



Stanwood-Camano School District
Career and Technical Education
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June 2, 2020

To: School Board Members
From: Ross Short, Director, CTE
Re: Work Force Development Center Youth Apprenticeship

Attached are two memorandums of understanding between the Work Force Development Center of Snohomish County and the Stanwood-Camano School District. One is for Lincoln Hill High School and the other is for Stanwood High School. For many years now, students from both schools have participated in the Work Force Development Program in which they receive training and skills to work in the manufacturing industry. Through the program, the students work as apprentices in the manufacture of aerospace parts.

The students in this program build upon the skills they have acquired as part of our Woodshop and Agriculture Mechanics programs. A new requirement for this program is the development of a youth apprenticeship program through the State Department of Labor and Industries. This agreement will allow our students to continue their participation in the program.

Recommendation:

Approve the Work Force Development Center Youth Apprenticeship Memorandum of Understanding for Lincoln Hill and Stanwood High Schools.

APPRENTICESHIP TRAINING AGREEMENT

Between

Work Force Development Center

For

Youth Apprenticeship – Manufacturing Program

This Memorandum of Understanding and Agreement (MOU) is entered into upon the date on which signatures are affixed to this document, by and between Work Force Development Center, hereinafter referred to as “WFDC”, a 501(c)3 and the **Stanwood** High School, hereinafter referred to as “High School”. This MOU is to be reviewed annually and can be amended by mutual written consent of both partners.

The purpose of this MOU is for WFDC and the High School to partner in articulated delivery of Youth Apprenticeship – Manufacturing Program, hereinafter referred to as the “Program”. The Program will be open for students currently enrolled in the District to earn industry recognized certifications, High School credits, and wages through relevant paid entry-level work experience in manufacturing.

This agreement is entered into on the **14th day of May, 2020**, by WFDC and High School, to provide related classroom training and delineate the responsibilities of each party.

PROGRAM RESPONSIBILITIES

- 1. Participant Recruitment:** WFDC will work with the High School to recruit participants into the youth apprenticeship program. WFDC will develop Program promotional materials to be used by all partners including brochures, flyers, and website.
- 2. Participant Eligibility:** Eligible participants must be at least 16 years of age, enrolled in high school, be recommended by a school liaison, pass a UA, be a US Person, maintain attendance at High School and WFDC and be making good progress toward a HS diploma.
- 3. Instructional Facilities:** All instructional facilities used by WFDC apprentices will be subject to a WA State Department of Labor and Industry DOSH review every two years. This review will be coordinated by WFDC staff in partnership with the facility owner.
- 4. Curriculum:** WFDC will provide curriculum to support the classroom instruction portion of the youth apprenticeship program. WFDC will be responsible for printing and reproduction of instructor and student materials. Curriculum supplied by WFDC is the intellectual property of WFDC and the High School shall not use WFDC curriculum or any other related content without written consent. The student will not be permitted to work on the production floor until all modules in the classroom curriculum have been successfully completed as evidenced by a score of 80% or better on assessments.
- 5. On The Job Training:** WFDC will provide additional, hands-on training on the production floor supervised by a WFDC Employee. The student will have an assigned mentor and the student to supervisor ratio shall be no more than 2:1 to ensure student safety. The student will work in a production area for 4-6 weeks and be evaluated by the assigned mentor. This evaluation will be shared with the High School. The student will be rotated to various production areas throughout the academic term. The student will be paid minimum wage while working in each production area.
- 6. Personal Protective Equipment and Safety:** WFDC will supply to all youth apprentices appropriate PPE to be worn on the job.
- 7. Participant Credit:** There will be no cost to student participants and the sending high school will be responsible for the **\$100 materials fee per student**. Appropriate funding sources are InvestEd, PTSA, Booster Club or Department Curricular funding for materials.

- 8. Program Coordination:** WFDC and the High School shall each appoint a representative to coordinate the activities and interests of the program.

LIABILITY

Each party to this agreement shall be responsible for damages to persons or property resulting from negligence on the part of itself, its employees, or its officers. Neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or cooperation not a party to this agreement.

VERBAL AGREEMENTS

This is the entire agreement of the parties, no alteration of the terms of this agreement shall be valid unless made in writing and signed by both parties hereto, and attached hereto as addendum(s).

DISPUTES

Disputes regarding the terms or performance of this agreement shall be discussed by WFDC and High School designated representatives. If no agreement can be reached, the WFDC designee and High School Principal will be involved in making the final determination.

TERM OF AGREEMENT

1. This agreement shall be for the period of September 2020 to June 2021.
2. This agreement may be cancelled if the terms and conditions are substantially modified or if an act of the Washington State Legislature substantially modified the operation of WFDC or the High School.
3. This agreement may also be cancelled at any time upon ninety (90) days written notice by either party.

This agreement is entered into this **2nd day of June, 2020**.

Work Force Development Center

Dave Trader
CEO
WFDC

Date

Stanwood High School

Ross Short
Career and Technical Education Director
Stanwood High School
7400 272nd St NW
Stanwood, WA 98292

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