

Memorandum of Understanding – Exit Option Coordinators
between
Suncoast Workforce Board, Inc.
and
The School Board of Sarasota County, Florida

This Agreement is entered into this 22nd day of July, 2008, effective June 30, 2008, by and between the Suncoast Workforce Board, Inc., hereinafter referred to as “SWB”, located at 1750 17th Street, Building J2, Sarasota, Florida 34234, and The School Board of Sarasota County, Florida, hereinafter referred to as “SBSC”, located at 1960 Landings Boulevard., Sarasota, Florida 34231-3331.

Purpose

The SWB will provide two Exit Option Coordinators to the SBSC as a special project by the SWB to perform services in accordance with its mission to provide career related services to the community at large. The job description for Exit Option Coordinator is attached as Attachment A and is incorporated into this Agreement. This Agreement delineates the relationship and responsibilities shared by the SWB and the SBSC. Under this special project, Exit Coordinators provided by the SWB will provide drop-out prevention services, workforce services, career counseling and other career related services described in this Agreement to students at high schools in Sarasota County. The SWB will review the need for this special project periodically to ensure that the mission and needs of the SWB are being served through this special project.

SWB Responsibilities

1. SWB, in cooperation with SBSC and its school principals, shall recruit, hire and pay two (2) Exit Option Coordinators, who will provide services at the following schools:

Booker High
Sarasota High
Venice High
North Port
High Riverview
High Cysis

2. SWB will provide a staff liaison to interface with appropriate SBSC staff to assure that quality services are provided.

SBSC Responsibilities

1. SBSC will provide supervision to the Exit Option Coordinators in the school environment, in cooperation with the appropriate school principals.
2. SBSC will assist Exit Option Coordinators in recruiting participants and coordinating planned activities, allow these Exit Option Coordinators access to youths on their caseload for guidance, assessment and training sessions.

3. SBSC will provide appropriate office space for Exit Option Coordinators in their assigned high schools.
4. SBSC will provide Exit Option Coordinators appropriate computer access and related training.
5. SBSC will provide Exit Option Coordinators appropriate training and guidance on documentation and data collection required.
6. SBSC will work with the SWB liaison to assure program implementation, sharing any concerns or suggestions as appropriate.
7. SBSC will be responsible for assuring that each Exit Option Coordinator has been fingerprinted by the authorized law enforcement agency and processed by the State Department of Law Enforcement and the Federal Bureau of Investigation for criminal background checks. The results of all background investigations and fingerprinting will be reported in writing to the Suncoast Workforce Board and the Superintendent of Schools.
8. SBSC shall provide bi-monthly reimbursement to the SWB upon receipt of required financial statements and requests for payment. Reimbursement will be at the rate of \$4,530.41 bi-monthly for a period of eleven months, July 1, 2008 through May 31, 2009, (Total \$99,669.00). The invoices will commence on July 1, 2008 and continue through May 31, 2009. The annualized amount of \$99,669.00 includes benefits available to SWB employees including but not limited to employee health insurance, long term disability coverage, 401(K) plan, paid holidays, paid sick and vacation time. SWB employee benefits are more fully described in the SWB Policies and Procedures Manual. A summary plan description is also available for certain employee benefits; the plan description will control those benefits. Please note that all SWB employees may not be eligible for all SWB employee benefits as certain eligibility criteria will apply. Be advised that the Suncoast Workforce Board's provision of benefits is in no way a contract to continue providing such benefits as benefits are subject to funding availability and other conditions. The Suncoast Workforce Board reserves the right to revise benefits as necessary. SWB employees will be notified promptly of any changes in employee benefits.
9. SBSC will hold harmless, indemnify and defend SWB, its agents, servants, employees, in their official and individual capacity, from any demand, claim, suit, loss, cost, expense, damage, fine, levy, or governmental agency action which may be asserted, claimed or recovered against or from SWB, its agents or employees, in their official or individual capacity by reason of any damage to property or injury or death of any person which arises out of, is incident to, or in any manner connected with this Agreement, specifically including the SBSC's routine supervision and the SWB's providing of the Exit Option Coordinator positions to the SBSC. This provision shall survive the termination of this Agreement and shall be binding upon the parties, successors, representatives and assigns and cannot be waived or varied. Nothing herein shall be construed as a waiver of the SBSC's sovereign immunity beyond the statutory waiver as the same may be amended from time to time.

TERM OF AGREEMENT

This Agreement shall be effective as of June 30, 2008, and continue in effect through May 31, 2009, unless terminated by mutual agreement of the parties, terminated as a result of the at-will nature of the employment, or until either party hereto shall cancel it by giving to the other party notice thirty (30) days in advance of the desired date of cancellation. Nothing in this Agreement or the job description, or any other written or oral statements, may be considered a contract for any specific period of time. This Agreement may be modified only with the consent of both parties.

Signed:

Mary Helen Kress, Executive Director
Suncoast Workforce Board, Inc.

Date: _____

Kathy Kleinlein, Chair
The School Board of Sarasota County, Florida

Date: _____

Approved for Legal Content
July 3, 2008, by Matthews, Eastmoore,
Hardy, Crauwels & Garcia, Attorneys for
The School Board of Sarasota County, Florida
Signed: ASH

SUNCOAST WORKFORCE BOARD
Position Description

Position Title: Workforce Specialist – Sarasota County Schools

Reports to: Executive Director

Status:

Supervised by: Assigned Principal

Full-Time, Exempt

Purpose: To increase the graduation rate of Sarasota County students by providing alternative graduation options resulting in positive postsecondary placements

Job Duties

- Assist assigned high school guidance and dropout prevention teachers with the identification of students at-risk of failing to graduate with their age appropriate class.
- Assist in the documentation of participating students with disabilities as required by Individual Education Plans or Academic Intervention Plan and Suncoast Workforce Board Programs
- Assist the GED Chief Examiner to develop GED Exit Option Curricula Model in conjunction with existing dropout prevention and workplace readiness curricula, and state standards.
- Counsel and document the identified students and parents concerning graduation options, transcript analysis results, eligibility for various programs, parental rights and consent, and career options for a positive postsecondary placement
- Assist students in develop a new plan of study, reflecting graduation options through district dropout prevention programs.
- Provide career exploration opportunities and assist the student in developing a career path based on abilities, interests, needs and barriers.
- Conduct and document all preliminary assessment mandated for graduation option chosen to include (Test of Adult Basic, GED Official Practice Tests, Education, FCAT Preparation Assessment).
- Assist Dropout Prevention personnel in the identification and placement of students in OJT programs, internships, and career path employment opportunities
- Assist the GED Examiner in meeting the requirements for specialized testing
- Participate in program specific training as required

Minimum Qualifications

- Bachelors Degree from an Accreditation Institution
- Two years experience in education and/or school or career counseling
- Valid Driver's License
- Teaching Certification Preferred but not required
- Flexible scheduling to accommodate student testing and job placement