

**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**

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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**

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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.**

## **3. Kean University Responsibilities**

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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**

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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**

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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**

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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**

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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**

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

## **9. Liability**

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

## **10. Entire Agreement**

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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: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

### **Kean University**

By: Kean Gourmet Dining

Name: Britney Davis

Title: Director of Dining Services

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phone: 9087375163

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Date: \_\_\_\_\_