

**MEMORANDUM OF UNDERSTANDING (MOU)**  
**Between Weber Adult Education (WSD)**  
**and**  
**Weber Prosperity Center of Excellence (COE)**

**Purpose & Scope**

The duration of this MOU will run from Mar 31, 2022 through June 22, 2027.

**1. Develop a formal collaborative partnership between Weber Prosperity Center of Excellence (COE) and Weber Adult Education (WSD) that includes:**

- a) Establishing shared goals and objectives of providing wrap-around services in regular staffing meetings with both organizations to identify obstacles and barriers of co-enrolled students who need community resources to overcome challenges of food insecurity, mental health, housing insecurity, transportation issues and child care assistance.
- b) Creating an in-school and outside of school opportunity and capability for students to have access to all wrap around services.
- c) Use data to align and improve efforts focused on student success. This partnership between WSD and the COE will address the following social determinants of health (but not limited to):
  - Food Insecurity
  - Housing Instability
  - Interpersonal Violence
  - Transportation
  - Utility Needs
  - Mental & Physical health needs

Both parties will ensure that all activities are conducted in compliance with all applicable WSD, COE and Utah State Board of Education (USBE) guidelines, as well as all federal laws, rules and regulations, including FERPA, ADA, and Civil Rights.

**2. Responsibilities of Weber Adult Education (WSD):**

WSD shall undertake the following activities in partnership with the COE to provide community resources for wrap around services.

- Allow COE Resource Integration Coaches (RICs) access to weekly student management meetings as a volunteer (provided RICs comply with all requirements of state law and district policy for volunteers, including obtaining a background check and receiving training on WSD Policy 7120).
- Provide referrals from Weber Adult Education to the COE.

- Provide COE RICs access to attendance reports and academic progress reports for the purpose of mentoring assigned/referred students (provided adult education students sign a release that allows the data sharing in accordance with established data sharing agreements).
- Provide designated RICs working in school settings, with WSD identification badges or accept their employment badges as sufficient.

### **3. Responsibilities of the Weber Prosperity Center of Excellence (COE):**

- The COE, through its partnerships with community resources and community partners will leverage the Integrated Community Action Now (ICAN) initiative. RICs will act as coaches, mentors and peer support and will connect co-enrolled students to a network of ICAN partners and resources customized to each student and their families to build family resilience and to improve in all factors of child health and well-being. Resources and services address the social determinants of health for each specific student and family.
- The COE RICs will determine eligibility for ICAN, which includes having children who are experiencing intergenerational poverty and meet TANF eligibility requirements. Students not meeting these guidelines will be reviewed on a case by case basis.
- The COE will provide regular reports and updates as agreed upon and requested by WSD.

### **4. Collaborative Partnership for Weber Adult Education & the Weber Prosperity Center of Excellence:**

- This partnership will allow the Resource Integration Coach (RIC) from the COE the opportunity to collaborate with the Weber Adult Education administrative core team throughout all planning, implementation and evaluative processes as designated by mutual agreement.
- Partners will communicate program, data and partner concerns with each other in a timely manner.
- Leadership from both entities will participate in regular partnership coordination meetings, at least quarterly.
- WSD will provide access to grant-required data in accordance with established data sharing agreements for the purposes of assisting with plan development and progress evaluations to assure quality programming and achieve desired outcomes for the students enrolled in the ICAN program.

### **5. General:**

- WSD will coordinate with the COE to address concerns that may arise in a timely manner.
- The COE will maintain records for seven years as needed for reporting purposes, retaining data in accordance with established data sharing agreements.

### **6. Revision/Termination:**

It is mutually understood and agreed upon by and between parties that: Either party may elect to request a revision or termination to this agreement without penalty. Once requested, the parties will meet within 76 hours of the request to discuss the request for revision or termination. Efforts will be made toward a resolution prior to termination. With 30 days' notice, this agreement may be terminated by either party with or without cause.

**7. Record Retention:**

All records must be retained for seven years from the completion of the project. This requirement applies to fiscal records, reports and client information. Records will be retained in accordance with established data sharing agreements.

**8. Effective Date & Signatures:**

This MOU shall be effective upon the signature of WSD Authorized Officials and the Weber County Commission, effective March 31, 2022 through June 22, 2027.

**Execution:**

WSD Authorized Officials

Andrea Woodring  
Principal Weber Adult Ed  
By: Andrea Woodring  
Date: 5/4/22

BOARD OF COUNTY COMMISSIONERS  
OF WEBER COUNTY, on behalf of the Weber  
Prosperity Center of Excellence

By: \_\_\_\_\_  
Scott K. Jenkins, Chair

Commissioner Harvey voted \_\_\_\_\_  
Commissioner Jenkins voted \_\_\_\_\_  
Commissioner Froerer voted \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Ricky Hatch, CPA  
Weber County Clerk/Auditor

\_\_\_\_\_  
Date