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| **Memorandum of Understanding between****Lumity and CFA**  |
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1. **Purpose:** The purpose of this Memorandum of Understanding is to outline an agreement between Lumity and CFA (Connected Futures Academy).
2. **Terms:** Lumity and CFA have established a partnership to expose and inspire CFA students to STEM careers and to prepare them for a sustainable life. Lumity will assist in training and developing CFA staff to meet the unique social and emotional needs of its students and to expose and develop CFA students for opportunities in STEM related careers.
3. **Lumity Responsibilities:** As outlined in this section.

Lumity will be responsible for the following:

1. **Staff**

One full-time Lumity employee will divide his/ her time between two CFA sites to deliver the program deliverables and support a culture .

1. **STEM Career Readiness**

Lumity will deliver its STEM Career Readiness program, which includes experiential learning, computer digital literacy, and interpersonal skills training to augment CFA’s classroom curriculum and provide soft-skills training.

STEM career readiness components include:

* STEM Talks- Lumity will deliver X Talks each year ensuring each CFA students gets to hear two speakers a year.
* Career Site Visits- Lumity will implement X site visits a year…
* Real World Projects – Lumity will coordinate the implementation of X projects into the classroom…
* Career Readiness Training — X lesson plans will be delivered; class schedule, etc.
* Introduce students to MyColLife ([What is MyColLife](https://www.linkedin.com/pulse/free-social-relationship-management-service-students-sam-kann?trk=prof-post)) to research postsecondary career opportunities.
1. **Career Readiness**

Lumity will provide students with Career Readiness concepts and tools/Operating Agreements and assist in integrating these concepts into the overall philosophy of the school and hiring practices for employees of the school.

Lumity will introduce and reinforce content for the purpose of interpersonal skill development, such as:

* Growth vs. Fixed Mindset: exercising your free will makes your brain stronger
* Confidentiality
* Naming Emotions: the power of being aware of our feelings and interactions with others (Fear, Hurt, Anger, Sad and Joy)
* CARE Profile: self-survey for better understanding of yourself and how you relate to others
* Teamwork: how CARE profiles impact teamwork
* The People We Meet: importance of first impressions, eye contact, handshakes, introductions and connecting
* The Drama Triangle: how to recognize when you’re stuck in one and how to get out
* Self-fulfilling Prophecy: how stinking thinking can ruin your day
* Learning from Mistakes: the path most people take on their way to success
* Social Contagion: how others can rub off on you
* Your Personal Brand: what your words and actions tell others
* Giving and Receiving Feedback: how to give and get the greatest gift
* Stress Management: maintaining your equilibrium
1. Lumity will partner with CFA to orient and prepare CFA employees and partners to implement, monitor and evaluate the Career Readiness, STEM Talks, Career Site Visits and Real World Projects.
2. Lumity will assist CFA with professional development by providing teachers with training on how to utilize self-paced, self-learned curriculum resources as a facilitated, blended learning experience for computer-based courses.
3. **CFA Responsibilities:** As outlined in this section.

CFA will be responsible for the following:

1. CFA staff will work with Lumity to integrate the Career Readiness concepts into the overall philosophy of the school and hiring practices used to recruit, hire and orient CFA employees.
2. CFA Instructors will use the Operating Agreements and the career readiness tools, to prepare students to become more conscious and aware of their thoughts and emotions and receive coaching and feedback in the moment to reward responsible choices and to address challenges.
3. CFA Instructors will hold open discussions so the entire classroom can learn and grow by others’ experiences.
4. CFA staff will collaborate with Lumity, to ensure that Instructors are trained on the skills needed to foster a Growth Mindset among the student body.
5. CFA will encourage and empower Instructors to take ownership of their growth and development, setting individual personal goals and share them with peers and school leaders. Progress towards these goals will be assessed throughout the year – facilitated and tracked by peer coaching
6. CFA staff will work with Lumity to plan, guide, and conduct regular professional development for all employees.
7. **Expenses:** CFA will reimburse Lumity for travel expenses within 30 days of receipt of expense documentation.

Agreed,

**Lumity CFA**

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| Kara KennedyExecutive Director |  | Ronald GilesManaging Director |
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| Date |  | Date |