



## **Memorandum of Understanding**

### **Hutchings College and Career Academy Career Technical & Agricultural Education Bibb County Schools**

#### **I. Background and Introduction**

This document defines the relationship of the Bibb County School System, Hutchings College and Career Academy and <Company Name>. Bibb County Schools, Hutchings Career Center's mission is that each student demonstrates strength of character and is college and career ready. HCCA vision is to develop a highly trained staff and an engaged community dedicated to educating each student for a 21<sup>st</sup> century, multi-ethnic, global economy.

The Center's academic program is designed to provide its students with education and training that combines rigorous academic and technical curricula focused on specific in-demand industries and careers that will increase participants' employability in high-growth, in-demand occupations and industries and prepare them for post-secondary education as well as support the science, technology, engineering and math (STEM) industry related occupations.

HCCA has built partnerships, bringing comprehensive resources and services in these key areas:

- Internship Opportunities
- Apprenticeship Opportunities
- Career Mentoring
- Work Based Learning Placement (WBL)
- Hands-on Occupational Skills Training (OST)
- Job Shadowing
- Dual Enrollment
- Job Readiness Skills Training
- Sustainability

## I. Purpose

The purpose of HCCA is to develop highly trained staff and an involved community dedicated to educating each student in the 21<sup>st</sup> century, multi-ethnic, global economy.

HCCA needs community support in these key areas:

- Attending bi-monthly standing status meetings
- Internship Opportunities
- Apprenticeship Opportunities
- Career Mentoring
- Work Based Learning Placement (WBL)
- Hands-on Occupational Skills Training (OST)
- Job Shadowing
- Dual Enrollment
- Job Readiness Skills Training
- Sustainability

HCCA's goal is to offer multiple educational and career pathways that help participants' transition into employment or post-secondary opportunities, such as higher education, long-term occupational skills training and/or apprenticeship.

<Company Name> seeks to support the HCCA goals by agreeing to work together to accomplish the following goals: All signing parties agree with and support the **School Improvement and Charter Grant**, which strongly aligns with the HCCA vision for Bibb County students.

## II. Core Elements of the Hutchings College and Career Academy

- **Integrated Academic and Career-Focused Learning:** Grants will provide students with education and training that combines rigorous academic and career-focused curriculum to increase students' employability in in-demand industries and prepare them for employment, post-secondary education, long-term occupational skills training, or registered apprenticeships.

- **Work-Based Learning and Exposure to the World of Work:** Strong partnerships will provide work-based learning opportunities. In addition to actual work experience, youth participants will also participate in field trips, job shadowing, or other types of opportunities that provide students with exposure to different career paths and prepare them for the world of work.
  
- **Robust Employer Engagement:** Employer partners will provide work-based learning and mentoring, creating a path for students to in-demand industries and occupations including those in information technologies, advanced manufacturing and other science, technology, engineering and math (STEM) fields. Employers will also work closely with schools on professional development and training for staff to drive the sustainability of the program over the long term.
  
- **Individualized Career and Academic Counseling:** As an integral part of the program design, students will be provided with individualized career and academic counseling experiences to strengthen their career and post-secondary awareness and explore opportunities beyond high school.
  
- **Integration of Post-secondary Education and Training:** Students will participate in education and training, while they are still in high school that leads to credit toward a post-secondary degree or certificate and an industry-recognized credential, where appropriate.

### **III. Responsibilities of Parties**

All Signing Parties agree and understand the following:

1. Bibb County School System, Hutchings College and Career Academy (HCCA) will administer the Grant as fiscal agent and oversee all Implementation Grant activities and adhere to all guidelines for grant utilization given by the grantor and the Bibb County School System.
  
2. Each signing party is committed to sharing project data and measures of progress on indicators with each other and with evaluators, within all applicable rules and regulations protecting individual rights.
  
3. Each signing partner is committed to assisting with developing an effective sustainability plan that will a) focus on professional development during the grant period (b) a plan that outlines how the

program will be designed to build capacity and continue to provide the same level of instruction and support to participants whose participation will extend beyond the grant period.

#### **V. Period of Performance**

The period of performance is 3 years for School Improvement and 5 years for Charter Planning Grant with an anticipated start date of July 1, 2014. This performance period includes all necessary implementation and start-up activities, with a five-month planning and implementation period for grantees starting programs in the fall 2014 school year.

#### **VI. Amendments/Modifications**

From time to time, Bibb County School System, HCCA and <Company Name> may mutually consent to changes in the **Scope of Work** or any other aspect of this Agreement. Such changes shall be incorporated in written amendments to this Agreement and signed by the duly authorized representatives of all parties. This Agreement may be modified only by a formal, written modification signed by authorized representatives of the HCCA and <Company Name>. All changes to the **Scope of Work** and/or any other aspect of this Agreement shall be agreed upon and mutually accepted via contract amendments executed by the HCCA and <Company Name>.

#### **VII. Access to Applicable Records**

<Company Name> agrees to preserve all its records for three (3) years after the completion of the grant under this Agreement and further that any specifically authorized representative of the HCCA shall have access to and the right to examine any directly pertinent books, documents, and records of <Company Name> involving transactions related to this Agreement.

#### **VIII. Right to Audit**

<Company Name> agrees to give the HCCA through any authorized representative, the right to audit all records, books, papers, or documents related to the Agreement for up to three (3) calendar years after the completion of this Agreement.

#### **IX. Publication of Results**

Should the parties to this Agreement decide that it would be advantageous to publish the results of this cooperative undertaking, the determination of same shall be made jointly and agreeable to each party. Publication by either party shall give proper credit to the other party.

