

**MEMORANDUM OF UNDERSTANDING (MOU)**  
**Between Township of Union Public Schools and Kean University**  
**Work-Based Learning Partnership**  
**2025–2026 School Year**

This Memorandum of Understanding (MOU) is entered into by and between **Township of Union Public Schools**, located at 855 Lehigh Avenue, Suite 200, Union, NJ 07083, and **Kean University**, located at 1000 Morris Avenue, Union, NJ 07083, hereinafter collectively referred to as “the Parties.”

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## **1. Purpose**

The purpose of this MOU is to establish a collaborative partnership between Township of Union Public Schools and Kean University to provide students, ages 16–21, with meaningful Work-Based Learning (WBL) experiences during the 2025–2026 school year. These opportunities aim to support student growth in career readiness, and employability skills.

## **2. Student Participation**

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Two student groups will participate in the program:

**High school students (ages 16–18):** Students will engage in tasks appropriate for their age and skill level during school hours.

**Transition program students (ages 18–21):** Students will participate in workplace activities such as clerical support, campus maintenance, or assistance with university events, during school hours.

**Only minor students who have submitted a parental permission form may be eligible to participate in the program.**

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## **3. Kean University Responsibilities**

Kean University agrees to:

Provide a structured and supervised work environment for participating students.

Assign designated staff to serve as workplace mentors, providing guidance and monitoring student progress.

Collaborate with school staff to ensure tasks align with students’ Individualized Education Program (IEP) goals, when applicable.

Maintain a safe and appropriate workplace in accordance with applicable labor and safety laws.

Notify the school promptly of any concerns or incidents involving students.

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#### 4. District Responsibilities

Township of Union Public Schools agrees to:

Provide appropriate support staff, such as job coaches or paraprofessionals, to accompany students as needed.

Ensure that students receive training and preparation both prior to and during their worksite experience.

Maintain open communication with Kean University staff to support student progress and collaboratively address any issues.

Ensure student participation complies with all NJDOE Work-Based Learning guidelines and Special Education regulations.

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#### 5. Confidentiality

The Parties agree to maintain the confidentiality of all student records and information in accordance with the Family Educational Rights and Privacy Act (FERPA) and all applicable state and federal laws.

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#### 6. Term and Termination

This MOU shall be effective from **September 1, 2025, through June 30, 2026**.

Either party may terminate this MOU by providing written notice at least **30 days** in advance.

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#### 7. Non-Discrimination

The Parties agree to comply with all applicable federal and state non-discrimination laws and policies in the implementation of this agreement.

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#### 8. Liability

Each party shall be responsible for its own acts and omissions and any liabilities arising therefrom, in accordance with applicable laws.

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**IN WITNESS WHEREOF, the Parties have executed this MOU as of the dates written below.**

**Township of Union Public Schools**

By:

Name:

Title:

Date:

**Kean University**

By:

Name:

Title:

Date: