



Memorandum of Understanding

Memorandum of Understanding for the partnership with Boys & Girls Clubs of Western Pennsylvania.

Effective start date: 9-1-2023

Effective end Date: 8-31-2024

Partnering Organization:

Reach Cyber Charter School
750 East Park Drive, Suite 204
Harrisburg, PA. 17111

Lead Organization:

Boys & Girls Clubs of Western
Pennsylvania
317 East Carson Street
West Tower Suite 238
Pittsburgh, PA, 15219

This Memorandum of Understanding (MOU) is made and entered into by Boys & Girls Clubs of Western Pennsylvania (BGCWPA) and Reach Cyber Charter School. The entities listed above may collectively be referred to as the parties to this MOU.

I. PURPOSE:

The purpose of this MOU is to partner with Boys & Girls Clubs of Western PA (BGCWPA), whom has clubhouses throughout Allegheny and Somerset Counties where youth from Reach Cyber Charter School students in grades 9-12 will be able to participate in Career Mentoring or Independent Elective Study Programs, Pre-Apprenticeship or Apprenticeship programs or earn Industry Recognized Credentials.

The details of each of these offerings can be found in *Attachment A*.

The start-date for these electives will take place no earlier than September 5, 2023 and will take place virtually or in-person, facilitated by Boys & Girls Clubs Staff, each course will be led by an instructor whom students will directly report to; all instructors have Act 33, Act 34, FBI and NSOR clearances.

Reach Cyber Charter School will assist with the marketing distribution of the program. The Drop/Add time period will be up until the 1st day of classes. If a student cancels after the 1st day of class, there can be no refund. All invoicing will occur after the 1st week of classes/program.



Reach Cyber Charter School will identify students for the program with a maximum of 10 students per program (up to 15 for the Teen Outreach Program) per session semester, and will provide a list of students and any relevant paperwork for the BGCWPA Program Manager to fill out showing course completion. A minimum of 5 students is needed to run any of the programs, exclusive of internships.

II. STATEMENT OF MUTUAL BENEFIT AND INTEREST:

The parties agree that it is to their mutual benefit and interest to work cooperatively to provide youth the Career Mentoring or Independent Elective Study Programs, Pre-Apprenticeship or Apprenticeship programs or earn Industry Recognized Credentials.

The parties to this MOU have individual responsibilities regarding the partnership.

Reach Cyber Charter School and BGCWPA will both be active partners in communicating about programs with BGCWPA being the lead organization, and Reach Cyber Charter School being the partnering organization.

In regards to the Independent Study Elective Program for students grades 9-12, **Boys & Girls Clubs of Western Pennsylvania** will provide:

- BGCWPA will employ qualified team members to work alongside youth for the duration of the program and maintain their files for BGCA compliance.
- BGCWPA will have planned programming that aligns to program goals and objectives for each course.
- BGCWPA will create the session in our ACTIVE database that allows Reach Cyber Charter School youth to enroll into the program electronically, where applicable.
- BGCWPA will share Attendance, participation and assessment results to Reach Cyber Charter School

In regards to the Program, Reach Cyber Charter School will be responsible for:

- Reach Cyber Charter School will assist in the marketing distribution to the Reach Cyber Charter School students/families to allow enrollments.
- Reach Cyber Charter School will share appropriate contact information for enrolled students



- Submit payment for all services/programs provided within 30 days of receiving an invoice. Payments may be submitted via ACH or sent to:

317 East Carson Street

West Tower, Suite 238

Pittsburgh, PA 15219

Program offerings and pricing included in Attachment A. Please note that we will likely offer Advanced AIPI courses for the Spring Semester.

III. INSURANCE

At all times during the term of this MOU, BGCWPA will maintain at its own expense liability insurance in an amount adequate to protect against any liability arising from the Services to be provided by BGCWPA under this MOU. The liability insurance shall be of the type customarily obtained in BGCWPA's field.

BGCWPA is not liable for any or all claims, actions, liabilities, losses, expenses, damages, and costs including, but not limited to attorney fees, settlement expenses, that may at any time be incurred by reason of any claim, suit, action or other proceeding that is based on, or arises from, the partner/memorandum of agreement.



IV. IT IS MUTUALLY AGREED AND UNDERSTOOD BY AND BETWEEN THE PARTIES THAT:

This MOU is executed as of the effective start date listed above and is in effect until either party, in writing, with a 30 day notice decides to terminate this agreement.

(Representative Name)

Reach Cyber Charter School

Date

Christopher Watts, President & CEO

Boys & Girls Clubs of Western Pennsylvania

Date



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CAREER WORKS PROGRAMMING OPTIONS 2023/2024
ATTACHMENT A

Program	Description	Cost/Options
INDUSTRY RECOGNIZED CREDENTIALS		
<u>National Retail Federation Foundation RISE Up Certification</u> Reach Cyber Charter School Industry Based Learning Experience: Independent Study *Certification Reach Cyber Charter School Career Pathway(s): Management	RISE Up is a training and credentials program designed to prepare learners for a career in retail, as well as to promote the idea of a career in retail. Retail Industry Fundamentals highlights the possibilities of a career in retail, helps to get learners excited about the career possibilities, and gives them the confidence needed to apply for and get their first retail position. <ul style="list-style-type: none"> • 10-12 hours • Each class a BGCWPA Career Coach will introduce one of the modules, there are self-paced lessons and an exam 	\$800 per student Fall and Spring Semesters
PRE-APPRENTICESHIPS		
Program	Description	Cost/Options
<u>Artificial Intelligence Pathways Institute - Activation Program (VIRTUAL)</u> Reach Cyber Charter School Career Pathway(s): Information Technology; STEM	Students will explore the basics of AI, debating the intricacies of living with AI in our complex human society, tinkering with understanding how Artificial Intelligence is used through fun hands-on projects, touring AI rich industries, and designing and creating AI projects that allow us to impact our society. Students will walk away with valuable experiences including local technology company virtual visits and mentoring and a certificate from Carnegie Mellon's Robotics Academy (CMRA) for students who meet all project requirements. <ul style="list-style-type: none"> • 12 Sessions (1.5 hours each) 	\$1500 per student
INTERNSHIPS		
<u>In-person internships (unpaid)</u> Reach Cyber Charter School Industry Based Learning Experience: Independent Study Reach Cyber Charter School Career Pathway(s): Arts & Communication; Business, Management & Administration; Human Services; Information Technology; STEM	Internships will be determined on a case by case basis based on staff mentors available in each department and students completing all onboarding and paperwork requirements, including obtaining all clearances and completing mandated reporter training. Youth can choose from the following internship options: <ul style="list-style-type: none"> • Becoming trained to be a junior staff and build leadership skills by shadowing a BGCWPA staff member in one of our after-school, summer day camp or specialty camp programs. <ul style="list-style-type: none"> ○ This may also include customer service, clerical and office management skill development. 	\$800 per student per unpaid internship per semester



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	<ul style="list-style-type: none"> • Possible internship opportunities in marketing, finance and operations. • Applying and being selected to be placed in a corporate internship experience at one of our partner sites. <p>All experiences include, leadership development curriculum, mentorship experiences that focus on building self identity and an internship portfolio, and project-based learning. Internships are designed for 5-8 hours per week per semester.</p> <ul style="list-style-type: none"> • Act 33, Act 34, FBI Fingerprinting and NSOR clearances required 	
<u>Professional Pathways - Pre Internship and Paid Internship</u>	<p>Students will be hired as employees of BGCWPA and will work on a variety of projects for a collection of industry partners who have agreed to work with BGCWPA. Students should expect to be formed into small teams and given a chance to work on projects such as:</p> <ul style="list-style-type: none"> • Testing a technical course which is aimed at high school students and providing input and feedback to its authors, or assisting in making the course better • Exploring “big data” as gathered by the partner company and identifying patterns which may help to shape some of the decision making at the partner • Building a prototype project for which the company is unable to dedicated existing resources <p>Mentorship and project management will be provided by both BGCWPA staff as well as the partner companies. Students should expect the process outlined below. (There will be some variance from one project to the next.)</p> <ul style="list-style-type: none"> • Participate in a pre-internship program which will take place from late November until late December. <ul style="list-style-type: none"> ○ This will involve approximately 2 hours/week. ○ Program will help students to form into teams and be ready to perform well at the project which is the best fit for them. ○ Students will be expected to demonstrate their reliability and commitment to the program at this time. • Beginning in January, meet with BGCWPA mentors and their company points of contact in order to begin the internship itself. <ul style="list-style-type: none"> ○ Meetings will likely be 1-2 times/week for all teams. 	<p>\$800 per student (pre-internship cost)</p> <p>There is no additional cost for students participating in the paid internship program after completing the pre-internship program.</p>



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	<ul style="list-style-type: none"> ○ Meetings will happen at times which work the best for the most people on the team, and will happen virtually or in person, according to availability. ○ Students should expect to be working and/or meeting on their own in addition to these times, up to 10 hours/week. ● Students will be paid by BGCWPA for their work on projects. <ul style="list-style-type: none"> ○ Students will clock in and out in our Employee Payroll system ADP ○ Students will provide detailed logs of what work they accomplished during their working hours. 	
Program	Description	Cost/Options
CAREER MENTORING		
<u>MyFuture Digital Badges</u> Reach Cyber Charter School Industry Based Learning Experience: Career Mentoring, Job Shadowing Reach Cyber Charter School Career Pathway(s): Communication, Business; Human Services; Information Technology; STEM	MyFuture is BGCA's mobile-friendly web platform with access to over 325+ Boys & Girls Club program activities in 14 program areas such as STEM, leadership and the arts. With MyFuture, kids and teens can learn new skills, connect with their friends, and earn recognition and rewards in a safe and fun online environment. <ul style="list-style-type: none"> ● More than 325+ virtual activities from online safety to healthy eating choices, from the national office and local Clubs. ● Activities include Roadmap to Careers, DIY STEM, I am a Leader, Youth for Change ● Search Activities by program areas and/or age groups ● A recognition program with badging, pre-designed certificates, and a rewards system where members can unlock new avatars ● Mobile-friendly interface 	\$400 per student, per semester Asynchronous, unlimited access
<u>Teen Outreach Program</u>	The Teen Outreach Program (TOP) is a teen education program that aims to build teens' skills, strengthen their relationships, and guide them in developing a positive sense of self through youth-focused sessions, service learning and supportive relationships with adults. <ul style="list-style-type: none"> ● Evidence-based curriculum, customized to meet the needs of the students, include career mentoring and development. ● Students will learn about themselves, build their skills and connect with others, including their community. ● Service Learning Component ● Weekly sessions, in-person or virtual ● Includes incentives and end-of program celebration 	\$1250 per student, 16 sessions (semester-based curriculum) \$1750 per student, 25 sessions, (full-curriculum) Facilitator-led, virtual in in-person options Up to 15 students per TOP Club



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<p><u>Career Captures</u></p> <p>Reach Cyber Charter School Industry Based Learning Experience: Career Mentoring, Job Shadowing</p> <p>Reach Cyber Charter School Career Pathway(s): Arts & Communication; Business, Management & Administration; Human Services; Information Technology; STEM</p>	<p>Professionals engage youth through casual presentations about their lives and career journeys, including how they got to where they are today, career advice, and life lessons, including time for Q&A and networking. Students are exposed to careers in a variety of fields, practice their personal and professional development skills through live professional interaction, and understand the importance of taking an active approach to designing their futures.</p> <ul style="list-style-type: none"> • 1.5 hours x 4 sessions = 6 hours total • Companies include: Accenture; ADP, Human Resources; Allegheny County Bar Association Young Lawyers Division; Comcast; Community College of Allegheny County; DataBank; Dollar Bank, Diversity, Inclusion, Equity; FedEx; Gateway Health (Highmark Wholecare); Hefren-Tillotson; NVidia; PA Chamber of Business and Industry; PITT OHIO; Point Park University; PPG Industries; U.S. Steel Workers; United Way Worldwide; UPS; as well as numerous Individual Entrepreneurs 	<p>\$400 per student</p>
<p><u>B-Unbound Career Mentoring</u></p> <p>Reach Cyber Charter School Industry Based Learning Experience: Career Mentoring, Independent Study</p> <p>Reach Cyber Charter School Career Pathway(s): Any</p>	<p>BGCWPA & B-Unbound connects teens and young adults with advisors who are rooted in their communities within trusted organizations. Starting with interests, participants use B-Unbound to find Supportive Adults Mentors and peers who share their interests and expand their network of opportunities to include specialized professional internships in their chosen career path (see in-person internship as above).</p> <ul style="list-style-type: none"> • Youth will meet virtually with their mentor 2-3 times per month. • If mentor is local, job shadowing opportunities may be available • Coincides with our 10 session Career Development and Mentoring Curriculum taught by our Career Coach • Minimum of 5 students needed for program 	<p>\$1000 per student, per semester support services fee to support location of mentors and facilitate the relationship in safe and productive ways; includes the 10 session curriculum</p>