



## Jobs for Mississippi Graduates, Inc

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SUPERINTENDENT  
TUPELO PUBLIC SCHOOLS

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April 29, 2010

Dr. Randy Shaver, Superintendent  
Tupelo School District  
P.O. Box 557  
Tupelo, MS 38802

Dear Dr. Shaver:

Thank you for placing the Jobs for Mississippi Graduates dropout prevention, job training program in your district. We are pleased to be able to serve at-risk students, by providing them employability skills, academic enhancement and tools to improve their social and economic status.

The yearly cost of implementing the program is \$50,000 per school. Your cost is **\$5000** for the existing school(s) utilizing the JMG program during the 2010-2011 school year.

In order for us to move forward with planning, it is very important that we receive your letter of commitment / Memorandum of Understanding no later than May 7, 2010.

Thanks for your support and be assured that we are looking forward to having a good JMG program in your school district for the 2010-2011 school year.

If you have any questions or would like more information feel free to contact the JMG office at 601-978-1711.

Sincerely,

Joe A. Haynes, Ed.D.

Executive Director

Enclosure

## Memorandum of Understanding

### *Jobs for Mississippi Graduates and Tupelo School District*

This Memorandum of Understanding between Jobs for Mississippi Graduates and Tupelo School District is to provide school to work training and incentives to stay in school for selected students at:

School(s): Tupelo High School

The purpose of the agreement is to delineate the responsibilities of each of the parties to this agreement.

*The responsibilities of Jobs for Mississippi Graduates, Inc. (JMG) shall include:*

1. Establish a Jobs for America's Graduates (JAG) program of school-to-career training, job training and drop-out prevention.
2. Provide the district with a mutually acceptable-qualified Job Specialist/Teacher to oversee the program.
3. Provide the Job Specialist with training and JAG curriculum for the classroom instruction.
4. Provide one-half the cost necessary to conduct a successful program, including preparing the payroll for the Job Specialist/Teacher.
5. Provide supervision, technical assistance and oversight to the program including support services and ongoing staff development.
6. Provide an administrative liaison person with the district.

*The responsibilities of Tupelo School District shall include:*

1. Provide adequate classroom space for the Job Specialist.
2. Review and approve the JMG curricula and program of activities, inclusive of the Career Association.
3. Provide the JMG program through a regularly scheduled class for credit.
4. Provide \$5000 to support the cost of the JMG Program.
5. Establish an in-school advisory committee to assist with the selection and enrollment of targeted youth. The advisory committee must include counselors for the appropriate grade levels.
6. Provide special assistance in the multi-year program with the re-enrollment each year of the targeted youth.
7. Establish a minimum of four classes, schedule permitting, where the Job Specialist may be available to work with recent JMG graduates and the business community.
8. Support the JMG statewide program of activities inclusive of the Career Association.
9. Provide substitute teachers in co-operation with JMG for approved absences of the Job Specialist/Teacher for official JMG meetings and functions.
10. Provide a named school administrator for oversight and supervision of the program and to serve as liaison with the named JMG administrator.
11. Meeting with the JMG Supervisor to come to a mutual agreement of any special assignments for the Job Specialist. It is understood that no other assignments will be given to the Job Specialist, except through this mutual agreement.

## Memorandum of Understanding

### *Jobs for Mississippi Graduates and Tupelo School District*

The partners mutually agree that the JMG program and Tupelo School District shall operate the program within the principles, policies and procedures of Jobs for Mississippi Graduates as well as the policies of the school district and the requirements of the funding sources.

It is mutually understood, that subject to available funds and the schools continued desire to sponsor the program, the program will continue in ensuing years.

This Memorandum of Understanding is for the school year 2010-2011.

In agreement with the provisions of this Memorandum of Agreement we affix our signatures.

\_\_\_\_\_  
Dr. Joe Haynes, Executive Director  
Jobs for Mississippi Graduates, Inc.

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Dr. Randy Shaver, Superintendent



\_\_\_\_\_  
Date

Tupelo School District  
School District