

MEMORANDUM OF UNDERSTANDING – CAREER ADVISORS
Between
SUNCOAST WORKFORCE BOARD, INC.
And
THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA

This Agreement is entered into this _____ day of _____ 2007, by and between the Suncoast Workforce Board, Inc., 1750 17th Street, Building J-2, Sarasota, Florida 34234, hereafter referred to as Suncoast Workforce Board or “SWB”, and The School Board of Sarasota County, Florida, 1960 Landings Boulevard, Sarasota, Florida 34231, hereinafter referred to as School Board.

PURPOSE

The purpose of this Agreement is to delineate the relationship and responsibilities shared by Suncoast Workforce Board and the School Board regarding workforce services provided to youths under the Career Advisor program developed jointly by Suncoast Workforce Board and the School Board. Under this program, Career Advisors will provide specific services to students at high schools in Sarasota County.

CAREER ADVISOR JOB DESCRIPTION

1. The Career Advisor will provide career education services to students, including the development and maintenance of each student's Career and Academic Planning Portfolio through use of CHOICES, Bridges, and FACTS.org, in alignment with the State of Florida guidance, career exploration, and career major requirements.
2. The Career Advisor will be responsible for administration of interest inventories, learning style and values assessments, and other tools that will assist incoming high school students with appropriate selection of career-themed Small Learning Communities and Career and Technical Education programs.
3. The Career Advisor will coordinate related internships and job shadowing experiences to connect students to employers.
4. The Career Advisor will collaborate with the guidance department to ensure the implementation of the comprehensive guidance plan.
5. The Career Advisor will maintain statistics and data as requested by School Board and SWB staff.

RESPONSIBILITIES

The School Board of Sarasota County, Florida shall:

1. Be responsible for assuring that each Career Advisor has been fingerprinted by an 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.
2. Provide Career Advisors appropriate training and guidance on documentation and data collection required.
3. Provide Career Advisors appropriate computer access and related training.
4. Be responsible for monitoring this program to assure that programmatic components are implemented in compliance with related laws and regulations and according to the job description outlined herein.
5. Provide Suncoast Workforce Board, Inc., documentation regarding the quality of service provided.
6. Provide supervision to the Career Advisors in the school environment through appropriate school principals. School Board staff will be responsible for signing and approving time sheets, mileage reimbursement requests and any expense requests and forwarding them to Suncoast Workforce Board. The appropriate high school principal shall notify the Suncoast Workforce Board in writing of any infractions of School Board personnel rules, regulations and policies by a Career Advisor and make disciplinary recommendations to the Suncoast Workforce Board.
7. Assist Career Advisors in recruiting participants and coordinating planned activities, and provide access to students for guidance and assessment, training sessions and field trips.
8. Provide appropriate office space for Career Advisors in their assigned high schools.
9. Shall provide monthly reimbursement to the Suncoast Workforce Board upon receipt of required financial statements and requests for payment. Reimbursement will be at the rate of \$28,496.45 per month for a period of eleven months, July 1, 2007 through May 31, 2008, (total = \$313,460.95)
10. Hold harmless, indemnify, and defend the Suncoast Workforce Board, its agents, servants, employees, in their official and individual capacity, from any demand, claim, suit, loss, cost expense or damage, which may be asserted, claimed or recovered against or from the Suncoast Workforce Board, 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 School Board's routine day-to-day supervision. This provision shall survive termination of this Agreement and shall be binding on the parties, successors, representatives and assigns and cannot be waived or varied. Nothing

herein shall be construed as a waiver of the School Board's sovereign immunity beyond the statutory waiver as the same may be amended from time to time.

The Suncoast Workforce Board shall:

1. Identify six (6) Career Advisors, in cooperation with Sarasota County High School Principals, who will provide services at the following schools:
Booker High
North Port High
Riverview High
Sarasota High
Venice High
Phoenix Academy

The Suncoast Workforce Board will hire the Career Advisors with the mutual agreement of the appropriate Sarasota County High School Principals.

TERMS OF THIS AGREEMENT

This Agreement shall be effective as of July 1, 2007, and remain in effect through May 31, 2008. This Agreement may be modified only with the written consent of both parties. Any party hereto may terminate this Agreement at any time without cause upon written notice thirty (30) days in advance of the desired date of cancellation.

Suncoast Workforce Board, Inc.

By: Mary Helen Kress, Executive Director

Date

The School Board of Sarasota County, Florida

By: Frank Kovach, Chair

Date

Approved for Legal Content
May 18, 2007, by Matthews, Eastmoore,
Hardy, Crauwels & Garcia, Attorneys for
The School Board of Sarasota County, Florida
Signed: ASH

The School Board of Sarasota County, Florida does not discriminate on the basis of race, sex, martial status, national origin, religion, handicap, or age, in the operation of the school district or in the provisions of services.