

STATE OF LOUISIANA

COOPERATIVE ENDEAVOR AGREEMENT

THIS COOPERATIVE ENDEAVOR, made and entered into this **11th day of August, 2015** by Louisiana Delta Community College of the State of Louisiana, hereinafter referred to as the "State", and **Monroe City School System** officially domiciled at **2006 Tower Dr. Monroe, LA, 71201** hereinafter referred to as the "Partnering School System."

WITNESSETH:

WHEREAS, Article VII, Section 14(c) of the Constitution of the State of Louisiana provides that "for a public purpose, the state and its political subdivisions ... may engage in cooperative endeavors with each other ...; "and

WHEREAS, the agency desires to cooperate with the Partnering School System in the implementation of the Project as hereinafter provided;

WHEREAS, the public purpose is described as:

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

SCOPE OF SERVICES

Louisiana Delta (State) hereby agrees to furnish the following services:

1. Lead the Career Coach hiring process, while soliciting input from high school representatives, and coordinate related activities (e.g. development of job description for the Career Coach Position, reviewing applications, candidate interviews, etc.) in the Career Coach hiring process.
2. Collaboratively develop a local plan between the college and high school that addresses tactical issues such as the Career Coach's working hours in the high school, the Career Coach's working hours off site, the duties that will be expected of a coach by the high school and the college, and the designation of who supplies which specific resources to the coaching program.
3. Facilitate introductory meeting between the Career Coach and key representatives from the community college and the high school.
4. Meet on a regular basis with key personnel from the high school served to facilitate common understanding of goals and objectives for the program.
5. Provide necessary information to the High School Principal or her/his designated point of contact regarding the Career Readiness Coordinator's contact information.
6. Monitor the performance of the coach related to program outcomes and the achievement of performance goals.
7. Review relevant data and reports on Career Coach Program and work with the coach to develop strategies to improve performance in areas where performance data fails to meet college and high school goals.

8. Maintain fiscal management of the program and resources (e.g. monies for travel and supplies).
9. Facilitate regular meetings between key college and school personnel to: discuss program implementation; provide ongoing professional development; and, share best practices.
10. Help Career Coaches make connections with business and industry advisory groups and partnerships already in place at the college.
11. Develop a mechanism to accurately monitor and document Career Coach work hours.
12. Introduce the Career Coach to college personnel and faculty who can serve as guest speakers and/or program-area specialists for coaches to utilize in working with students.
13. Work collaboratively with college counselors to ensure inclusion of Career Coaches in outreach efforts to the high school being served by the coach.
14. Coordinate professional development training for teachers, counselors, administrators on topics agreed upon by both parties that address the goals of Carl D. Perkins Act of 2006.

Partnering School System hereby agrees to furnish the following services:

1. Help determine a work schedule that provides the most exposure to students and helps the coach meet students' needs, while fulfilling other obligations (e.g. attending meetings at the college, participating in professional development activities, etc.).
2. Provide Career Coach with an office, a desk, a personal computer (if necessary), and access to a printer, Internet, and telephone as well as access to appropriate meeting space for individual and small group activities offered by the Career Coach.
3. Designate a representative with whom the Career Coach and the Career Readiness Coordinator should maintain primary contact, and meet with the Career Coach on a regular basis (specific timing and format of such meetings to be determined locally) to discuss the delivery of Career Coach services, providing necessary approval and logistic support when needed.
4. Identify the role of the Career Coach as a member of the school counseling team and introduce the Career Coach to the school (faculty, staff, students, etc.), establishing information-sharing protocol between school personnel and the Career Coach.
5. Provide the Career Coach with the school's procedures for students who exhibit language or behaviors that indicate harm to self, harm to others and harm being caused to the student.
6. Provide the Career Coach with opportunities to market their services to students, in and out of the classroom, as well as to school personnel, parents and other relevant stakeholders through various methods and media (e.g. newsletters, flyers, school website, etc.).
7. Orient the Career Coach to opportunities for students to pursue career and technical education courses and certifications as well as other pre-existing school or school division work-based learning experience opportunities, such as cooperative education.
8. Introduce the Career Coach to existing business and industry advisory groups and partners, and provide the Career Coach with program information and placement procedures for any occupation-based programs offered by the school.
9. Provide feedback to the Career Readiness Coordinator regarding the Career Coach's job performance and complete the annual LDCC High School Administrators survey evaluating the performance of the Career Coach at the school.

10. Participate in efforts to identify and secure funding to support and sustain Career Coaching activities and be responsive to requests for participation with external evaluations authorized by the Career Coaching Program, or those conducted by LDCC staff, aimed at identifying best practices and improving program performance.
11. Provide Career Coach with information needed to accurately assess and guide students down appropriate pathways. Information includes but may not be limited to transcripts, class schedules, ACT/SAT scores, and any other type of student record.
12. Identify and register teachers, counselors, and or administrators engaged in teaching or delivering services to career technical education students to participate in professional development activities that meet the goals of Carl D. Perkins Act of 2006.

Payment Terms

If progress and/or completion of the agreed upon scope of services to the reasonable satisfaction of the agency is obtained, payments are scheduled as follows: **Within 30 days of receipt of invoice.**

In consideration of the services described above, **Monroe City School System** hereby agrees to pay **LOUISIANA DELTA COMMUNITY COLLEGE** a minimum fee for career coaching services of **\$ 12,500.00.**

Funds should be paid to **LOUISIANA DELTA COMMUNITY COLLEGE** upon submission of an invoice. Payments should be paid only after **LOUISIANA DELTA COMMUNITY COLLEGE** invoices **Monroe City School System** for the services provided. Invoices should be sent to:

Program: **Career and Technical Education**
Attention To: **Cassie Owens, Director of Strategic Initiatives**
Address: **P.O. Box 4180, Monroe, LA, 71211-4180**

Termination Clause

The State may terminate this Contract for cause based upon the failure of the Partnering School System to comply with the terms and/or conditions of the Contract; provided that the State shall give the Partnering School System written notice specifying the Partnering School System's failure. If within thirty (30) days after receipt of such notice, the Partnering School System shall not have either corrected such failure or, in case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Partnering School System in default and the Contract shall terminate on the date specified in such notice. The Partnering School System may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this contract; provided that the Partnering School System shall give the State written notice specifying the State's failure and a reasonable opportunity for the state to cure the defect.

Termination for Convenience

The State may terminate the Contract at any time by giving thirty (30) days written notice to the Partnering School

System. The State shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

Data

In accordance with LA. R.S. 17:3913(F), State agrees to protect personally identifiable information in a manner that allows only those individuals, who are authorized by the State to access the information, the ability to do so. State shall not allow any individual or entity unauthenticated access to confidential personally identifiable records at any time. State shall implement appropriate measures to ensure the confidentiality and security of personally identifiable information, protect against any unanticipated access or disclosure of information, and prevent any other action that could result in substantial harm to the School Board or any individual identified by the data. State agrees that any and all personally identifiable student data will be stored, processed and maintained in a secure location. State agrees that any and all data obtained from the School District shall be used expressly and solely for the purposes enumerated in this contract. Data shall not be distributed, used, or shared for any other purpose. Examples of data include, but are not limited to: Name, Date of Birth, Social Security Numbers, Gender, Race/Ethnicity, School Code, LEA code, Academic History, Discipline History Attendance Data, Information from IEP, etc.

Ownership

All records, reports, documents and other material delivered or transmitted to Partnering School System by State shall remain the property of State, and shall be returned by Partnering School System to State, at Partnering School System's expense, at termination or expiration of this contract. All records, reports, documents, or other material related to this contract and/or obtained or prepared by Partnering School System in connection with the performance of the services contracted for herein shall become the property of State, and shall, upon request, be returned by Contractor to State, at Contractors expense, at termination or expiration of this contract.

Non-assignability

No Partnering School System shall assign any interest in this contract by assignment, transfer, or novation, without prior written consent of the State. This provision shall not be construed to prohibit the contractor from assigning his bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State and the Office of Contractual Review.

Auditors Clause

It is hereby agreed that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors shall have the option of auditing all accounts of Partnering School System which relate to this contract.

Record Retention

State agrees to retain all books, records, and other documents relevant to this contract and the funds expended hereunder for at least three years after final payment, or as required by applicable Federal law if Federal funds are used to fund this contract.

Term of Contract


This contract shall begin on **August 11, 2015** and shall terminate on **May 15, 2016**.

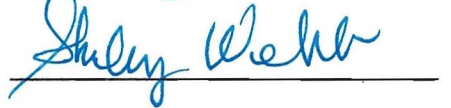
Discrimination Clause

The contractor agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, disabilities. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

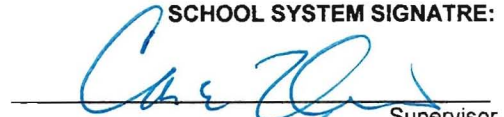
THUS DONE AND SIGNED AT Monroe, Louisiana on the day, month and year first written above.

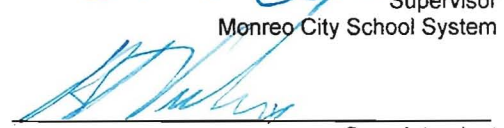
WITNESSES SIGNATURES:





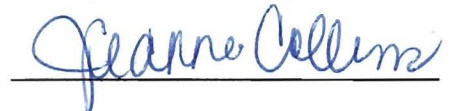
SCHOOL SYSTEM SIGNATURE:




Supervisor
Monroe City School System


Superintendent
Monroe City School System


WITNESSES SIGNATURES:

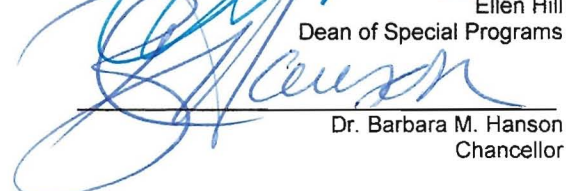




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STATE SIGNATURE:



Ellen Hill
Dean of Special Programs


Dr. Barbara M. Hanson
Chancellor