

DRAFT

Portland Business Alliance
200 SW Market St, Suite 1770
Portland, OR 97201

MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN PORTLAND BUSINESS ALLIANCE (PBA) AND BIZ TECH HIGH SCHOOL

Purpose:

New Oregon graduation requirements mandate that students participate in Career Related Learning Experiences (CRLE) in order to graduate. Presently there is no systematic approach across high schools in the region to connect high school students with CRLEs in area businesses and employers are burdened by requests from a totally decentralized system. Through the WIRED grant four Workforce Investment Boards (WIB) are piloting a centralized model in five counties that combine a data system for managing CRLES with the Oregon Career Information System that provides labor market information about occupations and career paths.

Data systems: Columbia, Multnomah, Washington and Yamhill Counties are using a data system called CIS Connection, licensed from CIS out of the University of Oregon and Clackamas County is using a data system called I-Matchskills in partnership with the Oregon Employment Department.

Coordination: Each of the WIB regions is responsible for contracting for coordination services. Project Coordinators are responsible for developing relationships with employers, generating CRLE opportunities, managing the database and working closely with high school staff in the pilot to ensure students are prepared for and accessing CRLE opportunities. In Region 1, Columbia County, coordination services are housed at the WorkSource Center. In Region 2, Multnomah and Washington Counties, coordination is chamber based with services for Multnomah County provided by the Portland Business Alliance and by the Greater Hillsboro Area Chamber of Commerce for Washington County. In Region 3, Yamhill County, coordination services are based at the McMinnville Chamber of Commerce/Economic Development. Finally, in Region 15, Clackamas County, coordination services are based out of the Clackamas ESD.

This MOU documents the roles and responsibilities of the coordinating entities and school partners participating in the implementation of the BizConnect pilot project (WSC). Funding for this pilot project is from the Department of Labor and supports the development of a regional model to expose high school students to career opportunities in high growth high demand industries.

Agreements:

I. Coordinating Entity Role and Responsibilities:

To ensure that participating students, school staff and employers have the highest degree of success during the implementation of the BizConnect pilot project and that the goals of the WIRED grant are met, the BizConnect **coordinating entity** agrees to the following:

Data System

- 1) Receive training on the data system from CIS or Oregon Employment Department

- and, in turn, provide training and support to school staff.
- 2) Build relationships with employers, market School to Career opportunities to employers and sign employers up to participate in the BizConnect pilot project by making CRLE opportunities available to students in participating high schools.
 - 3) Populate database with CRLE opportunities.
 - 4) Interface with school staff leads on all matters pertinent to pilot project.
 - 5) Identify opportunities for database improvements and provide adaptation feedback to database developers.

Preparing Students for CRLEs

- 6) Communicate employer expectations to school staff.
- 7) Train school staff on student preparation standards.
- 8) Communicate follow up and evaluation expectations to employers and school staff.

Connecting Students with CRLEs Listed in CIS Connection or IMatchskills database

- 9) Maintain communication between school and employer; troubleshoot problems that arise.
- 10) Ensure employer requested special instructions related to CRLEs are current and visible in the comments area of the database (i.e., employer requests for specific number and/or type of CRLEs, employer requests to work with specific high schools).
- 11) For employers who indicate offering a specific number of CRLES during the school year, maintain updated inventory of CRLES available in the comments section of the database.

Sharing of Employer Information

- 12) Build relationships and maintain contact with employers to ensure ongoing employer satisfaction.
- 13) Ensure employer and CRLE information is entered in the database and is updated and accurate.

Sharing of Student Information

- 14) Maintain confidentiality about all student medical, educational (IEP), socio-economic information (may be shared as necessary with school and employer partners).
- 15) Student contact information will be limited to employer and school staff. Coordinator will communicate with school staff about concerns and questions related to student participation.

Evaluating Student/Staff/Employer Experiences

- 16) Ensure all employer and school staff evaluations are submitted
- 17) Follow up with employers and schools as needed.
- 18) Capture data from evaluations for reporting purposes.
- 19) Compile data and reports

Building a Robust School-to-Career System

- 20) Utilize consistent regional standards and practices to ensure development of a cohesive regional school to career system.

II. Partner School Staff Role and Responsibilities:

To ensure that participating students, BizConnect coordinators and employers have the highest degree of success during the implementation of the BizConnect Initiative and to ensure that the WIRED goals are met, **partnering school** agrees to the following:

Data System

- 1) Identify school staff lead as the primary point of contact for the pilot project.
- 2) Identify school personnel to train and become proficient on data system (CIS Connection or I-Matchskills).
- 3) Teach students to access data.
- 4) Follow up w/ students & employers as necessary.

Preparing Students for CRLEs

- 5) Ensure youth meet student preparation standards (dress, attendance, resume, ontime, etc.)
- 6) Identify student interests.
- 7) Fill out and submit appropriate paperwork.

Connecting Students with CRLEs listed in CIS Connection or IMatchskills database

- 8) Initiate email contact with employer regarding CRLE opportunity.
- 9) Send students who are prepared, committed, good match.
- 10) Check comment section in database for CRLE availability prior to email contact with employers.
- 11) Act as first point of contact for employers with problems related to CRLEs.
- 12) Send finalized CRLE information to coordinators within 24 hours of identification of CRLE match. Include # of participating students, type of CRLE, employer name, CRLE date.

Sharing of Employer Information

- 13) Share employer contact information for initial pilot implementation and provide new and updated information to BizConnect Project Coordinators as it comes in. (may indicate restricted access if employer contact requests working exclusively with a specific school)
- 14) Share employer recruitment techniques with coordinating entity.

Sharing of Student Information

- 15) All medical, educational (IEP), socio-economic information will be kept confidential by all involved (school, employer, coordinator). Student information to be shared as appropriate (such as for an ADA accommodation).
- 16) Send student resume to employer for advanced CRLES

Evaluating Student/Staff/Employer Experiences

- 17) Ensure student documentation including evaluation is completed.
- 18) Ensure school documentation including evaluation of system is completed.
- 19) Ensure student sends thank you letter to employer upon completion of advanced CRLES.

Building a Robust School-to-Career System

- 20) Utilize consistent regional standards and practices to ensure development of a cohesive regional school to career system.

This MOU is valid from xxxxx 2008 to xxxxx 2009. I the agreements of this MOU are not being fulfilled, this agreement can be terminated by either party.
This MOU is effective on xx/xx/08.

Signature
BizConnect Coordinating Entity

Signature
School Partner