

MEMORANDUM OF UNDERSTANDING (MOU)
Between Township of Union Public Schools and YMCA
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 the **YMCA**, located at **201 Tucker Avenue, Union, NJ 07083**, hereinafter collectively referred to as “the Parties.”

1. Purpose

The purpose of this MOU is to establish a collaborative partnership between Township of Union Public Schools and the YMCA 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 development in career readiness, and employability skills.

2. Student Participation

Two student groups will participate in the program:

High school students (ages 16–18): Students will assist with tasks appropriate for their age and skill level during school hours, such as greeting, light cleaning, or restocking items.

Transition program students (ages 18–21): Students may support areas such as front desk assistance, facility upkeep, restocking, or other non-customer-facing responsibilities during school hours.

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

3. YMCA Responsibilities

The YMCA 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 that 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.

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 YMCA 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.

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.

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.

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.

8. Liability

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

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

Township of Union Public Schools

By: _____

Name: _____

Title: _____

Date: _____

YMCA

By: _____

Name: _____

Title: _____

Date: _____