



2024-2025 STATEMENT OF WORK

This schedule is made pursuant to and incorporated into the Partnership Master Services Agreement bearing an Effective date of July 2024 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 2024 through June 2025. Any services beyond that will need to be discussed as a separate project or retainer.

Summary of Deliverables:

- A. Educator Externship
- B. Articulated College Credit Meetings
- C. Regional Advisory Board
- D. Talent Symposium
- E. Consortium Meeting Support

General Project Assumptions:

- The Consortium will identify a point of contact in the school district.

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 educators but participation cannot be mandated by MRCDF.

DELIVERABLE A: Educator Externship

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.

DELIVERABLE B: Articulated College Credit Meetings

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 the speaker with meeting logistics.

Deliverables:

- Identify and secure as many host speakers as possible for thirteen articulation events, with the understanding that there may be some meetings in which no industry speaker is available.
- Provide contact information for speakers to attendees as requested.

DELIVERABLE C: 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 from our network of member and non-member businesses 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 2024-2025 school year
- Create agendas with input from consortium
- Recruit and convene employers from MRCDF's network of businesses and industry to participate
- Support Perkins Comprehensive Local Needs Assessment (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 2024-2025 school year.



2024-2025 STATEMENT OF WORK

DELIVERABLE D: Talent Symposium

Goal: The MRCDF hosts an annual workforce-focused 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 their unique network of 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 E: Consortium Meeting Support

Goal: MRCDF will provide support & supplies for consortium meetings.

MRCDF will be responsible for the following:

Service & Deliverables

- Provide support and supplies 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 2024 and complete performance no later than June 2025.

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.

Payments are to be made from federal funds obtained by Partner through Title I of the Strengthening Career and Technical Education for the 21st Century Act of 2018 (a.k.a. Perkins V) (Public law and amendments thereto). If at any time such funds become unavailable, this contract shall be terminated immediately upon written notice of such fact by Partner to the MRCDF. In the event of such termination, MRCDF shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.



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

“Minneapolis Regional Chamber Development Foundation”

MRCDF, a 501(c)3 federally tax-exempt entity

Mike Logan
Interim President & CEO,
Minneapolis Regional Chamber Development Foundation

Signature:

Date: 11/07/24

“Partner”

Hennepin West CTE Consortium

Lindsey Gunnerson Gutsch
Hennepin West CTE Consortium
Directors of K-12 Partnerships and Perkins Grant
North Hennepin Community College

Signature:

Date: _____

“Partner”

Hennepin West CTE Consortium

Jason Jones
Hennepin West CTE Consortium
Perkins & Pathways Coordinator
Hennepin Technical College

Signature:

Date: _____

“Partner”

Hennepin West CTE Consortium

Marcy Doud
Hennepin West CTE Consortium
Superintendent, Intermediate District 287

Signature:

Date: _____

“Partner”

Hennepin West CTE Consortium

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

Signature:



2024-2025 STATEMENT OF WORK

Date: _____

Signature: Marcy Doud
Marcy Doud (Oct 24, 2024 15:33 CDT)

Email: madoud@district287.org

Signature: Jean Rakun
Jean Rakun (Oct 17, 2024 11:04 CDT)

Email: jrakun@district287.org

Signature: Lindsey Ginneron Gutsch
Lindsey Ginneron Gutsch (Oct 22, 2024 08:11 CDT)

Email: lindsey.gutsch@nhcc.edu

Signature: Jason Jones
Jason Jones (Oct 18, 2024 12:27 CDT)

Email: jason.jones@hennepintech.edu