-OK participants are successfully transitioned into a career and/or pursue a post-secondary education to enhance their career entry and advancement; and

WHEREAS, the School-to-Career Program is based on the JAG Model followed by participating school districts throughout the United States serving high school students for up to four (4) years in school and an additional twelve (12) months of follow-up services. The primary goals of the program are: (1) a 90% graduation/GED rate; (2) an 80% overall success rate at the end of 12 months post-graduation with participants either employed in a job leading to a career, active service in the military, enrollment in a postsecondary education or training, or a combination of career and postsecondary education; (3) 60% of employed graduates are in full-time jobs leading to careers; and (4) 80% of the graduates are employed full-time and/or combining career and school; and

WHEREAS, the parties to this Agreement are committed to providing an efficient school-to-career program, with a process of maintaining continuous improvement and monitoring of success, with implementation throughout the existence of the JAG-OK accredited program.

IT IS THEREFORE AGREED AND COVENANTED BY THE PARTIES HERETO that the following duties, responsibilities, and obligations of the parties constitute the Agreement for the 2021-2022 school year:

JAG-OK shall:

1. Establish a Jobs for America's Graduates, Inc. (JAG) evidence-based, accredited School-to-Career Program at the school identified above, including employment of one or more mutually acceptable individuals to fulfill the duties of the JAG-OK Career Specialist. The Career Specialist shall pass a background check before beginning duties at the school.

2. Identify, with assistance and input from appropriate school personnel, those students appropriate for participation in the JAG-OK program based on the requirements of the evidence-based JAG model.
3. Achieve the goal of the JAG-OK Career Specialist to take personal responsibility for a minimum of thirty-five (35) and a goal of forty-five (45) in-school enrolled students, who are at-risk of becoming unemployed and/or leaving school before graduation. (The in-school enrollment numbers do not include additional Career Specialist responsibility for 12 months of follow-up services to post-graduates.)
4. Provide management support to the program and the Career Specialist through the active involvement of a state-level leadership and designated staff, and to provide technical assistance and training to the Career Specialist and other key staff of the school on the successful implementation and operation of a JAG accredited program.
5. Develop a positive relationship within local communities, including employers, high schools, postsecondary and/or technical schools, and community service organizations for promoting and establishing local JAG accredited programs in accordance with the national JAG model.
6. Provide staff development experiences for all Career Specialists to ensure understanding of the JAG Model and the School-to-Career Programs and to share best practices through planned local/state development activities.
7. Provide staff support and conduct periodic quality assurance reviews and consulting visits to give encouragement, support, and feedback, as well as a review of documentation that is required of a JAG accredited program committed to tracking students, services, and outcomes throughout the senior year and 12-month follow-up period. A mid-year review will be conducted by JAG National Site Reviewers in year one and a comprehensive accreditation review in year two. Every three to four years JAG will conduct a site review and prepare an accreditation report for review by the national and state JAG leadership, assigned school administrators, and the Career Specialists.
8. Sponsor, when available, the JAG-OK Leadership Development Conference, Career Development Conference, and JAG-OK Days at the State Capitol, utilizing input and participation from students, Career Specialists, and JAG-OK leadership.
9. Maintain participation in existing national, state, and local efforts such as Comprehensive School Improvement, Career and Technical Education, Drop-Out Prevention, Transition, Career Education Guidance, Work Force Development, and Economic Development.
10. Coordinate with JAG to obtain current operational guides, administrative manuals, electronic management systems, national training opportunities, audits, and on-site visits as needed to meet the goals of the program. JAG-OK will maintain its program to meet the standards of the national program in order to be consistently accredited with JAG.

WHEREAS, **Broken Arrow Public Schools** shall:

1. Identify a single point/person of contact within the school administration for the JAG-OK program.
2. Provide the JAG-OK Career Specialist(s) the use of appropriate classroom, office space, and specified times to provide instruction and the privacy, as needed, to conduct the training and counseling for the JAG Program.
3. Provide the JAG-OK program in the regular class schedule, for credit, to a minimum of thirty-five (35) and a goal of forty-five (45) in-school enrolled students for the entire school year. (The student enrollment numbers do not include those post-graduate students who receive follow-up services from the Career Specialist for 12 months after graduation.) The district shall include the JAG-OK Program in the Student Handbook/Class Scheduling book and ensure guidance staff assists the Career Specialist with student referral and selection. Class sizes should not exceed fifteen (15) students per class to provide for a smaller learning community that the JAG-OK curriculum and model requires to be most successful.
4. Support the JAG-OK Career Specialist in providing JAG services during the school day within and outside the building and in the community, as needed. This includes the Career Specialist taking students on approximately ten (10) career exploration visits to colleges, vocational schools, workplace locations, and other similar opportunities during the school year. With proper documentation, JAG-OK may reimburse the school district for the transportation costs associated with up to five (5) of these exploration visits during the school year.
5. Provide a representative from the school administration to attend annual administrator meetings coordinated by JAG-OK. Encourage school counselors to attend JAG-OK counselor training sessions during the school year. Administrators and counselors are also encouraged to attend a JAG National Training Seminar (NTS) in the summer. Although the training expenses for the NTS would be the district's responsibility, JAG-OK will coordinate the registration on behalf of the school administrator/representative(s).
6. Provide for the scheduling of students and adequate class time and support the continued enrollment of students in JAG-OK throughout their high school career, if necessary. For example, if a student enters the JAG-OK program as a junior, he/she can also enroll in the program during the senior year for credit, if necessary. JAG will track retention from year to year and through twelve months of follow-up contact.
7. Provide academic credit toward graduation to those students who successfully complete the JAG-OK program.
8. Establish an in-school Advisory Committee to assist in recruiting, screening, and selecting students most in need of services delivered in the JAG-OK Program and provide continuing support for students and the program. The optimum member participation on the Advisory Committee will be the Career Specialist and one staff member from each of the following areas: administration, counseling, and teaching

faculty. An existing committee will be adequate if it can perform the additional functions of advising on the JAG-OK program. Provide feedback to JAG-OK leadership, which will result in the continuous improvement of the program necessary to maintain accreditation.

9. Work with the Career Specialist to review student cumulative records including grades, discipline, free and reduced lunch status, foster care, IEP, parent/guardian contact information, and other records, as needed. If necessary, school district personnel will obtain signed parent/guardian releases in order to allow the Career Specialist to have access to the necessary records. Review of this information will be necessary in identifying, screening, selecting, and enrolling qualified students in the JAG-OK accredited program.
10. Help ensure connections are made in the district to existing efforts such as Comprehensive School Improvement, Career and Technical Education, Post-Secondary Education Learning Supports, Drop-Out Prevention, Alternative Education, Work Force Development Centers, and Economic Development.
11. Enable students in JAG-OK to attend, at a minimum, the following JAG-OK events, as they become available: State Leadership Development Conference, Regional Career Development Conference, State Career Development Conference, and JAG-OK events at the State Capitol. Provide district transportation the students and Career Specialist to attend each of these events annually. These transportation costs may be included in the up to five (5) reimbursable events listed in paragraph 4 above. When possible, allow other staff to attend and serve as chaperones and activity judges at these events. Additionally, the district will allow students who qualify for the JAG National Student Leadership Academy (NSLA) to participate, if the student meets school academic requirements for extra-curricular activities and is eligible to miss school functions. All student participation-related expenses of the NSLA shall be borne by JAG-OK.
12. Support JAG-OK efforts to involve parents, family, employers and 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. Provide support for the Career Specialist to perform mandatory off-campus employer marketing, job development, and placement responsibilities pursuant to this Partnership Agreement. Active personal contacts by the Career Specialist with employers throughout the program year are essential to a successful School-to-Career Program. The school will also support the Career Specialist's attendance at mandatory JAG-OK staff meetings, which are generally conducted approximately three (3) times during the school year.
14. Provide and allow for up to ten (10) days of substitute coverage for each JAG-OK Career Specialist in the district for sick, personal, and/or JAG-OK training time, exclusive of training directed or provided by the school district. Additional substitute coverage requirements beyond the ten (10) days for each JAG-OK Career Specialist, except as excluded, will be reimbursed by JAG-OK.

AGREEMENT COMMITMENT:

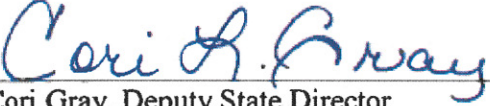
NOW, THEREFORE, this constitutes the Terms and Agreements between **JAG-OK** and **Broken Arrow Public Schools** for the 2021-2022 school year. This Agreement shall automatically renew for one year periods beginning on July 1, 2022, unless notice of termination is given pursuant to the paragraphs below.

The parties mutually agree that the JAG-OK program will operate within the principles, policies, procedures and JAG standards as outlined herein.

It is mutually agreed that efforts will be made to continue the JAG-OK/JAG accredited program in **Broken Arrow Public Schools** on an ongoing basis contingent upon the availability of funding, an adequate number of students to make the program cost effective, and mutual satisfaction with the program based on this Agreement.

Should areas of non-compliance with the JAG Model arise, and all efforts to reach agreement have failed, either party reserves the right to terminate this Agreement with thirty(30) days written notice.

In recognition of the terms and conditions herein stated, the parties above stated enter into this Agreement consisting of five (5) pages, effective July 1, 2021.



Cori Gray, Deputy State Director
Oklahoma Department of Career and
Technology Education



Date Signed

Superintendent, Broken Arrow Public Schools

Date Signed