

File ID Number	11-2930
Introduction Date	11/7/11
Enactment Number	11-2459
Enactment Date	11-16-11
By	JS



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Board of Education

To: Board of Education

From: Tony Smith, Ph.D., Superintendent
By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action
Vernon Hal, Deputy Superintendent, Business & Operations

Subject: District Grant Agreement – MDRC – College and Career Readiness Office

ACTION REQUESTED:

Approval by the Governing Board of Grant Agreement between District and MDRC for fiscal year 2011-2012, for implementing a project to strengthen career academies, as specified in agreement, pursuant to the terms and conditions thereof, and to submit amendments for the grant year, if any.

BACKGROUND:

Grant proposal for the Career Academies Project for the 2011-2012 fiscal year was submitted for funding as indicated in the chart below. The Grant Face Sheet is attached.

File ID #	Backup Document Included	Type	Recipient	Grant's Purpose	Time Period	Funding Source	Grant Amount
11-2930	X	Grant Agreement	Oakland Unified School District for College and Career Readiness Office	The grant will fund the Career Academies Project at Skyline, Far West and Media Academy	July 1, 2011 through June 30, 2012	U.S. Department of Education	\$20,000.00

DISCUSSION

The District created a Grant Face Sheet process to:

- Review proposed Career Academies Project and assess its contribution to sustained student
- Identify OUSD resources required for program success

OUSD received a Grant Face Sheet and a completed grant agreement for the program listed in the chart by the school.

FISCAL IMPACT:

The total amount of grant will be provided to College and Career Readiness Office from the funder.

- Grants valued at: \$20,000.00

RECOMMENDATION:

Approval by the Governing Board of Grant Agreement between District and MDRC for fiscal year 2011-2012, for implementing a project to strengthen career academies, as specified in agreement, pursuant to the terms and conditions thereof, and to submit amendments for the grant year, if any.

Attachments: Grant Face Sheet; Grant Award Letter, Grant Agreement

OUSD Grants Management Face Sheet

Title of Grant: Career Academies Project	Funding Cycle Dates: 2011 – 2012
Grant's Fiscal Agent: (contact's name, address, phone number, email address) U.S Department of Education joint project of MDRC and Bloom Associates, INC 475 14 th Street, Suite 750 Oakland, CA 94612-1900 510.663.6372	Grant Amount for Full Funding Cycle: \$20,000
Funding Agency: U.S Department of Education joint project of MDRC and Bloom Associates, INC	Grant Focus: Career Academies Project
List all School(s) or Department(s) to be Served: College and Career Readiness Office (Skyline-Computer Science, Skyline-Education Academy, Skyline-Green Academy, Farwest, Media Academy)	

Information Needed	School or Department Response
How will this grant contribute to sustained student achievement or academic standards?	<p>CAP seeks to inform all students about post secondary education options and prepare them with the skills and knowledge they need to enroll in and succeed in college. A quality college readiness program has four components:</p> <ul style="list-style-type: none"> • A focused set of awareness and skill-building workshop • Carefully planned visits to local 2 year and 4 year colleges • Counseling and mentoring supports • Parental involvement
<p>How will this grant be evaluated for impact upon student achievement?</p> <p>(Customized data design and technical support are provided at 1% of the grant award or at a negotiated fee for a community-based fiscal agent who is not including OUSD's indirect rate of 5.17% in the budget. The 1% or negotiated data fee will be charged according to an Agreement for Grant Administration Related Services payment schedule. This fee should be included in the grant's budget for evaluation.)</p>	<p>Students will:</p> <ul style="list-style-type: none"> • Learn about career and college options • Make connections between what they learn in the classroom and college and careers • Understand and practice 21st Century Skills • Stay in high school and graduate with clear plans to pursue college or career.
Does the grant require any resources from the school(s) or district? If so, describe.	No
<p>Are services being supported by an OUSD funded grant or by a contractor paid through an OUSD contract or MOU?</p> <p>(If yes, include the district's indirect rate of 4.25% for all OUSD site services in the grant's budget for administrative support, evaluation data, or indirect services.)</p>	No
<p>Will the proposed program take students out of the classroom for any portion of the school day? (OUSD reserves the right to limit service access to students during the school day to ensure academic attendance continuity.)</p>	Students will participate in job shadowing and intern opportunities
<p>Who is the contact managing and assuring grant compliance? (Include contact's name, address, phone number, email address.)</p>	<p>Susan Benz Career Coordinator College and Career Readiness Office 2607 Myrtle Street, Room 104 Oakland, CA 94607 510.273.2361</p>

Applicant Obtained Approval Signatures:

Entity	Name/s	Signature/s	Date
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Principal

Department Head

(e.g. for school day programs or for extended day and student support activities)

Grant Office Obtained Approval Signatures:

Entity	Name/s	Signature/s	Date
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Fiscal Officer

Vernon Hal

Superintendent

Tony Smith

Jody London
President, Board of Education

Edgar Rakestraw, Jr., Secretary
Board of Education

LEGISLATIVE FILE

File ID Number 11-2930
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 Enactment Number 11-2459
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16 East 34th Street
New York, NY 10016-4326
Tel: 212 532 3200
Fax: 212 684 0832
www.mdrc.org

REGIONAL OFFICE
475 14th Street, Suite 750
Oakland, CA 94612-1900
Tel: 510 663 6372
Fax: 510 844 0288

BOARD OF DIRECTORS

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President

August 16, 2011

Susan Benz
Oakland Unified School District
College and Career Readiness
2607 Myrtle Street, Room 104
Oakland, CA 94607

Dear Susan,

The purpose of this letter is to first extend my congratulations to Oakland Unified School District on being selected to implement the Career Academies Project in 2011-2012. Secondly, this letter serves as a grant award letter, along with a more formal agreement that will be signed by OUSD and MDRC.

Launched in 2009, CAP has been implemented in four academies during the development and piloting of the program. In 2011-2012, we will scale-up CAP in three districts across the country. The goal of the Project is to strengthen the capacity of career academies and related programs to offer high-quality work-based learning and college preparation experiences to help all of their students engage more in high school, make informed choices about their futures, and learn the skills they need to succeed in both careers and postsecondary education. CAP is funded by the U.S. Department of Education and conducted by MDRC with its subcontractor, Bloom Associates.

As one of the three district partners in this phase of CAP, OUSD will work with five identified local academies to deliver a series of workshops, structured visits to workplaces and colleges, and work-based learning opportunities related to college and career awareness for students. MDRC will provide curriculum and materials, training and technical assistance, and a \$20,000 grant to support program implementation in the district. Grant funds are to be allocated to \$4,000 stipends for the five identified CAP Coordinators at each academy.

Please let me know if you have any questions.

Sincerely,

Mary G. Visser
Senior Associate
MDRC



16 East 34th Street
New York, NY 10016-4326
Tel: 212 532 3200
Fax: 212 684 0832
www.mdrc.org

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Isabel V. Sawhill

Gordon L. Berlin
President

September 1, 2011

Susan Benz
College and Career Readiness Office
McClymonds Educational Complex
2607 Myrtle Street
Oakland, CA 94107

Re: CAP Project: Linking Education And Careers-Fixed Price Agreement

Dear Ms. Benz,

We are submitting to you two original agreements of the subject document, which require an official signature. Please sign both, keeping one for your records and returning the other to my attention at our New York office.

If you have any questions, please contact me at (212) 340-8668 or via email at mariella.quimoyog@mdrc.org. Thank you for your assistance in this matter.

Sincerely,

(Elda Luisi for) Mariella Quimoyog
Contracts Paralegal

Enclosures

**THE CAREER ACADEMIES PROJECT: LINKING EDUCATION AND CAREERS
FIXED-PRICE AGREEMENT**

This Agreement dated as of August 1, 2011 is by and between MDRC, a Delaware not-for-profit corporation with its principal offices located at 16 East 34th Street, New York, NY 10016, and the Oakland Unified School District, located at 1025 Second Avenue, Oakland, CA 94606 (the "District").

WHEREAS, MDRC is the recipient of funding from United States Department of Education ("ED") dated July 1, 2009 (R305B070702) to implement a project designed to strengthen career academies, named "The Career Academies Project: Linking Education and Careers" (the "Project"). The Project has conducted two phases thus far, a development phase and a pilot phase. The Project is now entering its third and final phase. This Agreement provides for the Parties' participation in this third phase; and

WHEREAS, the Parties wish to conduct Phase Three of the Project, encompassing the 2011-2012 academic year; and

WHEREAS, the District has agreed to provide the services of a District Facilitator and five Career Academy Project Coordinators ("CAP Coordinators", or the "Coordinators"), each to work at one of the five participating academies within the District and to provide MDRC with information, as requested, regarding program implementation; and

WHEREAS, MDRC, with its subcontractor Bloom Associates, has agreed to provide the District with funds for CAP Coordinator stipends and to assist with scale-up; and

WHEREAS, MDRC and the District have reached agreement regarding the terms and conditions for the provision of the District's services and MDRC's disbursement of funds and wish to set them forth herein.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the parties hereto agree as follows:

1. Term.

The Term of this Agreement shall be from July 1, 2011 through June 30, 2012. The funds received in accordance with this Agreement shall be used exclusively to support activities relative to the tasks and goals described in this Agreement.

2. Responsibilities of the District.

The District, principally through its Facilitator and Coordinators, agrees to provide services in support of the Project, in accordance with "The Career Academies Project Roles and Responsibilities" (the "Scope of Work"), attached hereto and incorporated herein as Exhibit A.

3. Disbursement of Funds by MDRC and District's Reporting Obligations.

In consideration for the District's satisfactory participation in the Project, MDRC shall disburse a total of \$20,000 to the District, in accordance with the following schedule:

- September 15, 2011 - \$10,000
- June 15, 2012 - \$10,000

MDRC's payments are subject to the District's satisfactory performance in accordance with the terms of this Agreement. MDRC will monitor the District's performance through written status reports provided by its subcontractor Bloom Associates.

4. District Records and Monitoring.

The District shall maintain all books, records and documents that support the services provided to demonstrate that the funds expended are in accordance with this Agreement and that the District has complied with all terms and conditions.

The District agrees that MDRC or its representatives shall, until the expiration of five (5) years after final payment under this Agreement, have access to and the right to examine any books, documents, papers or records of the District involving transactions directly related to this Agreement, and MDRC shall have the right to challenge any costs claimed, even if payment for those costs has been made.

MDRC will seek to perform any such financial or performance review at a time mutually convenient for all the parties. The District agrees to make available, upon reasonable notice, at the office of the District during normal business hours, for the term of this Agreement and the retention period, any of the books, records and documents for inspection, audit or reproduction by MDRC, or its authorized representative.

5. Rights to Data and Intellectual Property.

During the Term of this Agreement, MDRC retains the rights of authorship for all reports and publications. The District's authorship and contribution will be reflected in such reports and publications.

If the District wishes to publish findings and reports, the District shall obtain MDRC's prior written permission and will provide MDRC with no less than 60 days to review and comment on the proposed publication.

The District will not publicize or otherwise use Project materials other than in accordance with this Agreement. Any distribution of Project materials must be approved in advance by MDRC.

6. Protection of Participant Information.

The District will comply with confidentiality requirements applicable to educational districts. In addition, the District will comply with confidentiality requirements developed for and/or applicable to the Project.

All District personnel responsible for transferring or handling participant personally identifiable information for research purposes in connection with the Project shall execute confidentiality pledges in a form approved by MDRC to ensure the protection of individual subjects and personally identifiable data.

The District may not divulge or disseminate to any third party any confidential research information or other private or proprietary information belonging to MDRC that becomes known to the District during performance of this Agreement. Use of or disclosure to any third party of any such private or proprietary information is a breach of the terms of this Agreement.

Notwithstanding, the District will cooperate with all MDRC's reasonable requests for information regarding program information, as stipulated in Exhibit A.

In the event the District wishes to conduct research in connection with the Project, District will secure permission from MDRC, and an approved Institutional Review Board.

7. Termination.

This Agreement may be canceled with or without cause by MDRC or District during the term hereof upon thirty (30) days written notice to the other parties of its desire to terminate this Agreement. If MDRC terminates this Agreement, District shall stop work on the date the termination notice is received.

8. Changes.

- a. Allowable Changes. This Agreement may be altered, amended or modified only through written execution ratified by duly authorized representatives of both parties. Notwithstanding, MDRC may at any time, by written order, make changes in the services to be performed by the District, within the general scope of this Agreement. MDRC may not, however, unilaterally direct changes which (i) constitute an assignment of additional work outside the general scope of the Agreement; (ii) in any manner cause an increase or decrease in the total estimated Agreement cost, the fee or the time required for Agreement performance; or (iii) change any of the express terms, conditions and specifications of the Agreement.
- b. Disputed Changes. If, in the opinion of the District, any instruction or direction issued by MDRC is within one of the categories as defined in subsection (a)(i) through (iii) above, the District shall not proceed but shall notify MDRC in

writing within five (5) working days after receiving such instruction or direction and shall request MDRC to modify the Agreement accordingly. Upon receiving such notification from the District, MDRC shall issue an appropriate contract modification or advise the District in writing that, in its opinion, the change is within the scope of this Section and does not require a modification of the Agreement. The District shall proceed immediately within the direction given. Failure of the parties to agree upon the nature of the instruction, direction, or upon the contract action to be taken with respect thereto shall be subject to the provisions of the clause entitled "Dispute Resolution".

9. Dispute Resolution.

In the event of any dispute or disagreement between the parties, either with respect to the interpretation of any provision of this Agreement or the Scope of Work or with respect to performance by MDRC or by the District, each of the parties will appoint a designated officer to meet for the purpose of endeavoring to resolve such dispute or to negotiate for an adjustment to such provision. No formal proceedings for the resolution of such dispute may begin until the dispute resolution procedure has been elevated to the President level, in the case of MDRC, and the Superintendent level, in the case of the District, and either of such officers of the parties in good faith conclude, after a good faith attempt to resolve the dispute, that amicable resolution through continued negotiation of the matter at issue does not appear likely.

10. Key Personnel.

- a. Key Personnel. The following District personnel are key employees for purposes of this Agreement: Susan Benz, Anya Gurholt, Mark Frey, Tracy Ostrom, Michael Jackson and Katita Johnson. These key personnel are considered to be material to this Agreement and essential to the work performed. These key personnel may not be diverted from the Project or substituted without the prior written consent of MDRC.
- b. Unavailability of Key Personnel. Whenever key personnel become unavailable for assignment under this Agreement, or are unable to commit the level of effort required without substantial deviation (more than 10 percent), the District shall notify immediately. The District shall provide MDRC with written justification (including background documentation) of any proposed substitution.
- c. MDRC Study. Before diverting the specified individual from assignment hereunder, or reducing the level of effort anticipated, the District shall give MDRC at least thirty (30) days notice of its intention to do so and shall submit justification (including name and background of proposed substitution), in sufficient detail to permit evaluation of the impact of the diversion or reduction in the work.

- d. MDRC Consent. No diversion or reduction in level of effort of key personnel or substitution thereof shall be made without prior written consent of MDRC. Such consent shall be given in a timely fashion and not be unreasonably withheld.

11. Equal Opportunity/Non-Discrimination.

The District shall comply with all applicable federal and state civil rights and non-discrimination laws, rules and executive orders. This Agreement may be suspended or terminated, in whole or in part, in the event of the District's noncompliance with this clause and District may be declared ineligible for further contracts with MDRC.

12. Licenses and Permits.

District represents that it has or shall (at its own expense) obtain all licenses, certifications, permits, approvals, inspections and other authorizations required to perform the services. Inability or failure to obtain such items shall not excuse District's failure to strictly comply with the terms of this Agreement.

13. Insurance.

In accordance with California law, the District is self-insured. During the term of the Agreement, the District shall maintain its self-insurance program in the following areas of coverage:

- a. Worker's Compensation Insurance; Statutory Disability Insurance; and Unemployment Insurance, if required by law; and Employer's Liability Insurance in the amount of \$1,000,000 for all persons employed by District in connection with the Agreement.
- b. Commercial General Liability Insurance that is occurrence-based, and covers any and all claims, loss or damage for bodily injury and property damage arising out of or in connection with the performance of the services under the Agreement including, without limitation, claims for injuries to, or death of persons, or damage to property, whether such injuries, death or damages be attributable to statutory or common law negligence or any other acts of the District, its employees or agents. Such insurance shall be in the amount of at least \$1,000,000 per occurrence/\$2,000,000 in the aggregate, up to \$5,000, 000. Coverage will not limit sexual abuse and molestation.
- c. Business Automobile Liability Insurance covering all liability arising out of the ownership, maintenance or use of any automobile in the amount of \$1,000,000 per accident.

The District shall certify that its self-insurance program will protect against the risks that the aforementioned coverages are designed to insure against. The District shall name MDRC as additional insured in its self-insurance program and will provide MDRC with written notice of any change in its program that will affect MDRC's coverage. The District shall notify MDRC of any loss, damage, injury or accident related to the performance of the Scope of Work under this Agreement within twenty-four (24) hours of the occurrence thereof.

Any failure to furnish evidence of insurance coverage in accordance with this Section or any failure to keep such insurance coverage in full force and effect during the term of the Agreement shall constitute cause for immediate termination of the Agreement.

14. Indemnification.

The District shall defend, indemnify and hold harmless MDRC and its officers, employees and agents from any and all claims, judgments or liabilities to which they may be subject because of any act or omission of the District, its employees, agents, representatives or subcontractors in connection with the Agreement, or because of any negligence or any fault or default of Subcontractor, its employees, agents, representatives or subcontractors; provided, however, that nothing in this Section shall impose any liability on the District for the acts, omissions, negligence or fault of MDRC or its officers, employees and agents. MDRC shall defend, indemnify and hold harmless the District and its officers, employees and agents from any and all claims, judgments or liabilities to which they may be subject because of any act or omission of MDRC, its employees, agents or representatives, in connection with the Agreement, or because of any negligence or any fault or default of MDRC, its employees, agents, representatives or subcontractors; provided, however, that nothing in this Section shall impose any liability on MDRC for the acts, omissions, negligence or fault of the District or its officers, employees and agents.

15. Miscellaneous.

- a. Severability. The invalidity or unenforceability of any particular provision of this Agreement shall not affect any of the provisions hereof, and this Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.
- b. Notice. Each notice, approval or consent given by MDRC or District hereunder shall be in writing and shall be delivered or mailed to the following respective addresses, or to such other addresses as either party may designate to the other by notice as herein provided:

MDRC:	MDRC 16 East 34 th Street New York, NY 10016 Attn: Jesús M. Amadeo, Senior Vice President
--------------	---

District: Oakland Unified School District
1025 Second Avenue
Oakland, CA 94606
Attn: Dr. Gary Yee

- c. Independent Contractors and Employees. It is understood and agreed that each of the parties hereto is an independent contractor and that neither party is, nor shall be considered to be, an agent, distributor or representative of the other. Neither party shall act or represent itself, directly or by implication, as an agent of the other or in any manner assume or create any obligation on behalf of, or in the name of, the other.

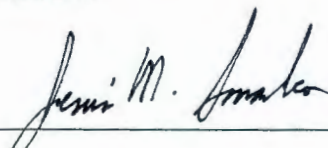
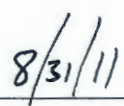
The Facilitator and Coordinators are and shall be deemed at all times employees of the District. They will not represent themselves as employees, independent contractors or subcontractors of MDRC.

- d. Representations and Warranties. Each party represents and warrants to the other that it has the full right and authority to enter into and perform the Agreement, and is not party to any agreement or understanding in conflict with the Agreement.
- e. Release of Claims. The District's acceptance of final payment hereunder constitutes its full and final release of all claims against MDRC, its Directors, officers, employees and agents, which are in any way related to the Agreement, whether the basis therefore is then known or unknown to the District or MDRC, except as to criminal conduct or gross negligence of MDRC. However, this release shall not apply to third party claims.
- f. Waiver; Cumulative Remedies.
- i. No waiver of any provision of the Agreement shall be effective unless made in writing and signed by the party who is waiving a right or benefit under the Agreement. No failure on the part of any party to exercise or delay in exercising any right hereunder shall be deemed a waiver thereof, nor shall any single or partial exercise preclude any further or other exercise of such or any other right or be deemed a waiver of either party's rights to insist upon strict compliance thereafter.
 - ii. To the extent permitted by law, all rights and remedies existing under the Agreement are cumulative to, and not exclusive of, any rights or remedies otherwise available.
- g. Modifications; Merger.

- i. The Agreement may be altered, amended or modified only by a writing executed by duly authorized representatives of both parties.
- ii. The Agreement and all attachments constitute the complete and final agreement between MDRC and the District, and supersedes all prior agreements, written or oral, relating to the subject matter hereof.
- h. Survival. The terms of the Agreement that, by their nature, would need to survive the expiration or other termination of the Agreement shall survive the expiration or other termination of the Agreement.
- i. Titles. Titles of sections are for convenience only, and neither limit nor amplify the provisions of the Agreement itself.
- j. Successors. Neither this Agreement nor any rights hereunder shall be assignable or otherwise transferrable by the District without the prior written consent of MDRC. This Agreement shall be binding upon and insure to the benefit of the parties hereto and their permitted successors, assigns and legal representatives.
- k. Subcontracts/Consulting Agreements. All terms and conditions of this Agreement are binding on any consultants or subcontractors hired by the District and any such provisions must be included in any and all agreements for such services.

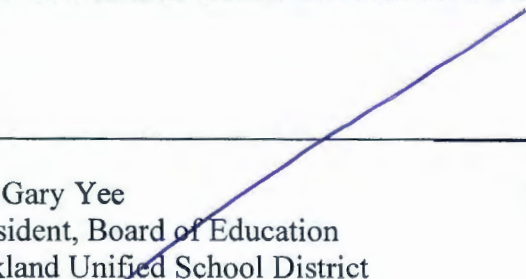
IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

MDRC


 

 Jesús M. Amadeo Date
 Senior Vice President

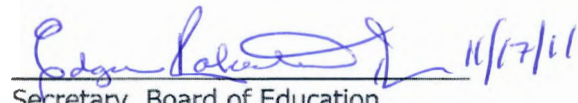
THE OAKLAND UNIFIED SCHOOL DISTRICT

 _____
 Dr. Gary Yee Date
 President, Board of Education
 Oakland Unified School District

THE OAKLAND UNIFIED SCHOOL DISTRICT

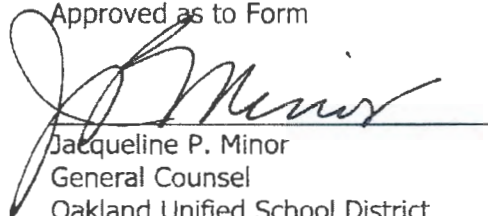


Jody London
President, Board of Education
Oakland Unified School District



Secretary, Board of Education
Oakland Unified School District

Approved as to Form



Jacqueline P. Minor
General Counsel
Oakland Unified School District

File ID Number: 11-2930
Introduction Date: 11-7-11
Enactment Number: 11-2459
Enactment Date: 11-16-11
By: JZ

THE CAREER ACADEMIES PROJECT: LINKING EDUCATION AND CAREERS ROLES AND RESPONSIBILITIES

This document details the roles and responsibilities of Oakland Unified School District and its participating High Schools and Career Academies, and MDRC and its subcontractor Bloom Associates (“MDRC and Bloom Associates”, or, the “CAP Project Team”) with regard to the Career Academies Project.

Roles and Responsibilities of the District, its Participating High Schools, Participating Academies, CAP Facilitator and CAP Coordinators:

1. Identify Susan Benz as the District CAP Facilitator, who will work approximately 40 days in support of the project at the cost of the district. Specifically, the CAP Facilitator will be expected to:
 - a. Conduct summer planning meetings, site visits, and site support calls with each of the participating Career Academies, under the guidance of Bloom Associates.
 - b. Prepare summary memos of each meeting, call, and site visit, following a model established by Bloom Associates
 - c. Provide support to Coordinators in establishing community partnerships with employers to secure CEV or internship sites and assist in developing Internship Projects so that at least 80% of the students who are interested in and qualified for an internship have the opportunity to participate in one
 - d. Assist Coordinators with developing other project plans or status reports, or responding to other data requests by the CAP Project Team.
 - e. Help schedule meetings, interviews and observations for any site visits by the CAP Project Team
 - f. Make arrangements to support the project in obtaining district administrative support as needed, including:
 - o Providing buses or other transportation for students to group career exploration and college visits (2 trips in grade 10, 2 trips in grade 11, 1 trip in grade 12),
 - o Providing substitutes, if needed, to cover classes for Academy teachers facilitating career exploration and college visits
 - o Involving district-level industry advisory boards to mobilize their networks for internships
 - o Arranging for the District to cover workman’s compensation and/or liability insurance for students in the workplace if possible
 - o Granting credit for the internship and seminar during the summer and during the school year
 - g. Identify funds to support the Summer Internship component of the Project in summer 2012
 - h. Work with the participating Career Academies to develop plans for sustaining the core project activities after the grant periods ends in summer 2012

2. In collaboration with the CAP Project Team, select a CAP Coordinator for each of the five participating Career Academies. The District, the High School, and the Academy will ensure that the Coordinator is able to work 4-8 hours per week, on average, to conduct the tasks described below. The Coordinator will work under the direction of the District CAP Facilitator and the CAP Project Team and will be paid a stipend from the project grant funds to complete the following tasks:
 - a. Participate in Summer Planning Meeting (1 day)
 - b. Participate in Kick-Off Training (2 days)
 - c. Coordinate Career Exploration Visits:
 - o Recruit employer hosts and plan the visits for all students in grades 10 and 11,
 - o Arrange logistics (permission, transportation, subs),
 - o Teach (or oversee teaching of) prep and reflection workshops,
 - o Conduct the visits
 - d. Coordinate College Readiness Activities:
 - o Plan college visits for all students in grades 10 and 11,
 - o Arrange logistics,
 - o Teach (or oversee teaching of) prep and reflection workshops,
 - o Conduct the visits (Note: College readiness activities may be scheduled during first or second semester)
 - e. Coordinate Career Development Workshops:
 - o Teach (or oversee teaching of) workshops for grades 10 and 11 (Note: Career development workshops may be scheduled during first or second semester)
 - f. Coordinate Internship Program:
 - o Work with District CAP Facilitator to prepare an internship program plan, specifying arrangements for student pay or stipends (if any), type of credit that will be awarded to completers, target number of students to be served in the summer of 2012 and school year 2012-13, program dates, and budget showing how the cost of the seminar teacher and internship coordinator will be covered.
 - o Deliver a written internship plan documenting these decisions based on a template provided by Bloom Associates
 - o Conduct outreach to employers and develop a sufficient number of internship positions to serve targeted number of students
 - o Work with employers to create learning projects
 - o Recruit student interns and complete district paperwork requirements
 - o Match students with available internships, prepare and send them for interviews
 - o Teach weekly seminars (or arrange for someone else to be the seminar teacher)
 - o Monitor and provide support for students on the internships (or arrange for someone else to monitor and provide support)
 - o Deliver an internship report documenting accomplishments and challenges based on a template provided by Bloom Associates
 - g. Participate in monthly calls with Bloom Associates and/or District CAP Facilitator
 - h. Participate in Fall and Spring Site Visit (1-2 days) by Bloom Associates and/or District CAP Facilitator

- i. Participate in a Fall or Spring site visits by MDRC for research purposes (1 day) and participate in survey and/or other data collection efforts undertaken by MDRC's research team
3. Enable the CAP Coordinator and at least one CTE teacher from each participating Career Academy to attend the 2-day Kick Off Training in September 2011 and to implement the Project activities
4. Identify and enable at least one teacher from each participating Career Academy to teach the Internship Seminar
5. Refrain from sharing the curricula or guides obtained through this project with any other academies or high schools until the end of the project (Summer 2012)

Roles and Responsibilities of MDRC

1. Provide participating Career Academies with the curriculum, student materials and implementation guides, including employer materials
2. Provide a grant of \$20,000 toward stipends for the 5 designated CAP Coordinators who will be responsible for helping to implement the program and providing status updates to the District and the CAP Project Team
3. Provide training opportunities for the District Facilitator, the 5 CAP Coordinators and other District/Career Academy staff to become familiar with materials and guides developed for the program, including facilitating a one-day Planning Meeting in summer 2011, and a two-day Kick Off Training in fall 2011
4. Provide on-going technical assistance and coaching to support implementation of the program. Specifically, Bloom Associates will:
 - Participate in summer planning meetings, site visits, and site support calls with 2 of the participating Career Academies on a rotating basis
 - Review summaries, status reports, and project implementation plans provided by the District CAP Facilitator and provide feedback and advice as needed
 - Hold additional meetings, as needed, with the CAP District Facilitator and any other district personnel to provide support and ensure successful implementation of the Project
5. Keep all student information strictly confidential, only making the information available to the CAP Project Team for the purposes of research and refining the curriculum, training, and technical assistance; all members of the Project Team will follow guidelines and procedures pertaining to confidentiality and data security, and will sign confidentiality agreements in a form approved by MDRC