

**Youth Career Connect Grant  
Memorandum of Understanding**

**Parties to the MOU**

Galveston Independent School District  
P.O. Box 660  
Galveston, TX 77553

and  
Galveston College  
Grant Partner  
4015 Avenue Q  
Galveston Texas 77573

The original Memorandum of Understanding (MOU) was made and entered into, by and between Galveston College, a Texas political subdivision of higher education (referred to herein as the "College," the "College District," "GC," or "Galveston College"), and the Galveston Independent School District, a Texas independent school district (referred to herein as the "School District" or "GISD") during the month of October 2014.

This document will serve as a second Memorandum of Understanding to the original Youth Career Connect Grant Memorandum of Understanding to be executed by Galveston College and the Galveston Independent School District to be executed during the month of October 2019.

**Mission of Project**

The mission of the Galveston Career Connect grant mission is to ensure that every student served during and beyond the grant period graduates from high school ready to achieve their ambitions for college and a rewarding career.

This memorandum of understanding reinforces the long-held partnership between the Galveston Independent School District (GISD) and Galveston College (GC). This agreement represents the parties' willingness to participate as partners in the Galveston Career Connect (GCC) grant.

**Project Initiatives**

Galveston's Career Connect (GCC) program seeks to strengthen the career skills of high school students by integrating academic and work-based learning experiences with the world of work. Local employers are actively involved by providing career advice and internships. Individualized career advising assists students in integrating their academic and career goals.

As GCC Scholars, Ball High School, AIM College and Career, Odyssey Academy, and O'Connell College Preparatory students embark on a path to success that will position them to "earn and learn" for the rest of their lives.

### **Target Program Areas**

Qualified GCC students will be provided access to the following pathways: Certified Nurse Assistant (CNA), Electrocardiography (EKG), Emergency Medical Technician (EMT), Engineering Graphics, Information Technology, Patient Care Technician (PTC), Electronics, Phlebotomy, and Welding.

### **Reporting**

GISD, in conjunction with Third Coast Research (an independent third-party research firm) will evaluate the effectiveness of the Galveston Career Connect grant. Such evaluation shall include all grant-mandated data points and will include an assessment of the parties' adherence to the mission, goals, and objectives of the grant. The assessment of grant effectiveness shall be ongoing and the results will be reported to the Board of Trustees of the Galveston Independent School District, the Galveston College Board of Regents, and the Galveston Career Connect Leadership Team upon request.

This addendum evidences the following:

WHEREAS, the College and the School District mutually supported the writing and submission of a Youth Career Connect (YCC) grant that was subsequently approved and originally funded by the United States Department of Labor (DOL) and with sustainability funding provided by the Moody Foundation, is now known as the Galveston Career Connect (GCC) grant; and,

WHEREAS, GISD, as the established fiscal agent for the GCC grant, holds and disburses all grant funds according to district policies and procedures as well as all federal spending and reporting requirements set forth by the DOL, and the College sources supplies and materials, and teaches many of the classes needed by grant participants; and,

WHEREAS, the purpose of this second MOU is two-fold: (1) to define and further clarify the specific roles and responsibilities of each institution in accomplishing the objectives of the grant, and (2) to allot a specific amount of grant funding for the fiscal year beginning on September 1, 2019 and ending on August 31, 2023 to cover the cost of tuition, fees, supplies, materials, testing, and certification costs and all related expenses as defined below.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained in this Memorandum of Understanding and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, GISD and GC, agree as follows:

1. GC agrees to the following for both Dual Credit and Continuing Education coursework:
  - a. To provide the coursework necessary for Galveston Career Connect students to complete certifications and/or qualify to take certification examinations in their chosen pathway.

- b. To arrange for required clinical rotations necessary to complete certifications for certain pathways (e.g., EMT and PCT).
  - c. To inform the GCC Coordinator of the cost of tuition and fees prior to the beginning of each semester.
- 2. GC agrees to the following for the procurement of textbooks, supplies, and materials:
  - a. To provide the Program Coordinator of the GCC grant with lists of supplies and materials for each of the four established grant pathways (i.e., Certified Nurse Assistant (CNA), Electrocardiography (EKG), Emergency Medical Technician (EMT), Engineering Graphics, Information Technology, Patient Care Technician (PTC), Phlebotomy, Welding and Electronics) and any other career pathways subsequently agreed upon and established by GC and GISD and approved by the the Moody Foundation.
  - b. To provide said lists by August 1 (for the fall semester) and November 1 for the (spring semester) of each grant year. Supplies and materials for summer GCC participants will be assumed to match those needed in the spring of each year.
  - c. To include the per-item and total cost of the supplies and materials for each course on the course lists.
- 3. GC agrees to provide the GCC Coordinator with all additional requirements for GISD student participation in coursework in the established career pathways at the College (e.g., background checks, fingerprints, immunizations, application forms, etc.) by the dates in number two (2) above.
- 4. GC agrees to the following for the ordering and delivery of supplies and materials:
  - a. To work with GCs on-campus bookstore to ensure that all required supplies and materials are ordered and delivered to the bookstore prior to the beginning of each semester.
  - b. To ensure that the required supplies and materials are "bundled" (i.e., packaged or boxed) by career pathway and by student enrollee.
- 5. GC agrees to the following for the invoicing for tuition, supplies and materials, and certification examinations:
  - a. The College will provide invoices for tuition, supplies and materials to the GCC Coordinator no later than the twentieth (20<sup>th</sup>) class day of each semester.
  - b. GC will invoice the district for fees for certification examinations no less than ten (10) days prior to each examination.
- 6. GISD agrees to the following for both Dual Credit and Continuing Education coursework:
  - a. To provide rosters of GCC students for each Dual Credit or Continuing Education course needed to fulfill pathway and certification requirements.

- b. To support GC Instructors as needed to insure student success.
- c. To work with Galveston College instructors to insure that all student evaluations and documentation of time spent is completed and returned to the GCC office.
- d. To insure that students enrolling in Dual Credit or Continuing Education classes have the prerequisite paperwork and testing completed prior to the beginning of each semester (e.g., background checks, drug testing, fingerprinting).
- e. To insure that purchase orders are in place and that all invoices are submitted to the GISD Business Office upon receipt to insure timely payment.

### **Funding**

This Memorandum of Understanding commits the parties to expend grant funds for the purposes specified in the approved scope of work of the Galveston Career Connect grant or as those purposes might be amended and subsequently approved by the Moody Foundation.

To support the Galveston Career Connect students in their efforts to gain college credits, be successful in the completion of Continuing Education courses, and in gaining industry-recognized certifications, Galveston ISD will provide up to eight-hundred thousand (\$800,000) toward this end.

With the acceptance of this addendum by both Galveston College and the Galveston Independent School District, GISD commits to issue a Purchase Order to Galveston College to pay for expenses incurred as delineated above. These expenses are not to exceed Two-Hundred Thousand (\$200,000.00) dollars for the grant year beginning October 1, 2015 and ending September 30, 2016.

### **Assurances and Agreements**

#### **GISD will:**

- Serve as the fiscal agent for the GCC grant;
- Hire and supervise the GCC program coordinator;
- Serve as a primary contributor to the program's evolving design throughout the term of the grant;
- Provide a program setting of small learning communities, or schools within a school;
- Provide office space for the GCC Career Advising Specialists and Internship/Mentor Coordinators supporting their collaboration with existing academic counselors and school faculty;
- Recruit, enroll, and retain students in the GCC program;
- Provide coursework to GCC students in grades 9-12 that is career-focused and vertically aligned with the expectations of IHE and employer partners;
- Provide a rigorous and well-rounded college- and career- ready curriculum to all students so that they graduate from high school without need for remediation;

- Collaborate with Galveston College to offer dual credit career-focused courses;
- Allow students and teachers release time to participate in work, mentoring, and professional development experiences organized by GCC program staff;
- Offer the academic and wraparound supports;
- Execute the GCC program coordinator's management plan, including recommendations for scheduling, staffing, and resource provision; and,
- Collect and securely share relevant program-level data with the GCC program coordinator and program staff and with Galveston College.

**Galveston College will:**

- Work with GISD to ensure that high school academic content is aligned with college-level expectations;
- Offer appropriate college and career exploration opportunities and high-quality advisory services;
- Identify, where appropriate, project-based learning opportunities through paid or unpaid internships;
- Provide access to appropriate academic and student support services;
- Make facilities and equipment available to participating students and GISD teachers, as appropriate;
- Develop articulation agreements;
- Offer dual credit/early admission enrollment classes to GISD students within the defined cost structures and in a manner consistent with the annual Instructional Agreement between the Galveston Independent School District and Galveston College for Dual Credit and Early Admissions Classes;
- Develop additional dual credit and or continuing education classes and cost structures, as needed and mutually agreed upon by GISD and GC;
- Develop the skills of GC's advising staff by releasing them as needed and mutually agreed upon for professional development activities under the grant; and,

**Funding**

**Duration/Modification/ Termination**

This MOU shall become effective upon signature by the authorized officials and will remain in effect until August 31, 2023.

It is understood by both parties that this agreement is dependent continues funding through the Moody Foundation. Either party may terminate this relationship by giving thirty (30) days prior written notice of termination to the other party.

The Parties agree that the laws of the State of Texas shall govern in any dispute concerning the rights of the parties.

**Galveston Independent School District**

**Galveston College**

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Kelli Moulton, Ed.D.  
Superintendent of Schools  
Galveston Independent School District

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W. Myles Shelton, Ed.D.  
President  
Galveston College

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Date Signed

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Date Signed