



Memorandum of Understanding

This agreement is made and entered into as of the date of execution, by and between Great Promise Partnership, Inc., (hereinafter called "GPP") located at PO Box 1647, Decatur, GA 30301 in DeKalb County, and the **City of Smyrna** located at 2800 Kings Street, Smyrna, GA 30080 in Cobb County, (hereinafter called "Participant").

WHEREAS, *12 for Life™ Workplace* is an initiative of GPP that will provide meaningful jobs at the Participant's office or facility to a limited number of at-risk students, age 16 and above, during the school day; and

WHEREAS, the purpose of the initiative is to promote and support public-private partnerships between state agencies, local businesses or industries, and other employers with local Georgia school systems; and

WHEREAS, the goal of the initiative is to increase high school graduation rates and boost the career success of Georgia students who are at risk of not graduating due to factors largely beyond their ability to control; and

WHEREAS, the means of accomplishing the goal is to provide entry-level positions in business settings to a limited numbers of students in a program that places equal emphasis on academic achievement and job experience; and

WHEREAS, GPP participants will benefit from a structured mentoring program and other activities designed to prepare young adults for success; and

WHEREAS, GPP desires to partner with Participant to conduct a program at the Participant's business or office; and

WHEREAS, the purpose of the Memorandum of Understanding is to establish the terms and conditions under which such partnership will be accomplished.

NOW, THEREFORE, in consideration of the following mutual promises, covenants, and conditions, it is agreed as follows:

Section I: Obligations of the Parties

A. THE PARTICIPANT RESPONSIBILITIES:

- a. Implement with integrity all components of the 12 for Life™ Workplace model to the satisfaction of GPP as set forth in Appendix A and fully incorporated herein.
- b. Employ a mutually agreed upon number of high school Great Promise Partnership students at Participant's business or office in entry level part-time positions until the student graduates from high school subject to the students' satisfactory academic progress, attendance, and behavior at school as well as satisfactory performance, attendance, and behavior while at the workplace.
- c. Provide Great Promise Partnership students at the Participant's business or office all required administrative assistance and supervisory oversight.
- d. Provide or facilitate with a community partner Great Promise Partnership students at Participant's business or office with a mentoring program that meets minimum GPP standards which include a one-to-one or other mutually agreed upon ratio of mentors to students, national background and sex offender checks, and required training.
- e. Provide employed Great Promise Partnership students at Participant's business or office a job supervisor that meets minimum GPP standards which include national background and sex offender checks and required training.
- f. Provide adequate training, as determined by GPP, Inc., for any participant employee who supervises or mentors a Great Promise Partnership student.
- g. Provide adequate office space and equipment, as determined by GPP, Inc., for Great Promise Partnership students employed at Participant's place of business or office.
- h. Provide GPP with assistance, as needed, to screen and/or interview student applicants to the Participant's Great Promise Partnership program, and to explain to parents, faculty, and the public the Great Promise Partnership initiative.
- i. Designate a Participant employee who shall serve as the Participant's Great Promise Partnership Site Coordinator and shall have the responsibility of directing the general activities of participating students while they are at the Participant's business or office. This responsibility shall include communicating with GPP and the appropriate officials of the participating high school as often as is necessary for the effective operation of the Great Promise Partnership initiative. This responsibility shall also include supervising the Great Promise Partnership students while they are engaged in group activities at the Participant's business or office, maintaining records of student attendance and activities, maintaining records of student job assignments and performance, scheduling student mentoring time, writing reports

of Great Promise Partnership activities and achievements, and serving as the liaison between GPP and the Participant to coordinate meetings and convey information about the initiative.

- j. Provide GPP, Inc., in collaboration with their partner school and school district, statistical data on the Participant's GPP students, including but not limited to race, age, national origin and gender, school attendance, grades / overall academic success, behavioral records, graduation, subsequent jobs, and post-secondary education, if any. The Participating business or business shall provide both pre and post program data (before the start of the program and after it has concluded so that comparisons may be drawn). All data shall only be used for the purposes outlined in Appendix B to this agreement.
- k. Participate in, or facilitate student participation, in GPP network events, activities, trainings, and other leadership and development opportunities supported or made available by GPP.
- l. Follow all the employment and labor laws and requirements of the state of Georgia and Cobb County in regards to the employment of GPP students.

B.GPP RESPONSIBILITIES:

- a. Secure an appropriate high school to partner with the Participant in the Great Promise Partnership initiative for the school year.
- b. Work with school system to identify a pool of eligible students at the partner school who meet the agreed upon Great Promise Partnership definition of at risk of not graduating from high school.
- c. Permit students at the partner high school who meet the Great Promise Partnership eligibility criteria to apply annually to be Great Promise Partnership students at Participant's office or work place beginning with the school year of the initial term of this agreement.
- d. Work with the partner high school to permit students who have been selected for the Great Promise Partnership initiative through the selection process agreed to by both parties to apply for and to accept employment on a part time basis at Participant's business or office, 2800 Kings Street, Smyrna, GA 30080 in Cobb County, and to report to the facility for the purpose agreed to in this memorandum of understanding.
- e. Evaluate the outcomes of the Great Promise Partnership initiative at Participant's business in a manner to be determined by both parties.
- f. Provide to Participant such guidance as is necessary to help achieve success of the Participant's Great Promise Partnership program.
- g. Work with Participant to create and execute the necessary oversight and governance of the Great Promise Partnership initiative at Participant's GPP location, to include communication, participation

in meetings to review student progress and resolve problems, and development of recommendations for modifications to the program that may be necessary to achieve desired results.

- h. Collect and aggregate data from each Workplace site and provide feedback regarding successful implementation of the GPP model and program outcomes.

Section II: TERM

The term of this agreement shall be from July 1, 2017 through June 30, 2019. This agreement may be renewed annually by the Participants upon consent of both parties evidenced by letter of agreement signed by the first party and by the officials authorized to execute the original agreement on behalf of the second party.

Section III: Modification

This agreement may be modified at any time by mutual consent of both parties. Any modification shall be in writing and signed by authorized individuals on behalf of both parties.

Section IV: Termination

- (a) This Agreement may be terminated by either party by written notice from the terminating party submitted 30 days in advance of a semester break. The 12 for Life™ Workplace site may only be terminated at semester/quarter breaks so as not to negatively affect the students' academic progress.
- (b) A Great Promise Partnership, Inc. ("GPP") Participant shall abide by all GPP program guidelines, including but not limited to, program implementation and standards of conduct. GPP may terminate its relationship with any Participant and its corresponding work site if such Participant, in the opinion of GPP, (i) does not abide by applicable GPP standards of conduct, (ii) acts in such a way as to bring negative repercussions upon or cast in a negative light the GPP program, its students, or its personnel, (iii) the work site, any employees, or any condition at the work site poses any mental, emotional, or bodily harm to the GPP students, or (iv) if a Participant refuses to implement all the required components of the 12 for Life™ Workplace model.

Section V: Post-Graduation Employment

The employer understands that once the student graduates from high school, that student is no longer in the GPP program and continued employment of the student is purely a matter between the student and the employer and that GPP is no longer responsible for the employee/employer relationship.

Section VI: Discrimination

Neither party to this agreement will discriminate against any employee or applicant for participation in the program because of race, color, sex, creed, national origin, age, relation, veteran status, sexual orientation, or disability.

IN WITNESS WHEREOF, this agreement is entered into on the date of execution.

FOR GREAT PROMISE PARTNERSHIP, Inc.

FOR PARTICIPANT

Signature

Signature

**Mike Beatty, President and CEO
Great Promise Partnership, Inc.**

Name and Title

Date: _____

Date: _____

Appendix A

In order for Great Promise Partnership, Inc. (GPP) to implement the Great Promise Partnership program with success and subsequently positively affect the lives of students and the economic viability of Georgia' economic future, each Participant site must implement each component of the GPP12 for Life™ Workplace model with deliberation and integrity.

The components of the model include the following:

1. The criteria for student participation in GPP's *12 for Life™ Workplace*
 - a) Students in danger of not graduating from high school
 - b) Students *without* major or consistent behavioral problems
 - c) Students who qualify for free/reduced price lunch
 - d) Students who are at least 16 years old and eligible to work in Georgia
 - e) Students with high potential
2. Mentoring program
 - a) One-to-one student to mentor ratio; different from job supervisor and preferably in a different department than the student's position
 - b) Mentors must pass nation background and sex offender checks
 - c) Mentors must attend training provided or approved by GPP, Inc.
 - d) Mentors must spend a minimum of one hour a week (regularly scheduled) with student
 - e) GPP, Inc will facilitate coordinator with a community partner for mentoring if the Participant in unable to offer mentors in-house.
3. Job Supervision
 - a) Each student should have a job supervisor that is in the department for which they are working and different from their mentor
 - b) Supervisors must pass nation background and sex offender checks
 - c) Supervisors must attend training provided or approved by GPP, Inc.
 - d) Supervisors serve as career coaches
4. GPP Coordinator

Each work site must designate an employee who shall serve as the Great Promise Partnership Site Coordinator and shall have the responsibility of directing the general activities of participating students while they are at the business or office. This responsibility shall include:

 - a) Communicating with GPP, Inc.
 - b) Communicating with the appropriate officials of the participating high school as often as is necessary for the effective operation of the Great Promise Partnership initiative
 - c) Communicating with mentors and supervisors regarding schedules, activities, issues, etc.
 - d) Supervising the Great Promise Partnership students while they are engaged in group activities at the business or office
 - e) Maintaining records of student attendance and activities
 - f) Maintaining records of student job assignments and performance

- g) Scheduling student mentoring time
- h) Collecting data and writing reports of Great Promise Partnership activities and achievements
- i) Serving as the liaison between GPP, Inc. and the workplace to coordinate meetings and convey information about the initiative
- j) Coordinating all life skills sessions
- k) Establish policies and procedures

5. Life Skills Sessions

- a) The goal of this component is to provide the GPP students with knowledge that they are not receiving at home or at school.
- b) Life skills sessions should be held on average at least one one-hour session per week
- c) The GPP Coordinator or their designate is responsible for determining appropriate and needed topics for the sessions, finding facilitators, scheduling the sessions, informing mentors and supervisors of the schedule, and assessing the effectiveness of each session for future use.
- d) Topics may include: budgeting, taxes, banking, business communications, business ethics, career investigation, college investigation, paying for college, public speaking, service, and topics that the students show a need for or an interest in.
- e) During exam periods or end of the year activities, tutoring sessions or project time may be substituted for life skills sessions if needed.
- f) GPP, Inc. will facilitate coordinator with a community partner for Life Skills sessions if the Participant is unable to offer that sessions in-house.

6. At-risk Indicators

The goal of the GPP, Inc. is to provide at-risk students with the knowledge, resources and support needed to overcome the factors that cause them to be at risk. Each workplace should be prepared to investigate and facilitate strategies and resources for individual student needs.

6. Data

Workplace sites must collect pre and post data each school year to assess the effectiveness of their individual program and to contribute to the assessment of the larger GPP network. Data collected should include:

- a) Attendance
- b) Academic progress
- c) Job performance and growth
- d) Graduation rates
- e) Individual students' at-risk indicators and program success at alleviating their effects on the student

Appendix B

In order for Great Promise Partnership, Inc. (GPP) to implement the Great Promise Partnership program we must measure our success to allow for subsequent replication of the GPP program throughout the State of Georgia. As such, GPP seeks to obtain statistical information from the participants of the GPP program. GPP will use this information for the following purposes, ONLY:

1. **Accountability:** GPP desires Great Promise Partnership to be a transparent process. We encourage the openness of government. Information obtained about students will be used, where required, to account to stakeholders and donors concerning the effectiveness of the GPP program.
2. **Publicity:** GPP desires to use the information obtained from the Participant to publicize the success of the program throughout the remainder of the state. GPP is funded through private contributions and the success of the program, demonstrated through the students' information, is key to obtaining the funding to continue the program.
3. **Replication:** GPP desires to replicate the GPP program throughout communities across the state. Those school systems and businesses require that the GPP produce results from our program. All information obtained from students will be used to demonstrate the success of the program and the benefit of replicating it throughout the state.

GPP requires the following statistical information so that we may create sustainability in the GPP program in accordance with the stated purposes above:

- Age
- Gender
- Grade Level
- Race
- National Origin
- Class & Work Attendance
- Academic Performance
 - Grades (increase/decrease from previous)
 - Test Scores (increase/decrease from previous)
- Behavioral Records
- Post High School Placement
 - College or Technical School Attendance
 - Employment
- Other _____

This is not an exhaustive list of information thus; it may be necessary to include other relevant information that is not listed above. GPP will obtain the written consent of the student prior to any use. Refusal to consent for further information will not jeopardize the student's employment with the Participant or status in the GPP program.