

Nevada County, California Nevada Joint Union High School District  
**MEMORANDUM OF UNDERSTANDING (MOU)**  
Pertaining to Career Technical Education / Youth Leadership Development Shared Staff

**I. DECLARATION**

This MOU is entered into by and between the COUNTY OF NEVADA (County) and the NEVADA JOINT UNION HIGH SCHOOL DISTRICT (NJUHSD) referred to hereafter as the “Parties”, for the purpose of coordinating a County staff position for Career Technical Education / Youth Leadership Development, who can be utilized by NJUHSD. The purpose of this MOU is to identify the roles and responsibilities of each of the Parties.

**II. BACKGROUND**

- **NJUHSD** provides Career Technical Education programming to students in the District and has one-time funding to support initiatives in this area.
- **County** has been developing youth leadership programming, including the establishment of the Nevada County Youth Commission by Resolution 23-430 on August 8, 2023.

Given the similar interests of the Parties with regard to fostering leadership and development opportunities for youth in Nevada County, a collaborative opportunity has been identified to share in the costs of a County full-time staff position to further develop programming that supports the Parties’ shared goals.

- The purpose of this MOU is to identify the specific and general responsibilities of each of the Parties.

**III. POSITION**

The Career Technical Education / Youth Leadership Development (“County Employee”) shall be an employee of County, and the County shall be responsible for all of Program Manager’s compensation and benefits. County policies will apply to County Employee at all times. NJUHSD’s utilization of the County Employee shall be exclusively through this MOU and as defined herein.

In the event that NJUHSD, at any time during the term of this MOU, is not satisfied with the performance of the County Employee performing services pursuant to this MOU, NJUHSD shall notice the County immediately and the Parties shall meet and confer to resolve any issues. If unable to resolve the issues, NJUHSD may terminate the MOU according to the Termination Clause.

#### **IV. COUNTY POSITION'S ROLES AND RESPONSIBILITIES**

##### **NJUHSD:**

- Support the implementation and continuous improvement of a districtwide internship system that allows students to enroll in internship courses during the spring semester for placements occurring in the following fall semester.
- Assist NJUHSD in launching and refining the district's internship infrastructure, including systems for student placement, employer participation, and coordination with site staff responsible for internship supervision.
- Support the rollout and implementation of the district's student internship onboarding process, including soft skills training and workplace readiness preparation for students entering internship placements.
- Assist NJUHSD staff in developing and refining procedures related to internship onboarding, placement coordination, and employer engagement as the program expands.
- Develop and maintain a centralized database of internship host organizations, including documentation of participating employers, available placements, and alignment with Career Technical Education pathways.
- Prioritize partnership development with major regional employers capable of hosting multiple interns across multiple pathways and work with existing partners to expand internship capacity.
- Support the development and expansion of **internal internship opportunities within the Nevada Joint Union High School District**, including opportunities within district departments and programs.
- Assist NJUHSD in establishing clear procedures for employer onboarding and participation in the internship program, including coordination with district leadership and relevant administrative departments.
- Support the development of consistent systems for evaluating student internship experiences and employer host placements in order to strengthen program quality and sustainability.
- Provide guidance and support to NJUHSD staff who are new to coordinating or supervising internships as the district expands work-based learning opportunities.

##### **County:**

### **Nevada County Youth Commission (NCYC)**

- Annually recruit, interview, and recommend selection of Youth Commissioners.
- Collaborate with Nevada County staff to provide education and training on government structure, parliamentary procedure, and Brown Act guidelines.
- Assist Youth Commissioners in identifying and selecting areas and issues for focus.
- Act as designated driver for group travel.
- Work with elected student Chair and Commission officers to establish monthly agendas and timelines.
- Coordinate and attend subcommittee policy meetings.
- Emphasize the importance of building relationships with Nevada County departments, schools, and stakeholders.

### **Economic Development**

- Connect Youth Commissioners with for-profit and non-profit business communities.
- Create job shadowing and internship opportunities for students.
- Collaborate with HR and CTE Director for career pathways.
- Present to high school classes to showcase opportunities with the County.
- Develop an economic tour of local businesses.
- Implement data collection platforms to identify student career interests.
- Collaborate with the nonprofit community to support pathways for homeless youth.

### **Internship Program**

- Conduct educational outreach and recruitment in Nevada County high schools and local colleges.
- Coordinate with HR and departments to develop training plans for high school interns.
- Participate in internship program activities and events.
- Monitor training plans and maintain contact with students during their internships.

## **Supervision**

- Monitor training plans and milestones with students and supervisors.
- Maintain contact with students to assist them during their internship.

## **Community Engagement**

- Coordinate and facilitate one Nevada County Citizen Academy each fiscal year.
- Develop curriculum and speaker series, conduct public outreach, and handle logistics.
- Conduct community outreach for the CTE program, collaborating with local organizations and utilizing various communication channels.
- Establish metrics to measure the success of outreach efforts.

## **V. GENERAL PROVISIONS**

### **A. INDEMNIFICATION**

To the fullest extent permitted by law, each of the Parties (the “Indemnifying Party”) hereby agrees to protect, defend, indemnify, and hold the other (the “Indemnified Party”), its officers, agents, employees, and volunteers, free and harmless from any and all losses, claims, liens, demands, and causes of action of every kind and character resulting from the Indemnifying Party’s negligent act, willful misconduct, or error or omission, including, but not limited to, the amounts of judgments, penalties, interest, court costs, legal fees, and all other expenses incurred by the Indemnified Party arising in favor of any party, including claims, liens, debts, personal injuries, death, or damages to property (including employees or property of the Indemnified Party) and without limitation, all other claims or demands of every character occurring or in any way incident to, in connection with or arising directly or indirectly out of the Contract. The Indemnifying Party agrees to investigate, handle, respond to, provide defense for, and defend any such claims, demand, or suit at the sole expense of the Indemnifying Party, using legal counsel approved in writing by Indemnified Party. Indemnifying Party also agrees to bear all other costs and expenses related thereto, even if the claim or claims alleged are groundless, false, or fraudulent. This provision is not intended to create any cause of action in favor of any third party against either party or to enlarge in any way either party's liability, but is intended solely to provide for indemnification of the indemnified party from liability of damages or injuries to third persons or property arising from or in connection with indemnifying party's performance pursuant to this contract. This obligation is independent of and shall not in any way be limited by the minimum insurance obligations contained in this contract.

### **B. INSURANCE**

It is agreed that Parties shall each maintain at all times during the performance of this Agreement insurance coverage or self-insurance in the amounts of not less than **two million dollars (\$2,000,000)** to cover all of its operations.

Specifically, but not limited to:

- Two Million Dollars (\$2,000,000) General Liability
- One Million Dollars (\$1,000,000) Automobile Liability
- One Million Dollars (\$1,000,000) Workers' Compensation
- One Million Dollars (\$1,000,000) Professional Liability (E&O)

### **C. TERM**

This MOU shall take effect on **July 1, 2026** and be valid through **June 30, 2028**.

Either Party may terminate this MOU by giving thirty (30) days' written notice to the other Party.

This MOU is contingent upon available funding and may be renewed or renegotiated upon mutual written consent of all Parties.

### **D. FISCAL**

The County staffing position classification is proposed to be **"Project Coordinator."**

An estimate of costs is provided below, which is based on the following assumptions:

- Position is employed at "E Step"
- Health benefits are elected at "Employee +1". Base salary includes projected increases in Fiscal Years 2026–27 and 2027–28.
- An administrative overhead allocation of 10% as a means of recognizing ancillary costs associated with County full-time staff, such as computers, network connections, payroll administration, etc., is waived in recognition that NJUHSD will have many of the same ancillary costs.

Full Cost (Borne by County of Nevada) of Project Coordinator Salary and Benefits

<b>Fiscal Year</b>	<b>Salary</b>	<b>Benefits</b>	<b>Total</b>
FY 26-27	\$84,402	\$71,310	\$155,712
FY 27-28 (estimate)	\$88,622	\$74,876	\$163,498
<b>Total</b>	<b>\$173,024</b>	<b>\$146,186</b>	<b>\$319,210</b>

NJUHSD Agrees to Pay (All Estimates)

<b>Fiscal Year</b>	<b>Salary</b>	<b>Benefits</b>	<b>Travel/Trainin g</b>	<b>Total</b>
FY 26-27	\$42,201	\$35,655	\$4,000	\$81,856
FY 27-28	\$44,311	\$37,438	\$4,000	\$85,749
<b>Total (Paid in 26-27)</b>	<b>\$86,512</b>	<b>\$73,093</b>	<b>\$8,000</b>	<b>\$167,605</b>

**NJUHSD** understands and agrees that actual costs may be different from the estimates provided herein.

Actual Costs are defined as salary and benefit costs booked to the Work-Based Learning Project Control Number (PCN) in FY 26-27, benefits, as well as any Work-Based Learning-related travel and training costs incurred in FY 26-27.

**COUNTY** agrees to continue using the Work-Based Learning PCN time tracking system that will support **NJUHSD** requirements.

**NJUHSD** agrees to reimburse **COUNTY** for Actual Costs incurred in FY 26-27 at the rates defined below, as well as estimated costs to be incurred in FY 27-28. Reimbursement shall be calculated and invoiced by County to **NJUHSD** quarterly:

- Base Salary: the total dollar value of salary paid for time allocated, on an hourly basis, to activities supporting NJUHSD activities, to be supported by PCN report
- Benefits: the total dollar value of benefits associated with time spent on activities supporting NJUHSD activities, to be supported by PCN report

The estimated maximum reimbursement under this agreement shall be \$167,605

**During fiscal year 2026–27**, the County may invoice NJUHSD for the **its share of actual salary and benefits for fiscal year 2026–27 and projected fiscal year 2027–28** , and NJUHSD agrees to process payment upon receipt of invoice subject to available funding.

**VI. NOTICE**

Notice to the Parties in connection with this MOU shall be given personally or by regular mail addressed as follows:

Dan Frisella  
 Superintendent  
 Nevada Joint Union High School District  
 11645 Ridge Rd.  
 Grass Valley, CA 95945

Alison Lehman  
 County Executive Officer  
 County of Nevada  
 950 Maidu Ave., Ste. 200  
 Nevada City, CA 95959

**IN WITNESS WHEREOF**

the Parties hereto have executed this MOU as of the day and year first herein written.

Dan Frisella  
 Superintendent  
 Nevada Joint Union High School District

County of Nevada  
 Signature \_\_\_\_\_

Signature  \_\_\_\_\_

Date: \_\_\_\_\_

Date: 4/13/26

Lisa Swarthout  
 Board of Supervisors, Chair