

## School to Work Memorandum of Understanding

### Parties Involved

This Memorandum of Understanding is entered into by and between **Earlywood Educational Services** and **(Central Nine Career Center)**, herein referred to as “District.”

### Purpose

The purpose is to clearly define how the parties will work together on the implementation of the Explore, Engage, & Experience Grant (3E). This agreement identifies expectations and responsibilities to achieve a mutual understanding of the partnership to achieve the grant's objectives.

### Scope & Values

Earlywood and Aspire Johnson County have joined efforts to create a powerful partnership to build the local K-12 talent pipeline for employers and to boost work-based learning pathways with an emphasis on diversity and inclusion. Funding from the Indiana Department of Education through the Explore, Engage, Experience (3E) Grant, will be utilized to employ a pair of full-time positions and enhancements to a program geared toward improving inclusive vocational opportunities for area students. The School to Work Specialist will conduct outreach and engagement with the local business community and connect local employers with local students for experiential learning and employment. The Community Employment Coordinator will provide coordination to merge efforts between regional businesses and school districts with a focus on school curriculum, employability skills, and work-based pathways for students with disabilities. The grant also will fund a new Enabled Workforce Initiative, which will train local employers on how to support students with disabilities in meaningful experiential learning opportunities and to become valued employees.

### Earlywood agrees to:

- Facilitate the IDOE 3E Grant including project management, convening partners, leading meetings, and ensuring grant objectives are satisfied.
- Employ and support the Community Employment Coordinator.
- Act as the fiscal agent of the IDOE 3E grant, assuming all such liabilities.
- Pay program invoices within the most current claims cycle.

- Gather and report all required data back to the IDOE as prescribed in the 3E grant process.

**District** is a community partner on the 3E grant and will support the grant by agreeing to:

- Provide a local contact at each secondary level school who can facilitate vocational matches (Counselor, Assistant Principal, Department Chairperson, etc.).
- Provide a local district special education contact.
- Support the engagement of your selected district contacts in meetings and activities related to the grant outcomes.
- Provide data regarding student graduation pathway selection, graduation data and any other information required to be reported to the IDOE on behalf of the grant assurances.
- Support both Earlywood Educational Services and its associated grant employees to train and support local staff regarding the best practices of transition to work for all types of students.
- Provide access to pathways within your district should a student from another district have a fit.
- Be open to allowing students from your district to benefit from pathways of a neighboring district should it be a better fit.

**Both parties agree to:**

- Collaborate toward the achievement of the common grant objectives.
- Collaborate on behalf of both students and industry of Johnson County and the other schools that are a part of the Earlywood Cooperative Agreement outside of Johnson County.
- Ongoing collaboration and communication focused on the efforts of moving partner schools and businesses toward more meaningful and inclusive vocational partnerships.
- Positively promote school to work initiatives and grant partners through publications and social media.
- Create a shared electronic manual that businesses and school personnel can use to connect students with future employers. This will include contact information, sample MOU forms, and inclusive practices meant to best match potential employees with employers.
- Empower school leaders to increase their knowledge about industries in Johnson County & surrounding areas.
- Ensure Earlywood employees and contractors are Earlywood's responsibility while District's employees and contractors are District's responsibility; no stated, implied or assumed employment or management relationship with the other's

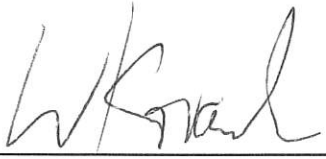
employee/contractor, or financial responsibility to the others', outside of this agreement.

- Abide by the standards set forth by the Indiana Department of Education regarding the dispersal and use of the related grant funds as described in the grant assurances.
- Work together during the grant cycle to collectively identify opportunities and funding that may further this initiative beyond this first cycle of dollars granted by the IDOE.
- Discuss and identify how we partner with one another beyond the 3-E Grant cycle should we agree that this initiative has been successful for both parties.
- Both parties, at their expense, shall maintain appropriate comprehensive general liability insurance for both students and staff as well as Workmen's Compensation insurance as required by Indiana law, covering their own employees providing services hereunder and shall furnish the other party with evidence of such coverage upon reasonable request. The parties will indemnify, defend, and hold one another harmless from and against any and all judgments, orders, decrees, claims, awards, losses, damages, costs, and expenses arising out of or related to this Agreement.

### Agreement Initiation & Termination

The agreement is in effect for the period of the 3E grant from July 1, 2022- September 30, 2023. It is acknowledged that parties are entering into this partnership to establish a long-term working relationship and the possibility of developing a replicable regional model. Parties are agreeable to revising the terms of this agreement as the partnership evolves.

Unless otherwise amended, this MOU will dissolve on September 30, 2023.



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10/21/22  
Date

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