

Memorandum of Understanding

**Kentucky Educational Development Corporation (KEDC)
904 Rose Road Ashland, KY 41102**

KEDC and Casey County Public Schools

Purpose: In support of this MOU, KEDC and Casey County Public Schools (CCPS) will demonstrate a collaborative relationship in promoting a Career Counselor for Achievement in Career Engagement (ACE) that provides the following from July 1, 2019 to June 30, 2020:

1. KEDC will provide assistance to administrators and staff to establish a flexible model that best meets the needs of their school, students, and supports ACE through digital and data measures.
2. Within the flexible program model, parameters and goals will need to be met. The ACE Career Counselor will coordinate the ACE program/platform with schools located within the KEDC region and/or in the state of Kentucky for non-KEDC members. Casey County Public Schools will promote the ACE Career Counselor with the following:
 - A. Coordinate with KEDC staff in leading professional development with CORE 5 training with ACE
 - B. Coordinate with KEDC staff in leading professional development with NAVIGATOR training within ACE
 - C. Coordinate and lead professional development training with ACE schools as needed (grades 6-12)
 - D. Support with the enrollment of students at ACE schools
 - E. Be part of the vetting and confirming process for ACE schools on student profiles and career badges
 - F. Coordinate with possible employers on possible students for internships / job shadowing experiences
 - G. Coordinate and lead ACE Regional Network Meetings (quarterly)
 - H. Coordinate and lead with regional partners that would support ACE schools (quarterly)
 - I. Host an ACE Regional Network Meeting for ACE High Schools (possibly once per quarter at your location)
 - J. Attend individual school meetings or professional learning committees for networking services and activities
 - K. Review data components within the ACE platform to assist with quarterly reports
 - L. Provide services to schools in relation to college readiness, work readiness, and employer engagement
 - M. Provide Academic/Career Counseling to schools/students as needed in group or one-to-one settings
 - N. Support ACE schools with Career Pathways, project-based learning, and work-based learning activities
 - O. Attend Career Events/Workshops that are offered by ACE contractual partners and/or KEDC
 - P. Submit weekly/monthly updates through social media, newsletters, and to KEDC staff
 - Q. Support the Individualized Learning Plan (ILP) platform in ACE for all ACE schools
 - R. Provide outcomes for ACE schools that relate students to work-based learning
 - S. Promote ACE Student Leadership Teams that will meet monthly in schools and focus on student voice

- T. Communicate Mentorships with ACE schools and students
 - U. Provide support to ACE schools and teachers on project-based learning materials/curriculum
 - V. Communicate with KEDC staff on events, updates, outcomes, and projects promoting ACE
3. KEDC shall assist with funding toward the ACE Career Counselor for the academic school year 2019-2020. The ACE Career Counselor will be responsible for the following:
- A. A weekly schedule posted of day to day activities and appointments with CCPS and KEDC
 - B. A monthly posted schedule of travel with mileage documented (KEDC to reimburse directly to employee)
 - C. Maintain home district relations, necessary paperwork, and communications with school district
 - D. Monthly updates to be shared with the KEDC Staff
 - E. Help Identify work-based learning experiences with ACE schools
 - F. Be the point of contact for ACE for Casey County Public Schools
 - G. Mentor and coach other regional schools within the ACE Regional Networks as needed
4. This position will be created from this MOU with the Casey County Public Schools, allowing an allotment of contractual days to be given to KEDC for the ACE Career Counselor. The ACE Career Counselors is still considered an employee of Casey County Public Schools through this position. For the amount of \$20,000 from KEDC, CCPS will allow 80 contractual days with KEDC. These contractual days will be established within CCPS, at KEDC offices, or at ACE schools located in Kentucky.

This MOU has been read and agreed upon the following representatives of both educational agencies.



District Superintendent

4-8-19

Date

KEDC Director / Designee

Date