

**Memorandum of Understanding and Agreement Between
Goodwill of the Heartland and
Linn Mar Community Schools**

Goodwill of the Heartland agrees to provide work experience services for Linn Mar Community Schools between January 2020 and June 2020. Goodwill will provide unpaid work experience opportunities for students. The goal is to offer the following activities:

- Provide meaningful work activities in the community as part of the student's school day.
- Students will participate in a work experience, approximately 40 hours in length over a quarter (4-5 hours per week), at a community employer based on the interests of the student.
- Students will gain real work experience to help transition them to the adult world after graduation.
- Goodwill staff will be responsible for coordinating and monitoring and providing support at each work experience site.
- Students will have the opportunity to demonstrate the desire to work in the community, willingness to try new things, ability to work without 1:1 constant supervision, willingness to ask for help, and demonstrate socially responsible behavior in a work setting.

Goodwill will bill Linn Mar Community Schools in the amount of \$2260.00 per student for each work experience opportunity developed and completed. An invoice will be sent at the completion of each student work experience that includes the date of the work experience, name of student and amount to be billed.

RESPONSIBILITIES OF LINN MAR COMMUNITY SCHOOLS:

- To refer approximately 6 students during Quarter 3 and 6 students during Quarter 4 of the 2019-2020 school year.
- To provide relevant IEP and background referral information on the student prior to the start of each quarter.
- To maintain follow up with Goodwill staff on the services provided to students.
- Provide transportation to students to work experience sites as it works with the driver hired by the district between the hours of 8:30 AM-11:15 AM.
- To respond to recommendations made by the service.
- To provide feedback on student outcome/results to Goodwill personnel to facilitate outcome measurement and follow up efforts.
- To promptly process claims for payment no later than 30 days after the invoice has been submitted to the district.

RESPONSIBILITIES OF GOODWILL PERSONNEL:

- Placement of the student in the work experience program in the shortest possible period of time that matches the students career interests.
- Provision of information regarding the work experience program procedures, policies, and capacity to work effectively with the student.
- Provide transportation for students outside of the work experience driver hours employed by the district.
- Provision of appropriate, high quality services that allow the student to reach his/her highest level of independence.
- Provision of clear, comprehensive, accurate and timely reports on service results.
- Provide monthly data necessary for evaluation requirements.
- Provide monthly invoices for services rendered.

Insurance and Indemnification

Goodwill agrees to obtain and maintain professional liability insurance for its employees rendering services under this Agreement in an amount usual and customary and to provide evidence to the District of the coverage. Goodwill shall immediately notify the District of any adverse actions filed against the employees or of any loss or modification of insurance.

Goodwill agrees to indemnify and hold harmless the District, its officers, employees and agents, from any claims or causes of action against the District, including reasonable attorney’s fees, for any actions or inactions of its employees. This indemnification obligation shall survive termination of this Agreement.

The District agrees to indemnify and hold harmless Goodwill, its officers, employees and agents, from any claims or causes of action against the District, including reasonable attorney’s fees, for any actions or inactions of its employees. This indemnification obligation shall survive termination of this Agreement.

Term and Termination

The term of this Agreement shall be January 1, 2020 through June 30, 2020 or the last day of school. Either party may terminate this Agreement by written notice to the other party of termination for any reason and this Agreement shall be deemed terminated 30 days after giving of such notice.

By _____
Typed Name: Carmen Heck, Vice President of Mission Services
Goodwill of the Heartland
Date: _____

By _____
Typed Name: Sondra Nelson, School Board President, Linn-Mar Community Schools
Date: _____