



WORKFORCE DEVELOPMENT MOU PROCESS

Building strong partnerships that create real-world learning opportunities and prepare students for success.



1. PARTNERSHIP INTEREST INITIATED

Either a business or organization reaches out to partner with Columbia Public Schools, or CPS identifies a potential partner for an opportunity.



2. CONNECTION WITH DIRECTOR OF WORKFORCE DEVELOPMENT

The partner is connected with the Director of Workforce Development to explore collaboration.



3. PARTNERSHIP CONSULTATION

The Director of Workforce Development and the partner discuss the opportunity:

- Client-Connected Projects
- Registered Youth Apprenticeships
- Job Shadows
- Internships (Paid/Unpaid)
- Volunteer / Work-Based Learning
- Guest Speakers
- Workplace Tours
- Other Workforce Opportunities



4. DIRECTOR OF WORKFORCE DEVELOPMENT DEVELOPS & COORDINATES THE MOU

- Collaborates with the business partner
- Utilizes district-approved MOU template
- Coordinates internal district review



5. MOU SUBMITTED FOR DISTRICT APPROVAL

- Legal review
- Board of Education approval



6. APPROVED MOU EXECUTED

- Final signatures obtained
- Copy provided to business partner
- MOU maintained by Workforce Development



7. ANNUAL REVIEW & RENEWAL

- Workforce Development monitors expiration dates
- Renewal process initiated with partner
- Updated MOU submitted for approval, as needed

ALL WORKFORCE DEVELOPMENT PARTNERSHIPS ARE COORDINATED THROUGH THE DIRECTOR OF WORKFORCE DEVELOPMENT TO ENSURE A CONSISTENT DISTRICT PROCESS AND HIGH-QUALITY PARTNERSHIPS.