

DEPARTMENT OF SPECIAL SERVICES
Township of Union Public Schools
M-E-M-O-R-A-N-D-U-M

TO: Gerald Benaquista

C: Marissa McKenzie, Dr. Jose Rodrigues, Yolanda Koon, Kim Conti, Bernadette Watson,
Diane Cappiello

FROM: Stefannie Buthorn 

RE: Board Agenda

DATE: 7/27/2026

Approve Community Based Instruction Site (CBI) (*Community-Based Instruction (CBI) is an educational approach that teaches functional skills to students with disabilities in real-life community settings rather than just the classroom. It focuses on providing hands-on learning experiences in natural environments like grocery stores, public transportation, and other community venues, helping students develop practical skills for greater independence*) and Work Based Learning (WBL) (*formerly Structured Learning Experiences*) (*Work Based Learning sites are off-campus locations where students gain hands-on experience in real-world work environments, typically in partnership with community businesses*)/School Enterprises (*student-run or school-managed businesses located on campus that provide similar work-based skill development within a school setting*) for the 2026-2027 school year as follows:

- A. *School Enterprise/CBI* - UHS Copy Th@t - Copy Room at UHS
- B. *School Enterprise/CBI* - UHS Farmers Café
- C. *School Enterprise/CBI* - UHS Farmer's Crafty Corner and Print Shop
- D. *School Enterprise/CBI* - Farmer's Laundry Service
- E. *School Enterprise/CBI* - Jack's Diner (Proposed)
- F. *WBL/CBI* - Main Office - UHS
- G. *WBL/CBI* - UHS Guidance Counselor Offices
- H. *WBL/CBI* - UHS Attendance Office
- I. *WBL/CBI* - UHS Cosmetology
- J. *WBL/CBI* - UHS Library
- K. *WBL/CBI* - UHS Athletics
- L. *WBL/CBI* - Pomptonian Food Services UHS, BMS, KMS
- M. *WBL/CBI* - All Kindergarten Classes at all Elementary Schools
- N. *WBL/CBI* - Sorriso Kitchen-252 Main Street, Chatham, NJ 07928
- O. *WBL/CBI* - Applebees – 1721 Morris Ave., Union NJ 07083
- P. *WBL/CBI* - Walgreens – 2148 Morris Ave., Union NJ 07083
- Q. *WBL/CBI* - Kean University Food Services (previously approved on June 2026 agenda for ESY)
- R. *WBL/CBI* - YMCA (CBI previously approved on May 2026 agenda)
- S. *CBI* - Coffee Corner – BMS
- T. *CBI* - Main Office – BMS
- U. *CBI* - School Store – BMS
- V. *CBI* - Cafeteria – BMS
- W. *CBI* - Copy Room – BMS
- X. *CBI* - Stop & Shop Supermarket
- Y. *CBI* - Shop Rite

SCHOOL DISTRICT PROPOSAL

Transition (18–21) Work-Based Learning Program

Jack's Diner Enterprise Proposal

"Preparing Students for Employment Through Authentic Work-Based Learning"

Union High School

Transition (18–21) Work-Based Learning Program

Jack's Diner Enterprise Proposal

Prepared by: Ms. Janine Pascucci

Transition Work-Based Learning Teacher

Date : 7/20/2026

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Executive Summary

Jack's Diner is a student-operated enterprise within the Transition (18–21) Work-Based Learning Program that provides authentic employment experiences while serving affordable lunches to school staff one to two times each month. The diner will also collaborate with the Autism programs.

The enterprise combines classroom instruction with hands-on vocational training in food service, customer service, teamwork, communication, independent living, and workplace readiness.

Jack's Diner aligns with the district's mission of preparing students for successful postsecondary education, employment, and independent adult living.

Program Overview

Program Name: WBL

School-Based Enterprise

Target Population: Students ages 18–21 enrolled in the Transition Program, Autism Class I and Autism Class II

Customers: District Staff

Dining Options

- Eat-In (Room A100)
- Take-Out

Frequency

One to two lunches per month

PURPOSE:

The purpose of the School Diner Enterprise is to provide students enrolled in the Transition (18–21) Work-Based Learning Program with authentic, hands-on vocational experiences that promote career readiness, independence, and successful post-secondary outcomes. Through the operation of a staff luncheon service, students will apply classroom instruction in a realistic workplace setting while developing the technical, social, and employability skills necessary for competitive or supported employment.

Participation in Jack's Diner will provide students with opportunities to strengthen workplace competencies, including communication, teamwork, organization, time management, problem-solving, customer service, and critical thinking. Students will actively participate in all aspects of operating the enterprise, including menu planning, inventory and supply purchasing, reviewing customer orders, food preparation, safe food handling, order assembly, customer service, meal delivery, dining room setup, and end-of-service cleaning and sanitation. Students will also develop functional academic skills by reading order forms, following recipes, measuring ingredients, calculating totals, and completing other workplace-related tasks.

Jack's Diner will initially operate one to two times per month, with the long-term goal of expanding to weekly service as student skills, staffing, and program capacity increase. Prior to each luncheon, school staff will place meal orders using a Google Form featuring a pre-selected menu. Students will review the submitted orders, organize materials, prepare meals according to customer requests, and coordinate the workflow required to ensure efficient and timely service.

To further enhance the authenticity of the experience, the classroom will be transformed into a simulated restaurant environment during each luncheon. Students will assume designated job roles and responsibilities, providing dine-in service for staff in Room A100 as well as preparing take-out orders. At the conclusion of each service, students will complete all closing responsibilities, including cleaning and sanitizing workstations, organizing materials, and restoring the classroom to its instructional setting.

This enterprise is designed to replicate the expectations of a community-based food service workplace while providing structured instruction, individualized supports, and ongoing assessment aligned with each student's Individualized Education Program (IEP), transition goals, and career readiness objectives.

Alignment with District Mission

The School Diner supports district goals by:

- Providing authentic career experiences
 - Increasing student independence
 - Strengthening communication skills
 - Promoting inclusion
 - Teaching lifelong employability skills
 - Building partnerships within the school community
-

Career Readiness Goals

Students will develop:

- Communication
 - Teamwork
 - Time management
 - Customer service
 - Food preparation
 - Food safety
 - Workplace behavior
 - Professionalism
 - Organization
 - Problem solving
 - Self-advocacy
-

Student Outcomes

Students will demonstrate measurable growth in:

- Independent work skills
- Workplace behavior
- Task completion
- Customer interactions
- Following safety procedures

- Food preparation
- Functional academics

Progress will be documented through weekly vocational data collection.

Need and Rationale

Research consistently demonstrates that authentic work experiences are among the strongest predictors of successful post-school employment for students with disabilities.

The School Diner provides students opportunities that traditional classroom instruction cannot replicate by allowing students to:

- Prepare meals
- Meet customer expectations
- Work under timelines
- Practice teamwork
- Experience authentic responsibilities

Educational Framework

Instruction will include: Direct Instruction, Teacher Modeling, Guided Practice, Independent Practice, Performance Feedback, Reflection, Data Collection

Supports include:

- Task analyses
- Visual supports
- Prompting hierarchy
- Positive reinforcement
- Job coaching
- Self-monitoring

Curriculum Alignment

Aligned to:

- New Jersey Student Learning Standards
- Career Readiness, Life Literacies, and Key Skills Standards
- IDEA Transition Services
- Employability Skills Framework

NJ standards and goals:

9.1 PERSONAL FINANCIAL LITERACY

- **9.1.12.A.3** Analyze the relationship between various careers and personal learning goals.
- **9.1.12.A.4** Identify a career goal and develop a plan and timetable for achieving it, including educational/training requirements, costs, and possible debt

9.2 CAREER AWARENESS, EXPLORATION, AND PREPARATION

- **9.2.12.C.3** Identify transferable career skills and design alternate career plans.

9.3 – Career & Technical Education (CTE) Content Area: 21st Century Life and Careers:

- **9.3.12.AG-ENV.1** Use analytical procedures and instruments to manage environmental service systems.
- **9.3.12.AG-ENV.5** Use tools, equipment, machinery, and technology common to tasks in environmental service systems.

Career Ready Practices

CRP1. Act as a responsible and contributing citizen and employee Career-ready individuals understand the obligations and responsibilities of being a member of a community, and they demonstrate this understanding every day through their interactions with others. They are conscientious of the impacts of their decisions on others and the environment around them. They think about the near-term and long-term consequences of their actions and seek to act in ways that contribute to improving their teams, families, community, and workplace. They are reliable and consistent in going beyond the minimum expectation and in participating in activities that serve the greater good.

CRP2. Apply appropriate academic and technical skills. Career-ready individuals readily access and use the knowledge and skills acquired through experience and education to be more productive. They make connections between abstract concepts and real-world applications, and they make correct insights about when it is appropriate to apply the use of an academic skill in a workplace situation

CRP4. Communicate clearly and effectively and with reason. Career-ready individuals communicate thoughts, ideas, and action plans with clarity, whether using written, verbal, and/or visual methods. They communicate in the workplace with clarity and purpose to maximize the use of their own and others' time. They are excellent writers; they master conventions, word choice, and organization, and use effective tone and presentation skills to articulate ideas. They are skilled at interacting with others; they are active listeners and speak clearly and with purpose. Career-ready individuals think

about the audience for their communication and prepare accordingly to ensure the desired outcome.

CRP12. Work productively in teams while using cultural global competence.

Career-ready individuals positively contribute to every team, whether formal or informal. They apply an awareness of cultural differences to avoid barriers to productive and positive interaction. They find ways to increase the engagement and contribution of all team members. They plan and facilitate effective team meetings.

Academic Integration: Reading, Math, Writing, Communication, Independent Living, and Financial Literacy

Program Operations

Location: A100

Instructional Kitchen

Room A100 Dining Area

Take-Out Pick-Up Station

Hours of Operation

Preparation

8:00–10:30 AM

Serving

10:45 AM–1:30 PM

Cleanup

1:30–2:00 PM

Frequency

1–2 lunches monthly (may increase)

Student Job Assignments

Kitchen Prep

Food Preparation

Dishwashing

Inventory

Cashier

Food Runner

Host/Hostess

Customer Service

Dining Room Attendant

Cleaning Crew

Marketing

Menu Design

Order Processing

Each student rotates through multiple positions.

Staff Responsibilities

Transition Teacher

- Lesson planning
- Food preparation instruction
- Customer communication
- Menu planning
- Purchasing
- Student assessment

Paraprofessionals

- Student coaching
- Safety supervision
- Prompting

- Data collection
- Behavior support

Administration

- Program oversight
 - Facility approval
 - Financial oversight
-

Menu

Sample Menu:

Sandwiches

Wraps

Salads

Soup

Pasta Specials

Breakfast-for-Lunch

Seasonal Specials

Desserts

Beverages (if approved)

Menus rotate monthly.

Budget: Estimated

Item	Annual Cost
Food Supplies	\$2,000
Disposable Containers	\$600
Gloves	\$250

Cleaning Supplies	\$300
Aprons	\$200
Hair Nets	\$75
Miscellaneous	\$300

Estimated Annual Budget: \$3725

Startup Costs: Estimated

Item	Cost
Commercial Food Thermometers	\$75
Food Storage Containers	\$250
Serving Trays	\$200
Aprons	\$200
Disposable Gloves	\$100
Initial Food Inventory	\$600
Menu Boards	\$150

Estimated Startup Cost: \$1,575

Revenue and Sustainability

Revenue Sources

- Staff lunch sales
- District-supported vocational funds
- Grants
- Donations
- Community partnerships
- School fundraising

Revenue will be used to:

- Purchase ingredients
 - Replace supplies
 - Expand instructional opportunities
 - Sustain the enterprise
-

Food Safety Procedures

Students and staff will follow all district food safety procedures, including:

- Proper handwashing before food preparation
- Gloves worn during food handling
- Hair restraints worn during preparation
- Daily sanitation of all work surfaces
- Cleaning and sanitizing equipment before and after use
- Proper food storage and labeling
- Temperature monitoring for hot and cold foods
- Safe handling of raw and cooked foods to prevent cross-contamination
- Immediate disposal of expired or unsafe food items
- Staff supervision during all food preparation and service
- Emergency procedures for spills, burns, cuts, and allergic reactions

Students will receive direct instruction and ongoing practice in food safety and hygiene before participating in food preparation.

Risk Management Plan

Potential Risk	Mitigation Strategy
Food Safety	Staff supervision, food safety instruction, sanitation procedures
Kitchen Injuries	Safety training, appropriate tools, close supervision
Burns	Limited access to heated equipment unless trained and supervised
Food Allergies	Ingredient labeling, allergy awareness, advance communication
Behavioral Concerns	Individualized supports, clear expectations, supervision
Cash Handling	Staff oversight of all financial transactions
Emergency Situations	District emergency procedures followed at all times

Assessment Plan

Student progress will be measured through:

- Workplace readiness checklists
 - Daily data sheets
 - Teacher observations
 - Customer feedback
 - IEP progress monitoring
 - Skill mastery records
-

Community Impact

The School Diner will:

- Increase school inclusion
- Build relationships between students and staff
- Showcase student abilities
- Promote awareness of the Transition Program
- Foster community engagement
- Provide authentic employment experiences

Implementation Timeline

Timeline	Activity
Month 1	Administrative approval, identify kitchen space, purchase equipment and supplies
Month 2	Develop menus, create order forms, establish safety procedures, train students in food handling and customer service
Month 3	Conduct practice meal preparation and mock service for staff volunteers
Month 4	Launch first School Diner lunch service
Ongoing	Operate one to two lunches per month, collect student performance data, review customer feedback, and refine operations

Evaluation Plan

The enterprise will be evaluated using:

- Student vocational skill growth
- IEP goal progress
- Customer satisfaction surveys
- Staff observations
- Financial sustainability
- Participation rates
- Monthly program review meetings
- Annual program evaluation and recommendations for improvement

MEMORANDUM OF UNDERSTANDING (MOU)
Between Township of Union Board of Education and
Pomptonian Food Service
Work-Based Learning Partnership
2026–2027 School Year

This Memorandum of Understanding (MOU) is entered into by and between **Township of Union Board of Education**, located at 855 Lehigh Avenue, Suite 200, Union, NJ 07083, and **Pomptonian Food Service**, located at 3 Edison Place, Fairfield, NJ 07004 hereinafter collectively referred to as “the Parties.”

1. Purpose

The purpose of this MOU is to establish a collaborative partnership between **Township of Union Board of Education** and **POMPTONIAN FOOD SERVICE** to provide students, ages 16–21, with meaningful Work-Based Learning (WBL) experiences during the 2026–2027 school year. These opportunities aim to support student growth 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 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.

3. POMPTONIAN FOOD SERVICE Responsibilities

POMPTONIAN FOOD SERVICE 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.
- Ensure that all staff and designated mentors who have direct contact with students have completed criminal background checks in accordance with N.J.S.A. 18A:6-7.1 et seq. prior to student placement.
- 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 within two (2) hours during school hours, or by end of business day, of any concerns, accidents, injuries, or incidents involving students.
- Maintain general liability insurance in a minimum amount of \$1,000,000 per occurrence and \$2,000,000 in the aggregate, and workers' compensation insurance as required by law. The District shall be named as an additional insured on the general liability policy. Certificates of insurance shall be provided to the District prior to student placement.
- Implement a written emergency/injury response protocol for student participants and provide a copy to the District prior to the start of student placements. In the event of a medical emergency involving a student, POMPTONIAN FOOD SERVICE staff shall immediately contact emergency services (911) and notify the District.
- Maintain a minimum supervision ratio of one (1) designated staff member per five (5) student participants at all times during student work placements.

4. District Responsibilities

Township of Union Board of Education 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 POMPTONIAN FOOD SERVICE 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.
- Arrange and bear responsibility for all student transportation to and from POMPTONIAN FOOD SERVICE's campus, in compliance with applicable law and District policy.

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 July 1, 2026, through June 30, 2027.

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

7. Dispute Resolution

In the event of a dispute arising under this MOU, the Parties agree to first attempt resolution through good-faith communication between designated representatives of each Party. If the

dispute cannot be resolved informally within ten (10) business days, the Parties agree to escalate the matter to senior administrators of each organization before exercising any right of termination under Section 6.

8. Non-Discrimination

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

9. Indemnification

Each Party, subject to the provisions of the New Jersey Tort Claims Act and availability of appropriated funds, shall be responsible for, and shall at its own expense, defend itself against any and all suits, claims, losses, demands or damages of whatsoever kind or nature, arising out of or in connection with any act or omission of its employees, agents or contractors, in the performance of the obligations assumed by the party pursuant to this MOU. Each Party is hereby released from any and all liabilities, claims, losses, costs, expenses and demands of any kind or nature whatsoever, arising under State or Federal law, to the extent caused solely out of or in connection with the other Party's performance of the obligations assumed pursuant to this Agreement.

10. Entire Agreement

This MOU constitutes the entire agreement between the Parties with respect to its subject matter and supersedes all prior agreements, understandings, or representations, whether oral or written. This MOU may only be amended by a written instrument signed by authorized representatives of both Parties.

SIGNATURES ON NEXT PAGE

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

Township of Union Board of Education

By: _____

Name: _____

Title: _____

Date: _____

POMPTONIAN FOOD SERVICE

By: _____ (signature)

Name/Title: _____ (print)

Date:

UNION TOWNSHIP BOARD OF EDUCATION - RIDER

This Rider is incorporated fully into the terms of the attached Memorandum of Understanding between **Pomptonian Food Service ("WBL Partner")** for a Work-Based Learning program and the **Union Tp. Board of Education**, for the **2026 -2027** academic school year.

I. RESPONSIBILITIES OF WBL PARTNER

A. Background Check.

If requested by the District, WBL Partner shall provide criminal background check including fingerprints for all personnel who are providing services in school facilities.

B. Sexual Abuse/Child Abuse Disclosure Release Form

WBL Partner shall comply with the Sexual Abuse/Child Abuse Disclosure requirements of P.L. 2018, c.5, N.J.S.A. 18A:6-7.7 ("PTT Law"), and hereby consents to any inquiries required by that law that may be performed by the Board.

WBL Partner agrees to indemnify, defend and hold the Board and its respective officers, employees and agents harmless from and against any suits, actions, liabilities, claims, damages and expenses including, without limitation, costs of investigation, expert witness fees, and attorney fees for the defense of the underlying suit, arising out of or in any manner connected with WBL Partner's compliance with its obligations under the PTT Law, including services performed under this MOU, or anyone directly or indirectly employed by it, for any acts or omissions for which WBL Partner may be legally liable with respect to the PPT Law. If in any given case a court rules that WBL Partner is not negligent and/or did not breach its statutory duty, then WBL Partner would have no obligation to defend and indemnify the Board.

II. INDEMNIFICATION

Each Party, subject to the provisions of the New Jersey Tort Claims Act and availability of appropriated funds, shall be responsible for, and shall at its own expense, defend itself against any and all suits, claims, losses, demands or damages of whatsoever kind or nature, arising out of or in connection with any act or omission of its employees, agents or contractors, in the performance of the obligations assumed by the party pursuant to this MOU. Each Party is hereby released from any and all liabilities, claims, losses, costs, expenses and demands of any kind or nature whatsoever, arising under State of Federal law, to the extent caused solely out of or in connection with the other Party's performance of the obligations assumed pursuant to this Agreement.

SIGNATURES ON NEXT PAGE

Township of Union Board of Education

By: _____

Name: _____

Title: _____

Date: _____

POMPTONIAN FOOD SERVICE

By: _____ (signature)

Name/Title: _____ (print)

Date:

MEMORANDUM OF UNDERSTANDING (MOU)
Between Township of Union Board of Education and
Sorriso Kitchen
Work-Based Learning Partnership
2026–2027 School Year

This Memorandum of Understanding (MOU) is entered into by and between **Township of Union Board of Education**, located at 855 Lehigh Avenue, Suite 200, Union, NJ 07083, and **Sorriso Kitchen**, located at 855 Lehigh Avenue, Chatham, NJ 07928, hereinafter collectively referred to as “the Parties.”

1. Purpose

The purpose of this MOU is to establish a collaborative partnership between **Township of Union Board of Education** and **Sorriso Kitchen** to provide students, ages 16–21, with meaningful Work-Based Learning (WBL) experiences during the 2026–2027 school year. These opportunities aim to support student growth 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 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.

3. Sorriso Kitchen Responsibilities

Sorriso Kitchen 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.
- Ensure that all staff and designated mentors who have direct contact with students have completed criminal background checks in accordance with N.J.S.A. 18A:6-7.1 et seq. prior to student placement.
- 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 within two (2) hours during school hours, or by end of business day, of any concerns, accidents, injuries, or incidents involving students.
- Maintain general liability insurance in a minimum amount of \$1,000,000 per occurrence and \$2,000,000 in the aggregate, and workers' compensation insurance as required by law. The District shall be named as an additional insured on the general liability policy. Certificates of insurance shall be provided to the District prior to student placement.
- Implement a written emergency/injury response protocol for student participants and provide a copy to the District prior to the start of student placements. In the event of a medical emergency involving a student, Sorriso Kitchen staff shall immediately contact emergency services (911) and notify the District.
- Maintain a minimum supervision ratio of one (1) designated staff member per five (5) student participants at all times during student work placements.

4. District Responsibilities

Township of Union Board of Education 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 Sorriso Kitchen 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.
- Arrange and bear responsibility for all student transportation to and from Sorriso Kitchen's campus, in compliance with applicable law and District policy.

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 **July 1, 2026, through June 30, 2027.**

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

7. Dispute Resolution

In the event of a dispute arising under this MOU, the Parties agree to first attempt resolution through good-faith communication between designated representatives of each Party. If the dispute cannot be resolved informally within ten (10) business days, the Parties agree to escalate

the matter to senior administrators of each organization before exercising any right of termination under Section 6.

8. Non-Discrimination

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

9. Indemnification

Each Party, subject to the provisions of the New Jersey Tort Claims Act and availability of appropriated funds, shall be responsible for, and shall at its own expense, defend itself against any and all suits, claims, losses, demands or damages of whatsoever kind or nature, arising out of or in connection with any act or omission of its employees, agents or contractors, in the performance of the obligations assumed by the party pursuant to this MOU. Each Party is hereby released from any and all liabilities, claims, losses, costs, expenses and demands of any kind or nature whatsoever, arising under State or Federal law, to the extent caused solely out of or in connection with the other Party's performance of the obligations assumed pursuant to this Agreement.

10. Entire Agreement

This MOU constitutes the entire agreement between the Parties with respect to its subject matter and supersedes all prior agreements, understandings, or representations, whether oral or written. This MOU may only be amended by a written instrument signed by authorized representatives of both Parties.

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

Township of Union Board of Education

By: _____

Name: _____

Title: _____

Date: _____

Sorrison Kitchen

By: _____ (signature)

Name/Title: _____ (print)

Date:

MEMORANDUM OF UNDERSTANDING (MOU)
Between Township of Union Board of Education and
Applebee's
Work-Based Learning Partnership
2026–2027 School Year

This Memorandum of Understanding (MOU) is entered into by and between **Township of Union Board of Education**, located at 855 Lehigh Avenue, Suite 200, Union, NJ 07083, and **Applebee's**, located at 1721 Morris 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 Board of Education** and **Applebee's** to provide students, ages 16–21, with meaningful Work-Based Learning (WBL) experiences during the 2026–2027 school year. These opportunities aim to support student growth 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 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.

3. Applebee's Responsibilities

Applebee's 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.
- Ensure that all staff and designated mentors who have direct contact with students have completed criminal background checks in accordance with N.J.S.A. 18A:6-7.1 et seq. prior to student placement.
- 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 within two (2) hours during school hours, or by end of business day, of any concerns, accidents, injuries, or incidents involving students.
- Maintain general liability insurance in a minimum amount of \$1,000,000 per occurrence and \$2,000,000 in the aggregate, and workers' compensation insurance as required by law. The District shall be named as an additional insured on the general liability policy. Certificates of insurance shall be provided to the District prior to student placement.
- Implement a written emergency/injury response protocol for student participants and provide a copy to the District prior to the start of student placements. In the event of a medical emergency involving a student, Applebee's staff shall immediately contact emergency services (911) and notify the District.
- Maintain a minimum supervision ratio of one (1) designated staff member per five (5) student participants at all times during student work placements.

4. District Responsibilities

Township of Union Board of Education 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 Applebee's 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.
- Arrange and bear responsibility for all student transportation to and from Applebee's's campus, in compliance with applicable law and District policy.

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 **July 1, 2026, through June 30, 2027.**

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

7. Dispute Resolution

In the event of a dispute arising under this MOU, the Parties agree to first attempt resolution through good-faith communication between designated representatives of each Party. If the dispute cannot be resolved informally within ten (10) business days, the Parties agree to escalate

the matter to senior administrators of each organization before exercising any right of termination under Section 6.

8. Non-Discrimination

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

9. Indemnification

Each Party, subject to the provisions of the New Jersey Tort Claims Act and availability of appropriated funds, shall be responsible for, and shall at its own expense, defend itself against any and all suits, claims, losses, demands or damages of whatsoever kind or nature, arising out of or in connection with any act or omission of its employees, agents or contractors, in the performance of the obligations assumed by the party pursuant to this MOU. Each Party is hereby released from any and all liabilities, claims, losses, costs, expenses and demands of any kind or nature whatsoever, arising under State or Federal law, to the extent caused solely out of or in connection with the other Party's performance of the obligations assumed pursuant to this Agreement.

10. Entire Agreement

This MOU constitutes the entire agreement between the Parties with respect to its subject matter and supersedes all prior agreements, understandings, or representations, whether oral or written. This MOU may only be amended by a written instrument signed by authorized representatives of both Parties.

SIGNATURES ON NEXT PAGE

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

Township of Union Board of Education

By: _____

Name: _____

Title: _____

Date: _____

Applebee's

By: _____ (signature)

Name/Title: _____ (print)

Date:

Walgreens Retail Experiential Learning Program
REDI Retail Employees with Disabilities Initiative

This Agreement entered into this ___ day of _____, by and between the _____
(hereinafter referred to as "Agency") and Walgreen Co. (hereinafter referred to as "Walgreens").

WITNESSETH:

WHEREAS, the parties to this Agreement understand that the training at Walgreens and the opportunity to obtain practical retail experience is for the benefit of the trainees; the trainees will work under close personal supervision and are not displacing regular employees; Walgreens is receiving no immediate advantage from the training and, occasionally, Walgreens operation may be less efficient; the trainees' training with Walgreens will end upon the conclusion of their participation in the REDI program; the trainees are not entitled to a job at the conclusion of the training period; and all parties, including Agency, Walgreens, and the trainees, understand that the trainees and _____ management are not Walgreens employees for any purpose and are not entitled to wages and/or benefits for the time spent in training.

WHEREAS, _____ and Walgreens agree that there shall be no monetary consideration paid by either party to the other, it being acknowledged that the program provided hereunder is mutually beneficial. The parties shall cooperate in administering this program in a manner which will tend to maximize the mutual benefits provided to _____ and Walgreens.

WHEREAS, _____ and Walgreens acknowledge an obligation to contribute to the training of the trainees; and

WHEREAS, it is to the benefit of both parties that trainees have practical training opportunities; and
WHEREAS, it is a fundamental responsibility of both _____ and Walgreens to maintain a cooperative relationship with a mutual obligation of enriching training and providing quality customer service; and

WHEREAS, both parties desire to reach an agreement for their separate and mutual responsibility:
THEREFORE, in consideration of their mutual interest, the parties hereby agree:

1. _____ Will:

- a. Is primarily responsible for its trainees learning experiences and will provide its management sufficient support to effectively implement the Retail Experiential Learning Program.
- b. Will provide its trainees with objective guidelines and a telephone number to the supervisors and preceptors working with the Retail Experiential Learning Program.
- c. Will ensure that its trainees and management become familiar with and adhere to Walgreens' standards, procedures, and code of ethics prior to the beginning of their practical assignment.
- d. Will instruct all of its trainees assigned to Walgreens with regard to compliance with all of its rules, regulations, policies, and procedures, including but not limited to those relating to the confidentiality of patient records and information and to the responsibility and authority of Walgreens personnel over patient care and administration. _____ shall instruct all of its trainees that proper attire must be worn at all times in the store.

e. Will furnish Walgreens with a schedule of dates and hours for practical experience, as well as a list of names and telephone numbers of participating trainees and management.

f. Will meet with designated Walgreens personnel for discussions and evaluation of the Retail Experiential Learning Program.

g. Will ensure that its trainees, employees and management are covered by liability insurance through _____ as further described in paragraph 4 herein.

2. Walgreens will:

a. Maintain the standards, which make it eligible for approval as a practical environment for trainee instruction.

b. Permit trainees to use its retail store facilities for trainee learning experiences.

c. Monitor the trainee activities. Trainees will not replace staff or give service apart from its training value.

d. Assist in orienting the trainees in providing them with a thorough understanding of the practice field.

e. Meet with designated _____ management members of the Retail Experiential Learning Program as necessary to discuss and evaluate the trainee program.

f. Provide access to medical records for training use, subject to Walgreens' rules regarding patients' privacy, and provide appropriate reference materials and procedures to trainees, when necessary.

g. If, in the sole discretion of Walgreens, a trainee or _____ management member is detrimental or disruptive to its operation, Walgreens may deny the trainee _____ or management member access to its facilities.

3. _____ management and employees/trainees who become injured or ill while at Walgreens shall not be employees of Walgreens for the purposes of workers' compensation benefits, disability, or any similar payments for such injuries.

4. _____ agrees to hold harmless and indemnify Walgreens against any liability, claims, damages, lawsuits, including all costs and expenses incurred in defending any claim which may arise as a result of any actions or inactions of the _____ management and/or employees/trainees in this program.

_____ agrees to obtain and maintain during the term of this Agreement a general liability policy covering said employees/trainees and its management. A certificate of insurance in the amount of \$1,000,000 from the insurance carrier shall be provided to Walgreens upon request.

5. Walgreens agrees to hold harmless and indemnify _____ against any liability, claims, damages, lawsuits, including all cost and expenses incurred in defending any claim which may arise as a result of any action or inaction of Walgreens or its employees or agents. Walgreens agrees to obtain and maintain during the term of this Agreement a general liability policy covering Walgreens.

6. The parties agree that there will be no discrimination based on race, color, religion, national origin, citizenship status according to the Immigration Reform and Control Act of 1986, sex, age, disability, marital status, sexual orientation, gender identity, veteran status, or genetic information, in any of their policies, practices, or procedures.

7. This Agreement may be amended with the written mutual consent of both parties.

8. This agreement shall be effective as of _ day of ____ and shall continue thereafter for five (5) years or until terminated by either party upon thirty (30) days' written notice of termination.

Walgreen Co. Representative Signature

Agency Representative Signature

Print Name

Print Name

Title

Title

Market Number

Address

_ day of ____
Date

City/State/Zip

Phone Number
_ day of ____
Date

Partnership Expectations for REDI
REDI Recruiting Employees with Disabilities Initiative

Introduction:

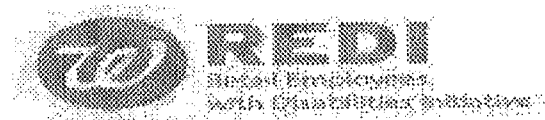
Walgreens has high expectations and standards for us and our partners. Listed below are our expectations for the entities who partner with us for REDI. At the end of this document, you will be asked to acknowledge for you and your agency's representatives that you will adhere to these expectations, and the information contained on this site.

Agency/Organization :

The agency is responsible for the trainees/externs learning experiences and will provide trainers sufficient to effectively implement and support the REDI program.

Additionally, the agency will:

- * Provide its externs with objective guidelines and a telephone number to the supervisors and trainers/coaches working with the REDI.
- * Ensure that its trainees/externs and coaches/trainers become familiar with and adhere to Walgreens' standards, procedures, and code of ethics prior to the beginning of the REDI training (these are located in the REDI Extern Handbook).
- * Instruct all of its trainees/externs and coaches/trainers to comply with all of Walgreens rules, regulations, policies, and procedures, including but not limited to those relating to the confidentiality of patient records and information and to the responsibility and authority of Walgreens personnel over patient care and administration. Ensure that all coaches/trainers agree to and acknowledge the Code of Conduct and Non-Disclosure Agreement, which describes the expectations for behavior and conduct while on Walgreens premises.
- * Instruct all of its coaches/trainers and trainees/externs that proper attire must be worn at all times in the store.
- * Meet with designated Walgreens personnel as needed for discussions and evaluation of the REDI program.
- * Ensure that all staff that will be on Walgreens premises and/or provide training must complete the REDI Agency Training
- * Ensure that both its trainees/externs and coaches/trainers are covered by liability insurance through their designated insurer.
- * Use curriculum and materials provided by Walgreens and will not alter materials without prior consent from Walgreen REDI staff.
- * Be aware of each externs learning strengths and possible accommodations needed during training, have equipment and/or information for possible accommodations researched.



- * Regularly check this REDI website for updated materials to ensure curriculum and training keep pace with changes at the company.
- * Ascertain the resources necessary to provide sufficient coaches/trainers for program.

Other considerations :

- * For the purposes of this document and all other materials for REDI the following terms are interchangeable: trainee, candidate, extern, and client. In addition, the terms coach and trainer are interchangeable.
- * REDI training at Walgreens and the opportunity to obtain practical retail experience is for the benefit of the externs; the externs will work under close personal supervision and are not displacing regular employees.
- * The externs are not entitled to a job at the conclusion of the training period.
- * Externs and agency trainer are not Walgreens employees and are not entitled to wages and/or benefits for the time spent in training.
- * This program is very similar to but has some distinctions from the Retail Experiential Learning Program
- * REDI is designed for people with disabilities, with the distinct purpose of creating a pool of qualified candidates
- * REDI includes in-store and off-site components



REDI Job Coach /Trainer Guidelines

Walgreens is committed to providing a safe and professional environment at all times. We expect all Walgreens Team Members and agency representatives to conduct themselves in a professional, appropriate manner at all times while on Walgreens premises.

- Job coaches are responsible for externs at all times on Walgreens premises during training
- Job coaches should advise Walgreens management or REDI Team of any problems/concerns
- Job coaches must know and follow all Walgreens rules, policies, and procedures, found in the handbook, including, but not limited to:
 - Attendance policy
 - Dress code
- Cell Phone usage on the floor is not permitted, lockers will be provided for job coaches to store coats, cell phones and other personal items. "(Walgreens accepts no responsibility for such items should they become lost or damaged)

Please feel free to ask any and all questions to Walgreens management or staff.

Failure to adhere to any Walgreens rules, policies, and/or procedures can result in a request to immediately vacate the premises.

Print Name: _____

Agency Name: _____

Signature: _____

Date: _____



Updated 12/08/11

Walgreens Retail Experiential Learning Program
REDI - Retail Employees with Disabilities Initiative
APPENDIX - CONFIDENTIALITY AGREEMENT

In connection with the Walgreens Retail Experiential Learning Program, and in consideration of my retention and/or continued retention by _____ and the compensation I receive for my services from _____ and such other good and valuable consideration, the receipt and sufficiency of which I hereby acknowledge, I agree as follows:

Confidentiality. In connection with the services provided for Walgreens, I understand that I may come into possession of information or materials that are confidential trade secrets or materials otherwise considered secret by Walgreens (the "Confidential Information"). Confidential Information includes, without limitation, business prospects, computer software, research techniques, research results, media plans, layouts, storyboards, scripts, reports and information regarding Walgreens' advertising, marketing and sales promotion products, services and strategies, and any other information deemed confidential, whether or not marked confidential or proprietary. I agree to maintain the Confidential Information in the utmost of confidence, to take all measures necessary to protect and not to disclose the Confidential Information except to those employees or independent contractors who execute a confidentiality agreement containing this clause, and who by virtue of their positions require this information to properly perform their functions in providing services for Walgreens.

Compliance with HIPAA. I will immediately notify Walgreens in writing (at the Office of Walgreen's Chief Privacy Officer, MS# 9000, 200 Wilmot Road, Deerfield, Illinois 60015) and _____ if in the course of providing services to Walgreens I have obtained or will obtain access to individually identifiable health information ("protected health information" or "PHI") as defined by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). Such PHI includes, without limitation, health information that identifies or could be used to identify an individual if such information relates to (a) the past, present or future physical or mental health condition of an individual; (b) the provision of health care to an individual or (c) the past, present or future payment for the provision of health care to an individual.

I acknowledge and agree that I will be subject to the terms and conditions of any Business Associates Agreement entered into by and between Walgreens and _____ pertaining to PHI.

Independent Contractor Status. I understand and agree that I have been hired and retained by _____, not Walgreens, and that Walgreens will have no responsibility for payment or withholding of taxes based on my income. I further understand and agree that under no circumstances will I be considered to be or treated as a Walgreens employee. My intention, and that of Walgreens, is for compensation for the services rendered in connection with the Walgreens Retail Experiential Learning Program to be paid to me by _____. As such, any future reclassification of _____ or me from independent contractor to employee status by a taxing authority will not confer upon me eligibility for any Walgreens benefits.

SIGNED this _____ day of _____, 20____.

By: _____
 Signature

Name: _____
 Please print or type

Agency: _____
 Please print or type

Please submit one signed page of this agreement per agency staff that will have access to Walgreens REDI Materials and/or spend time in a Walgreens store as an agency representative



EXTERN & WALGREENS AGREEMENT

Trainee Name: _____

Location of Training: _____

Address: _____

Start Date: _____

Projected End Date: _____ WAIVER OF LIABILITY AND RELEASE OF CLAIMS

DURING COURSE OF TRAINING PROGRAM

I understand that Walgreens has agreed to provide me with practical experience in conjunction with _____ (the "Agency"). I understand that my participation in the _____ Program does not constitute employment with Walgreens.

I am not entitled to any health, disability, medical or life insurance benefits, or pensions, profit-sharing, other employee-benefit plans or programs maintained by Walgreens. I acknowledge that Walgreens policies and procedures for reporting injuries, accidents, or incidents have been reviewed with me and that I will comply fully with all notice and investigation guidelines.

I, joined by my parent or guardian, agree to be solely responsible for any injury or damage caused by me in connection with my participation in the _____ program, and hereby hold harmless and indemnify Walgreens against any liability, claims, damages, lawsuits, including all costs and expenses incurred in defending any claim which may arise as a result of my participation in this program.

I, joined by my parent or guardian, understand that participation in this training program, in no way guarantees that I will have employment with Walgreens at the termination of the program or any point in the future. This experience provides me the opportunity to build employment skills only.

ACKNOWLEDGEMENT OF UNDERSTANDING: I have read this waiver of liability, assumption of risk and indemnity agreement, fully understand its terms and understand that I am giving up substantial rights, including my right to sue. I acknowledge that I am

signing the agreement freely and voluntarily, and intend this waiver and release to be a complete and unconditional release of all liability to the greatest extent allowed by law.

Trainee

Date
Date

Parent or Guardian

Walgreens

Date
Date

Coordinator

I understand and give my consent to have a copy of this release given to Walgreens for their records. I also understand that I may revoke this consent at any time, in writing, and that refusal to consent to this release could result in the following consequences:

Job shadowing/training experience may not be available.

Signature of Trainee or Legal Guardian

Date

Witness

Date

Date Consent Expires

Release of Information for REDI Graduates

I give Walgreens permission to place my name on a list of individuals who have graduated from REDI and are recommended for hire. This list is only accessible via the company's internal communication system. I understand that this in no way guarantees me a job with Walgreens but will help facilitate managers who are seeking REDI externs as candidates for open positions.

I understand that my name will remain on that list for 6 months and that, at any time, I can request my name to be removed from this list.

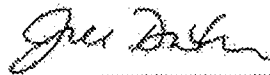
REDI Extern (print)

REDI Extern signature

Date

REDI Training Store Number

Preferred Store Locations for Employment

CERTIFICATE OF COVERAGE				Certificate #: 53	Date: May 21, 2025										
Producer / Issuer: Foundation Risk Partners, Corp. dba Fairview Insurance Agency Associates 25 Fairview Avenue Verona, NJ 07044				This Certificate is issued as a matter of information only and confers no rights upon the Certificate Holder. This Certificate does not amend, extend or alter the coverage afforded by the policies below.											
Insured: Township of Union Board of Education 2369 Morris Avenue Union, NJ 07083-5712				Companies Affording Coverage <table border="1"> <tr> <td>Company A</td> <td>New Jersey Schools Insurance Group</td> </tr> <tr> <td>Company B</td> <td></td> </tr> <tr> <td>Company C</td> <td></td> </tr> </table>		Company A	New Jersey Schools Insurance Group	Company B		Company C					
Company A	New Jersey Schools Insurance Group														
Company B															
Company C															
COVERAGES THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.															
CO. LTR	Type of Insurance	Policy Number	Effective Date	Expiration Date	Limits										
A	General Liability	P302AP-01	07/01/2024	07/01/2025											
	COMMERCIAL GENERAL LIABILITY				<table border="1"> <tr> <td>GENERAL AGGREGATE</td> <td>NONE</td> </tr> <tr> <td>PRODUCTS COMP/OP AGG</td> <td>\$11,000,000</td> </tr> <tr> <td>PERSONAL & ADV INJURY</td> <td>\$11,000,000</td> </tr> <tr> <td>EACH OCCURRENCE</td> <td>\$11,000,000</td> </tr> <tr> <td>FIRE DAMAGE (Any one fire)</td> <td>\$11,000,000</td> </tr> </table>	GENERAL AGGREGATE	NONE	PRODUCTS COMP/OP AGG	\$11,000,000	PERSONAL & ADV INJURY	\$11,000,000	EACH OCCURRENCE	\$11,000,000	FIRE DAMAGE (Any one fire)	\$11,000,000
GENERAL AGGREGATE	NONE														
PRODUCTS COMP/OP AGG	\$11,000,000														
PERSONAL & ADV INJURY	\$11,000,000														
EACH OCCURRENCE	\$11,000,000														
FIRE DAMAGE (Any one fire)	\$11,000,000														
	OCCURRENCE														
DESCRIPTION OF OPERATIONS/LOCATIONS/SPECIAL ITEMS RE: Evidence of insurance with respects to community-based instruction at certificate holder's premises during the above indicated policy period.															
Certificate Holder: Walgreens 2148 Morris Avenue Union, NJ 07083				Cancellation: Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will endeavor to mail 30 days written notice to the Certificate Holder named in the left, but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents, or representatives.											
				Authorized Representative: 											

Agency/School REDI Registration Checklist



☒ Register as a REDI Agency:

- ☐ Complete online registration form
 - ☐ REDI Program Participation Agreement and REDI Agency Acknowledgement - Program Info are included in appendix for review
- ☐ Email a copy of your Memorandum of Liability Insurance to redi@walgreens.com
 - ☐ If asked, use the address 200 Willmot Drive Deerfield, IL
- ☐ Receive confirmation from your Area Field Disability Specialist that registration is complete



Once Registered:

- ☐ Job Coach will arrange for training with Store Manager, if not previously trained
 - ☐ Communicate if there will be multiple job coaches supporting the session
- ☐ Job Coach and Store Manager will agree to schedule
- ☐ Job Coach will register participants here
- ☐ Share start and approximate end date either on the form or through emailing your Field Area Disability Specialist
- ☐ On the first day, if not on file from previous session Job Coach will complete:
 - ☐ REDI Trainer Code of Conduct (in appendix for review)
 - ☐ Non-Disclosure Agreement (in appendix for review)
- ☐ On first day, participants will complete:
 - ☐ REDI Extern Agreement and Release for each participant (in appendix for review)
- ☐ Job coach will utilize REDI job coach materials to complete the session
- ☐ Communicate any changes in assigned Job Coach to Field Area Disability Specialist



End of Session Hiring Process:

- ☐ Store will make a recommendation for hire based on assessment and feedback from Job Coach
 - ☐ If recommended for hire, Store Manager will be given a link for individual to apply in store without the online assessment and interview
 - ☐ If there are no matching openings in the hosting store, or if the participant would like to work in a different store, please notify Area Field Disability Specialist
 - ☐ If not recommended for hire, participant can:
 - ☐ Apply through traditional application, assessment, and interview process
 - ☐ Extend REDI session
 - ☐ Complete REDI in the future

REDI Agency/School Registration Appendix

All documents are provided by Walgreens

Document	Who completes	When	Page
REDI Program Participation Agreement	Agency/School	Agreement on Agency Registration link	A1-A3
REDI Agency Acknowledgement - Program Info	Agency/School	Agreement on Agency Registration link	A4 –A5
REDI Trainer Code of Conduct	Job Coach	During Job Coach training	A6
Non-Disclosure Agreement	Job Coach	During Job Coach training	A7
REDI Extern Agreement and Release	Participant	First day of session	A8-A10

MEMORANDUM OF UNDERSTANDING (MOU)
Between Township of Union Board of Education and Kean University
Work-Based Learning Partnership
2026–2027 School Year

This Memorandum of Understanding (MOU) is entered into by and between **Township of Union Board of Education**, 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.”

1. Purpose

The purpose of this MOU is to establish a collaborative partnership between Township of Union Board of Education and Kean University to provide students, ages 16–21, with meaningful Work-Based Learning (WBL) experiences during the 2026–2027 school year. These opportunities aim to support student growth 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 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.

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.
- Ensure that all staff and designated mentors who have direct contact with students have completed criminal background checks in accordance with N.J.S.A. 18A:6-7.1 et seq. prior to student placement.
- 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 within two (2) hours during school hours, or by end of business day, of any concerns, accidents, injuries, or incidents involving students.
- Maintain general liability insurance in a minimum amount of \$1,000,000 per occurrence and \$2,000,000 in the aggregate, and workers' compensation insurance as required by law. The District shall be named as an additional insured on the general liability policy. Certificates of insurance shall be provided to the District prior to student placement.
- Implement a written emergency/injury response protocol for student participants and provide a copy to the District prior to the start of student placements. In the event of a medical emergency involving a student, Kean University staff shall immediately contact emergency services (911) and notify the District.
- Maintain a minimum supervision ratio of one (1) designated staff member per five (5) student participants at all times during student work placements.

4. District Responsibilities

Township of Union Board of Education 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.
- Arrange and bear responsibility for all student transportation to and from Kean University's campus, in compliance with applicable law and District policy.

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 **July 1, 2026, through June 30, 2027.**

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

7. Dispute Resolution

In the event of a dispute arising under this MOU, the Parties agree to first attempt resolution through good-faith communication between designated representatives of each Party. If the dispute cannot be resolved informally within ten (10) business days, the Parties agree to escalate

the matter to senior administrators of each organization before exercising any right of termination under Section 6.

8. Non-Discrimination

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

9. Liability

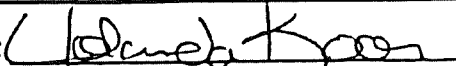
Each party shall be responsible for its own acts and omissions and any liabilities arising therefrom, in accordance with applicable laws.

10. Entire Agreement

This MOU constitutes the entire agreement between the Parties with respect to its subject matter and supersedes all prior agreements, understandings, or representations, whether oral or written. This MOU may only be amended by a written instrument signed by authorized representatives of both Parties.

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

Township of Union Board of Education

By: 

Name: Yolanda Koon, School
Business Admin/Board

Title: Secretary

Date: 6/17/2026

Kean University

By: Kean Gourmet Dining

Name: Britney Davis

Title: Director of Dining Services

bdavis@gourmetdiningllc.com

phone: 9087375163

cell: 862 259 2831

Date: 7/9/2026

MEMORANDUM OF UNDERSTANDING (MOU)
Between Township of Union Board of Education and
YMCA
Work-Based Learning Partnership
2026–2027 School Year

This Memorandum of Understanding (MOU) is entered into by and between **Township of Union Board of Education**, located at 855 Lehigh Avenue, Suite 200, Union, NJ 07083, and **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 Board of Education** and **YMCA** to provide students, ages 16–21, with meaningful Work-Based Learning (WBL) experiences during the 2026–2027 school year. These opportunities aim to support student growth 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 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.

3. YMCA Responsibilities

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.
- Ensure that all staff and designated mentors who have direct contact with students have completed criminal background checks in accordance with N.J.S.A. 18A:6-7.1 et seq. prior to student placement.
- 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 within two (2) hours during school hours, or by end of business day, of any concerns, accidents, injuries, or incidents involving students.
- Maintain general liability insurance in a minimum amount of \$1,000,000 per occurrence and \$2,000,000 in the aggregate, and workers' compensation insurance as required by law. The District shall be named as an additional insured on the general liability policy. Certificates of insurance shall be provided to the District prior to student placement.
- Implement a written emergency/injury response protocol for student participants and provide a copy to the District prior to the start of student placements. In the event of a medical emergency involving a student, YMCA staff shall immediately contact emergency services (911) and notify the District.
- Maintain a minimum supervision ratio of one (1) designated staff member per five (5) student participants at all times during student work placements.

4. District Responsibilities

Township of Union Board of Education 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.
- Arrange and bear responsibility for all student transportation to and from YMCA's campus, in compliance with applicable law and District policy.

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 **July 1, 2026, through June 30, 2027.**

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

7. Dispute Resolution

In the event of a dispute arising under this MOU, the Parties agree to first attempt resolution through good-faith communication between designated representatives of each Party. If the

dispute cannot be resolved informally within ten (10) business days, the Parties agree to escalate the matter to senior administrators of each organization before exercising any right of termination under Section 6.

8. Non-Discrimination

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

9. Indemnification

Each Party, subject to the provisions of the New Jersey Tort Claims Act and availability of appropriated funds, shall be responsible for, and shall at its own expense, defend itself against any and all suits, claims, losses, demands or damages of whatsoever kind or nature, arising out of or in connection with any act or omission of its employees, agents or contractors, in the performance of the obligations assumed by the party pursuant to this MOU. Each Party is hereby released from any and all liabilities, claims, losses, costs, expenses and demands of any kind or nature whatsoever, arising under State of Federal law, to the extent caused solely out of or in connection with the other Party's performance of the obligations assumed pursuant to this Agreement.

10. Entire Agreement

This MOU constitutes the entire agreement between the Parties with respect to its subject matter and supersedes all prior agreements, understandings, or representations, whether oral or written. This MOU may only be amended by a written instrument signed by authorized representatives of both Parties.

SIGNATURES ON NEXT PAGE

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

Township of Union Board of Education

By: _____

Name: _____

Title: _____

Date: _____

YMCA

By: _____ (signature)

Name/Title: _____ (print)

Date: