

MEMORANDUM OF UNDERSTANDING
BETWEEN
Linn-Mar Community School District and

Workplace Learning Connection (WLC) agrees to:

- **PROVIDE** high quality, age-appropriate, relevant, work-based learning Career Exploration activities for the District's students
- **PROVIDE** middle/junior high and senior high school student services based on school population for establishing equity of support among the districts; elementary school programs will be charged at a per service rate
- **PROVIDE** a report of services rendered annually to the administration
- **COLLABORATE** with the District/School as it develops a District Career and Academic Plan
- **COLLABORATE** with Grant Wood AEA and/or Kirkwood Community College to provide high quality work-based learning/career development credit-bearing Professional Development activities for educators
- **ASSIST** the District in fulfilling its non-delegable duty to provide an educational environment free of unlawful discrimination

Chair, Kirkwood Board of Trustees signature

date

I, representing the District in regard to Career Development Planning, agree to:

- **IDENTIFY** WLC as the designated, single point of contact for work-based learning for student and teacher exploration and experience of career and workforce issues
- **ALLOW** access to the school community via website and school publications for WLC/District activities
- **PROVIDE** awareness of the elective, academic internship and/or practicum through the school's Program of Studies and award appropriate school credit for participation
- **ASSIST** WLC in its role to help ensure an educational environment free of discrimination, including in the provision of necessary information to facilitate that role or communication with third-party providers

At the Building level, with the Principal and Administrative Team:

- **ENSURE** access to and equity of student and staff participation in Career Exploration experiences
- **PROVIDE** an appropriate contact(s) for WLC within the district or school building(s); preferably in Guidance
- **PROMOTE** flexibility in school scheduling to accommodate Career Development activities

At the school contact level, in partnership with WLC School Liaison:

- **PROVIDE** student preparation & follow-up for Career Development activities
- **ADHERE** to the activity request and scheduling dates/deadlines and to participation compliance policies

Entire District, in partnership with WLC:

- **USE, DISSEMINATE OR DISTRIBUTE** WLC materials with acknowledgement to all users that they are Kirkwood's creation and credit is due to Kirkwood therefore. Furthermore, you agree not to modify or remove any information from the materials, including information regarding ownership of the materials. Kirkwood hereby reserves the right to revoke the uses allowed hereunder at its sole discretion.
 - **Ensure Students** participating in WLC programs are covered under district liability insurance per district policy regarding covered students
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To sustain the intermediary functions of Workplace Learning Connection, in partnership with employers and the community, each school district is asked to provide funding through the following formula. An annual increase each subsequent year will be based on the allowable growth increase approved by the Iowa Legislature.

Budget line item for *Career Development Activities* based on the
2024-2025 Enrollment reported to Iowa Department of Education:

Grades 6-8	@ \$4.72 / student	X	1764 students	=	\$8,326.08
Grades 9-12	@ \$6.82 / student	X	2229 students	=	\$15,201.78
Total for 2025-26					\$23,527.86

Our endorsement will enable Workplace Learning Connection to fulfill the goals of regional communication and coordination of work-based learning experiences and support school districts, employers, and communities in local collaborative efforts.

President, Board of Education signature

date

Signed copies of this document will be provided to each building principal in the District by Workplace Learning Connection. Workplace Learning Connection programs provide equal opportunity to all persons regardless of sex, race, age, creed, color, national origin, religion, sexual orientation, marital status or disability.