

Memorandum of Understanding

Between

Gateway Community Action WIOA

And

Menifee County School District

Purpose:

This Memorandum of Understanding (MOU) establishes a collaborative relationship between Gateway Community Action WIOA (hereafter referred to as "Gateway") and Menifee County School District (hereafter referred to as "the District") to support the career development of high school students. The Career Development Specialist (hereafter referred to as "CDS") will be responsible for assisting students in exploring career options, opportunities, and pathways with the aim of ensuring all graduates have a detailed career plan post-graduation.

Responsibilities of Gateway Community Action WIOA:

- 1. Provision of a Career Development Specialist (CDS):**
 - o Assign a qualified CDS to work with high school seniors within the District.
 - o Ensure the CDS has the necessary training and resources to effectively support students in career planning.
- 2. Collaboration with Business Partners:**
 - o Facilitate partnerships with Business Service Consultants, employers, and other business-centered entities.
 - o Coordinate real-world career exploration opportunities, such as internships and apprenticeships, for students.
- 3. Program Implementation and Management:**
 - o Oversee the implementation of career development programs within the District.
 - o Monitor and evaluate the effectiveness of career planning initiatives and make necessary adjustments.

Responsibilities of Menifee County School District:

- 1. Provision of Facilities:**
 - o Allocate appropriate space within the school for the CDS to conduct career development activities.
 - o Ensure the provided space is conducive to student engagement and confidentiality.
- 2. Access to Students:**
 - o Facilitate the CDS's interaction with all high school seniors.
 - o Integrate career development activities into the school schedule to maximize student participation.
- 3. Support and Collaboration:**

- o Collaborate with the CDS in planning and executing career development programs.
- o Provide necessary support to ensure the success of career planning initiatives.

Joint Responsibilities:

1. Communication and Coordination:

- o Maintain regular communication between Gateway and the District to ensure alignment and address any challenges promptly.
- o Coordinate efforts to promote career development activities and ensure they are integrated smoothly into the students' educational experience.

2. Data Sharing and Confidentiality:

- o Share relevant student data and progress reports, while ensuring compliance with confidentiality and privacy regulations.
- o Use data to assess the impact of career development activities and identify areas for improvement.

Duration and Termination:

This MOU will remain in effect from August 1, 2025 to June 30, 2026. Either party may terminate this agreement with 30 days written notice. Amendments to this MOU may be made with mutual consent and documented in writing.

Signatures:

For Gateway Community Action WIOA:

Martina Roe

Martina Roe

CEO
August 1, 2025

For Menifee County School District:

Joshua Kincaid

Superintendent
August 1, 2025