

This schedule is made pursuant to and incorporated into the Partnership Master Services Agreement bearing an Effective date of July 2023 entered by and between the Minneapolis Regional Chamber Development Foundation (MRCDF) and Hennepin West CTE Consortium. Any capitalized term not otherwise defined within shall have the meaning assigned to it in the Partnership Master Services Agreement.

SCOPE AND DESCRIPTION OF SERVICES

MRCDF shall provide the Services to Hennepin West CTE Consortium as set forth herein. MRCDF will provide Services to the district between July 2023 through June 2024. Any services beyond that will need to be discussed as a separate project or retainer.

Summary of Deliverables:

- A. Elevate Futures-Career Navigation Tool
- B. Regional Advisory Board
- C. Talent Symposium
- D. Educator Externship Program
- E. Articulation Meeting Programming
- F. Meeting support

General Project Assumptions:

- The Consortium will allow interested teachers and students access to the digital platform.
- The Consortium will identify a point of contact in the school district.
- The Consortium will drive student engagement and participation on the platform.

Possible Constraints:

- MRCDF is not positioned to mandate engagement.
- No-fee attendance at the Talent Symposium will be restricted to a certain number of tickets
- Paid educator externships in August are offered to teachers but participation cannot be mandated by MRCDF.

DELIVERABLE A : Elevate Futures Career Navigation Tool

Purpose: Increase the engagement on and utilization of the Elevate Futures platform (www.elevatefutures.com) by students, educators, and local businesses to meet the goals of the Consortium. MRCDF will permit, encourage, and support any/all partnering schools within the Consortium access to the Elevate Futures platform, a multidimensional digital tool with numerous workforce-related features: career exploration, resume building, CTE curriculum, local and national career data, insights, volunteer opportunities and connections with local Minnesota companies.

MRCDF will be responsible for the following:

Services:

- Provide onboarding for educators using both in-person and virtual training options.
- Conduct ongoing training sessions for school personnel as well as ongoing coaching support
- Create school accounts on the platform for designated schools.
- Provide all interested educators with administrative functions that allow them to assign, curate, manage and track student engagement on the platform.
- Provide curriculum and lesson plans for career exploration, financial literacy, and work readiness that utilize tools on the Elevate Futures platform.

- Connect educators through the platform to local businesses interested in skills-based volunteerism, such as guest speaking, mock interviews, field trips, job shadowing and internships.
- Facilitate discussions with education teams, school administration and key student groups to ensure the highest level of engagement and utilization.
- Provide dedicated staff to provide these services, as well as ongoing communication with consortium team members.
- Additional services based on capacity and demand from the partners – may include Virtual Career Fairs, additional educator professional development, business leaders’ panels, etc.

Deliverables:

- Provide regular reports by district regarding platform use in relation to Consortium goals to be determined jointly between MRCDF and Consortium.
- Provide marketing materials for districts and educators to distribute to students.
- Create regular events on the platform to provide value to users and drive platform usage.

DELIVERABLE B: Regional Advisory Board

Purpose: The Regional Advisory Board brings together education and business representatives to connect and align education with industry trends. The MRCDF will facilitate a CTE-focused regional advisory board, providing educators with opportunities to build relationships with local companies to encourage career-connected learning opportunities for students and help private-sector companies build relationships with their future workforce. The board also creates opportunities for districts to share best practices.

MRCDF will be responsible for the following:**Services:**

- Organize and facilitate two, two-hour long meetings during the 2023-2024 school year
- Create agendas with input from consortium
- Recruit and convene businesses to participate
- Support Perkins needs-assessment for CTE (requirement of Perkins V)
- Gather insights and feedback from regional advisory board meetings
- Provide attendance records of participants directly after meetings
- Report out and provide recommendations from the meetings to leadership

Deliverables:

- Gather insights and feedback from regional advisory board meetings
- Provide attendance records of participants directly after meetings
- Directory of private-sector participant contact information to be shared with all participants and consortia members.
- Report out and provide recommendations from the meetings to leadership
- Regular meetings - a minimum of 2 meetings during the 2023-2024 school year

DELIVERABLE C: Talent Symposium

Goal: The MRCDF hosts an annual Talent Symposium event that brings together educators, civic, and business leaders to address our region’s workforce challenges. As part of this partnership, select members of the consortium will be invited to attend. The Consortium is responsible for inviting these guests.

MRCDF will be responsible for the following:

Services:

- MRCDF will invite business and industry representatives, elected officials, and other stakeholders to this event

Deliverables:

- Provide limited tickets for district and consortium stakeholders: parents, students, teachers, admin, etc.
- A list of outcomes and actionable information from the event.
- Directory of employer participant contact information to be shared with consortia leaders.

DELIVERABLE D: Educator Externships

Goal: The MRCDF will engage the private sector and offer a multi-day cohort model program for educators to visit 3-5 businesses in their area of interest or specialization. The MRCDF will plan and execute the Educator Externship to include businesses in target industries and geographies as determined by participating schools and districts.

MRCDF will be responsible for the following:

Services:

- Design and implement an annual multi-day program, including educator recruitment and registration processes, marketing materials, and session facilitation, including kickoff and wrap up sessions.
- Recruit and convene private-sector partners to serve as thought leader speakers and tour hosts.
- Facilitate the creation of lesson plans by the business leaders and educators.

Deliverables:

- MRCDF will facilitate the sharing of lesson plans created by participating educators with the whole group.
- Directory of private-sector participant contact information to be shared with all participants and consortia members.
- Ongoing connection to volunteers and organizations through the Elevate Futures platform administrative functions. for professional development and student career exploration opportunities.

DELIVERABLE E: Articulation Meeting Programming

Goal: The MRCDF will provide industry speakers for articulation meetings attended by members of multiple consortia and their post-secondary partners. Speakers may be in person or virtual, depending on timing, availability of the speakers, and location.

MRCDF will be responsible for the following:

Services:

- Identify industry speakers based on articulation group that can provide insights on current trends, innovations and workforce needs for that industry to speak with educators.
- Conduct outreach to secure speaker
- Provide speaker with meeting logistics and help with any preparation needs they have
- Facilitate conversations and presentations at the meetings

Deliverables:

- Identify, secure and host speakers for thirteen articulation events
- Provide contact information for speakers to attendees as requested.

DELIVERABLE F: Meeting support & supplies

Goal: MRCDF will provide support & supplies for consortium meetings including but not limited to food & drink

MRCDF will be responsible for the following:**Service & Deliverables**

- Provide support and supplies in the form of food & drink at consortium meetings & events

Promotion

At times, MRCDF will post compelling partnership updates to social media platforms. Unless otherwise indicated, Partner agrees to be featured in social media posts and tags. Unless otherwise indicated, Partner is not requesting previews or editing control of posts.

Start and End Dates

MRCDF shall start performance of the Services under this Schedule from July 2023 and complete performance no later than June 2024.

Scheduled Termination

Subject to terms and conditions of the Agreement, this Schedule shall terminate upon MRCDF's successful completion of the Services and formal acceptance of Deliverables, if any, by Partner.

This Schedule has been duly executed by the parties hereto as of the dates set forth below.



2023-2024 STATEMENT OF WORK

“Minneapolis Regional Chamber Development
Foundation”
MRCDF, a 501(c)3 federally tax-exempt entity

Signature:

Jonathan Weinhagen
President and CEO, Minneapolis Regional Chamber

Date: 10/19/23

“Partner”
Hennepin West CTE Consortium

Signature:

(Aug 15, 2023 07:24 CDT)

Jean Rakun
Hennepin West CTE Consortium
Secondary Director, Intermediate District 287

Date: Aug 15, 2023

“Partner”
Hennepin West CTE Consortium

Signature:

Mae Hawkins
Hennepin West CTE Consortium
Intermediate District 287

Date: Aug 15, 2023