

Memorandum of Understanding

Alignment Collaborative for Education and Central School District 301

June 4, 2025

The Alignment Collaborative for Education (Alignment) will provide a third year of work-based learning assistance as part of the 2025-26 school year. The agreement will be in effect from September 1, 2025, to July 31, 2026.

The scope of work will include providing work-based learning services related to assisting juniors and seniors enrolled in career technical education programs in connecting with employers as part of Alignment's annual regional job fair in Spring 2026. Central School District 301 (District 301) is also invited to participate in the summer internship program offering students paid opportunities in various industry clusters with preference given to students entering their senior year in August 2026. These opportunities are competitive with students required to complete an application to include a detailed resume along with interview requirements met. Alignment will also continue its engagement with District 301 as part of the Educational Pathways and Teacher Pipeline A-Team events and programs during the 2025-26 school year.

Students participating in the job fair and the summer internship program will also have access to resume preparation and interview skills workshops during the Spring Semester 2026 prior to the summer internship application opening date in March and the spring job fair. These sessions will be offered in a virtual format so that students and teachers can offer these opportunities during the school day. Additional sessions may also be offered after school based on the needs of the students.

District 301 - Contribution of Human Resources:

Alignment is requesting that District 301 have representation on its Governing Board that meets six times per year. The Governing Board representative will be the District 301 Superintendent consistent with participation from the other school districts. District 301 is also asked to identify individuals that will be mutually beneficial to the work of the Educational Pathways and Teacher Pipeline A-Team composition. Those teams will meet monthly during the school year. Alignment suggests that this appointment be the individual responsible for CTE and educational pathway programs.

As part of this engagement and collaboration, District 301 will assist in growing Alignment's partnership base to grow resources from the District 301 region. These resources will support work-based learning opportunities specific to increasing internships opportunities and employer

representation at the job fair. Alignment hopes to continue to see these partnerships grow during the 2025-26 school year bringing additional human and financial resources to the collaborative.

District 301 – Contribution of Financial Resources:

For the 2025-26 school year, District 301 will agree by September 1, 2025, to contribute \$15,000 toward Alignment's operating cost. Alignment will invoice District 301 for the operating support at the time the MOU is approved by all parties with payment expected to be received no later than September 1, 2025. In addition to the \$15,000, District 301 will allocate from its regional CTE budget or other fund source, an additional \$20,000 to offer internship opportunities to a minimum of 20 District 301 students placed during the school year or in the paid summer internship program beginning in June. Stipends to students for the 60-hour summer internship experiences will be administered by Alignment and paid directly to the student. Alignment may also have some District 301 students placed in summer long internship assignments beyond the 60 hours based on student preferences and the selection process.

District 301 will also need to be actively involved with a specific point of contact during the summer in helping manage student communications and performance during the time the students are assigned to the industry settings. Internship funding will need to be received from District 301 no later than May 15, 2026, assuming the minimum number of placements have been offered. If for any reason the 20 student placements are not offered by that date, Alignment will reduce the number of placements and the amount charged based on the number of placements confirmed.

All District 301 students offered an internship will complete a W-9 prior to beginning the internship with Alignment. Alignment will then award the stipend at the completion of the internship. Any students completing a portion of the internship, but not the full 60 hours, will receive a prorated amount for the hours completed.

All students completing the 60-hour internship and receiving a minimum stipend of \$600 will receive a Form 1099 by January 31, 2027. If the District 301 student accepts an internship that is fully paid by the hosting business or organization that Alignment has recruited, that internship will be considered as part of the 15 internships committed by Alignment.

Effective dates of the agreement to continue the partnership:

The effective dates of this agreement are September 1, 2025, to July 31, 2026. Alignment and District 301 will continue to evaluate the outcomes achieved in July 2026 and decide prior to August 1 to construct a subsequent MOU for the 2026-27 school year if both partners wish to continue the agreement.

Alignment and District 301 commit to this agreement as an opportunity to provide greater work-based learning services to students as they prepare to become the region's future workforce.

Approvals:

Central School District 301 signature and date:

Dr. Griff Powell and Dr. Kyle Schumacher, Interim Superintendents

Date

Alignment Collaborative for Education signature and date:

A handwritten signature in purple ink, appearing to read "Nancy Coleman".

6/4/25

Nancy Coleman, Executive Director

Date