

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 20, 2008

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston

SUBJECT: **CONSIDERATION OF THE MOU FOR LANSDOWNE HIGH SCHOOL'S SCHOOL-TO-CAREER PROGRAM**

ORIGINATOR: Dr. Joe A. Hairston

RESOURCE PERSON(S): Dale R. Rauenzahn, Acting Assistant Superintendent, STEM
Ronald Koontz, Supervisor, Career and Technology

RECOMMENDATION

That the Board of Education approve the MOU for the Lansdowne High School's Career Program with the Baltimore County Department of Public Works.

Attachment I – Memorandum of Understanding

4/2/08

Career paths for the jobs the Lansdowne High School students will be training in with the Baltimore County Department of Public Works:*

| 8.300 | <i>Unskilled Trades Series</i> | <i>Pay Schedule</i> | <i>Grade</i> | <i>Minimum</i> | <i>Maximum</i> |
|--------------|--|----------------------------|---------------------|-----------------------|-----------------------|
| 8.310 | Laborer I | II | H11 | \$11.91 | \$14.30 |
| 8.312 | Laborer II Trainee | II | H13 | \$12.68 | \$15.59 |
| 8.200 | <i>Unskilled Trades Series</i> | <i>Pay Schedule</i> | <i>Grade</i> | <i>Minimum</i> | <i>Maximum</i> |
| 8.239 | Laborer II | II | H15 | \$13.70 | \$17.00 |
| 8.240 | Public Works Technician I (Options) | II | H15 | \$13.70 | \$17.00 |
| 8.241 | Public Works Technician II (Options) | II | H17 | \$14.97 | \$18.65 |
| 8.242 | Public Works Technician III (Options) | II | H19 | \$16.28 | \$20.42 |
| 8.243 | Public Works Technician IV (Options) | II | H20 | \$17.00 | \$21.49 |

*Baltimore County Classification Plan and Salary Grades by Services and Occupational Series—Crafts and Trades Service (8.000), March 12, 2008, Office of Human Resources.

College opportunities for the jobs that Lansdowne High School students will be training in with the Baltimore County Department of Public Works:**

Baltimore County Encourages full-time classified employees to continue their education by providing tuition reimbursement upon successful completion of approved courses towards a degree or certificate at accredited institutions. Educational Assistance may be approved for only 30 graduate credits beyond an undergraduate degree.

Qualified employees may be reimbursed a percentage of the cost of tuition and certain other fees, excluding textbooks, up to a set maximum per fiscal year.

The course must be generally related to the employee's current work assignment, one to which they may be assigned or to a future career aspiration within County government service.

**Employees Handbook, Baltimore County Maryland, Office of Human Resources (Ninth Edition, Revised January 2008).

4/2/08

Academic links for the jobs the Lansdowne High School students will be training in with the Baltimore County Department of Public Works:***

Content Standard Indicators:

1. Develop and practice workplace readiness skills in order to be a product and responsible worker. (LG-3, 5)
2. Employ effective communication skills in order to seek, acquire, and maintain a job. (LG-1, 2, 3)
3. Demonstrate the interpersonal skills necessary in order to achieve personal and career goals. (LG-1, 5)
5. Demonstrate workplace management methods and skills in order to function effectively in a work environment. (LG-2, 4)
7. Develop problem-solving techniques in order to apply them effectively to individual and team situations. (LG-2, 5)
13. Use related occupational materials in order to enhance skill development. (LG-1, 2, 4)

***Baltimore County Public Schools Content Standard Indicators and Learning Goals for School-to-Career, 2006.

**Memorandum of Understanding
by and between the
Board of Education of Baltimore County
and the
Baltimore County, Maryland, a body corporate and politic.**

Lansdowne High School's School To Career Program

Recitals

WHEREAS, the BOARD OF EDUCATION OF BALTIMORE COUNTY (hereinafter referred to as "The Board") desires to prepare its students to be productive citizens in the workplace, and

WHEREAS, BALTIMORE COUNTY, A BODY CORPORATE AND POLITIC, through its Department of Public Works (hereinafter referred to as "DPW" or "The County"), desires to improve its work force and supplement its recruiting efforts,

WHEREAS, the Board and the County, through its Department of Public Works, have determined that their mutual interests will be advanced through the establishment of a partnership agreement at Lansdowne High School through its existing School to Career Program,

NOW, THEREFORE, in consideration of the mutual agreements and covenants contained herein and for other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, the Parties agree this _____ day of _____, 2008 as follows:

I. Obligations of the COUNTY

A. The County will

1. permit no fewer than five (5) students to participate in a work study program at least fifteen (15) hours per week at a rate of \$8.50 per hour;
2. as to those students, assign tasks consistent with the goals and objectives of the School to Career Program. Such objectives and goals are attached hereto as "Exhibit A";
3. agree not to assign to students any work that entails use of ladders or scaffolding nor any machinery or masonry deemed unacceptable by the Board. The Board shall advise the County Government, by its DPW, of any equipment deemed unacceptable;
4. agree that all student assignments are subject to the approval of the Board, through the Baltimore County Public Schools (hereinafter referred to as "BCPS");
5. inform the BCPS of any requirements regarding equipment or clothing in sufficient time for BCPS to supply any such items;
6. provide adequate and appropriate supervision for all students at all times, which shall exclude from supervision any individuals deemed unsuitable by BCPS. Such persons may include registered sex

offenders or any person otherwise ineligible for employment with BCPS. BCPS shall provide to the County, through its DPW, notice of lack of suitability for employment following receipt of criminal background check information.

7. ensure that all designated supervisors, including drivers or employees who will have unsupervised access to students have completed a background check at the County's expense;
8. provide adequate insurance for students assigned to work in the School to Career Program;

II. Obligations of the BOARD

A. The Board will

1. supply, at a minimum, five (5) students to participate in the cooperative work study program at the beginning of the 2007-2008 spring semester;
2. provide transportation to Brady Avenue Work Site. Parents and guardians will be responsible for transportation from the site by 4:30 pm. each working day. The Board agrees that DPW drivers, following receipt of criminal background check information, may transport students to approved offsite locations when appropriate;
3. monitor students' eligibility to continue participation in the program and assist in the evaluation of interns as required by Board policy and in accordance with the goals and objectives of the School to Career Program;
4. provide at least one (1) person to monitor work sites and provide appropriate BCPS faculty with progress reports;
5. monitor student attendance at the work site;
6. address all student behavior in accordance with Board policy;
7. monitor the number of hours that each student works;
8. secure all necessary parent permissions. A sample permission form is attached hereto as "Exhibit B";
9. approve all proposed DPW work sites prior to assigning any students to such sites;
10. develop and maintain intern database and academic files as required by state and federal law and Board of Education policy.
11. provide notice of lack of suitability for employment following receipt of criminal background check information
12. notify the DPW of any school holidays, including inclement weather days. It is understood that students will not be required to work on any designated school holiday, assessment day or day when schools are closed for inclement weather.

III. Term

- A. Parties agree that the term of this MOU is two years, and shall end on June 30, 2010. Parties shall have the ability to renew said MOU upon sixty (60) days' written notice to the other Party, for an additional period of two (2) years.

B. This MOU shall automatically cease upon the Board's decision to end its Lansdowne High School's School to Career Program with the Department of Public Works by thirty (30) days written notice.

It is so agreed.

WITNESS:

BALTIMORE COUNTY, MD, a body corporate and politic

By: _____
Fred Homan
Administrative Officer

RECOMMENDED FOR APPROVAL:

Edward C. Adams, Jr., Director
Department of Public Works

APPROVED FOR LEGAL FORM AND SUFFICIENCY*

(Subject to Execution by A Duly Authorized County
Administrative Official and County Council, if Indicated)

OFFICE OF LAW

*Approval of Legal Form and Sufficiency Does Not Convey.
Approval or Disapproval of Substantive Nature of Transaction.
Approval is Based Upon Typeset Document. All Modifications
Require Re-Approval.

BOARD OF EDUCATION OF BALTIMORE COUNTY

By: _____

JoAnn C. Murphy
President
Board of Education of Baltimore County

By: _____

Dr. Joe A. Hairston
Superintendent of Schools
Baltimore County Public Schools

Approved for form and legal sufficiency
Subject to Execution by a Duly Authorized Superintendent
And President of The Board of Education of Baltimore County

“EXHIBIT A”

**Lansdowne High School School to Career Program &
Baltimore County Department of Public Works
Program Goals**

The goals of the Lansdowne High School School to Career Program with the Baltimore County Department of Public Works are to:

1. raise students’ interest and ambition regarding learning and careers;
2. provide students with employee role models who can share their work experiences and knowledge and provide support and encouragement to the students;
3. provide students with an understanding of the expectations of employers regarding work attitudes, job readiness, and technical skills;
4. prepare students to meet the demands of the future work force;
5. increase students’ knowledge of the public works industry;
6. increase students’ knowledge of the disciplines of maintaining highways, utilities, engineering, solid waste, traffic engineering, and building services.

“EXHIBIT B”

**Lansdowne High School’s School to Career Program &
Baltimore County Department of Public Works
Parent/Guardian Permission Form**

I hereby give permission for my son/daughter _____
to leave school at 11:30 a.m. every school day to participate in the Baltimore County
Department of Public Works School to Career program.

I understand that my son/daughter will travel on a Baltimore County Public Schools bus from the
school to the Baltimore County Department of Public Works Brady Avenue site. Also, it is my
responsibility to pick up my son/daughter every school day at the Brady Avenue site at
4:30 p.m.

I further understand that the school and School to Career coordinators will exercise all
reasonable precautions for the safety of my child. However, I accept the fact that Baltimore
County, the School and School to Career coordinators will not be held liable for any injuries to
my child while participating in this program.

Parent Signature: _____

Date: _____

Student Signature: _____

Date: _____