

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE CALIFORNIA HOMEBUILDING FOUNDATION AND XXXX**

This Memorandum of Understanding (“Agreement”) is entered into as of XXXX (“Effective Date”), by and between the California Homebuilding Foundation, a California non-profit corporation (“CHF”) and XXXX (DISTRICT or XXXX).

**RECITALS:**

- A. XXXX is a public school district serving students in the City and County of XXXX, California
- B. CHF has established and manages a statewide charitable educational program known as the Building Industry Technology Academy (BITA).
- C. For the success of BITA, CHF relies upon school teachers and administrators, local high schools and school districts to implement local educational programs for the benefit and education of their students. In support of local BITA programs, CHF provides educational materials and identifies opportunities and provides financial support through industry fundraising.
- D. XXXX desires to implement a local BITA program at one of more of its high schools as set forth herein.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

**AGREEMENT**

- 1. Term. This Agreement shall commence on the Effective Date for an initial term through XXXX. Thereafter, until terminated by notice given by either party as provided below, this Agreement shall be automatically renewed on the first of July each year for an additional one year period.
- 2. DISTRICT Responsibilities. During the Term, DISTRICT shall have the responsibility to:
  - a. Provide administrative and support staff with resources and time to oversee and facilitate the BITA program.
  - b. Develop an annual plan based on student interest and enrollment to:

- i. Ensure that the BITA construction technology materials are made available to the instructors as funding permits
    - ii. Hire and retain qualified career technology instructors. Involvement and input from partnering organizations available if requested.
    - iii. Provide a variety of increasingly challenging work-based learning activities throughout the school year as funding permits.
  - c. DISTRICT shall provide or cause to be provided facilities as determined appropriate, in its sole discretion, to accommodate BITA. It is anticipated that DISTRICT will designate a classroom, shop area and work yard with adequate storage for materials. In addition, DISTRICT shall provide the equipment necessary including maintenance, repair and upkeep of the equipment to run BITA on its campus and will make the BITA construction technology materials available to its instructors.
  - d. DISTRICT shall hire and retain qualified career technology instructors, and will provide the appropriate administrative and support staff to BITA. DISTRICT shall also provide the necessary administrative and support staff to establish articulation agreements with local community colleges.
  - e. DISTRICT will provide a variety of increasingly challenging work-based learning activities throughout the school year as funding permits, including providing adequate supervision of its students while visiting off-site locations as provided in Section 5 of this Agreement.
  - f. DISTRICT shall create and conduct pre and post surveys of student's participation in BITA. In addition, DISTRICT, in cooperation with CHF will explore the implementation of a post-high school tracking system to provide summary information concerning the operation of BITA to CHF. Said summary information shall comply with all confidentiality and privacy laws such as FERPA and Cal. Ed. Code Section 49060 et seq., and will not include any identifiable student information.
  - g. DISTRICT shall utilize the name "Building Industry Technology Academy" or BITA only in connection with programs undertaken pursuant to this agreement.
  - h. DISTRICT shall assure that the operation of BITA within its jurisdiction shall be in compliance with the legal provisions of the California Education Code and other applicable provisions of state, federal or local laws and regulations.
  - i. Consistent with paragraph 5 below, DISTRICT shall manage the experience of its students while participating in the BITA program.
3. CHF Responsibilities. During the Term, CHF shall have the following responsibilities:

- a. CHF shall continue to develop and maintain curriculum for BITA, which shall be aligned to the California Career Technical Education Standards/Common Core State Standards/SCANS, which can be replicated.. The Curriculum shall be reviewed by industry professionals, and shall include course outlines, lesson plans, tests, standards alignment, and all other necessary instructional documents. CHF shall provide the Curriculum to DISTRICT to be considered for, and implemented as appropriate into, the BITA program.
  - b. In addition to the Curriculum, CHF shall provide, or cause to be provided, workforce demand, labor statistics information, resource data, and new construction technology insights to be utilized in the classroom for the BITA program.
  - c. CHF shall promote the BITA program to the building industry and in the local community, particularly in the greater XXXX area, and encourage the contribution of materials, volunteers and financial resources.
  - d. In conjunction with DISTRICT staff, CHF shall provide input and review of the BITA pre-training and post-training surveys. Using a continuous cycle of improvement approach, review and analyze the BITA survey results to determine next steps. Additionally, in conjunction with DISTRICT staff, CHF shall provide input and review the BITA post-high school tracking system, including analyzing the results to identify needed adjustments to the program.
  - e. CHF shall conduct fundraising efforts both statewide and locally, in an effort to raise funds that can be contributed to and/or dedicated for the benefit of BITA, under the direction of CHF's Board of Trustees and consistent with CHF's bylaws and policies. Locally these funds will be intended to offset the district's cost of equipment, facility maintenance and special projects necessary to run BITA.
  - f. As part of its fundraising, CHF will seek funds specifically for a variety of increasingly challenging work-based learning experiences. However, as set forth in Section 5, CHF shall have no obligation or liability for providing supervision on such work-based learning experiences, which shall be managed solely by District as part of its local BITA program.
4. Use of BITA Name. The BITA name is a service mark or trade name of CHF reserved for the exclusive use of programs while they are supported by CHF working in cooperation with various educational institutions. As such, CHF enjoys all rights to the name. DISTRICT agrees that it will not use the BITA name without the expressed approval of CHF pursuant to this Agreement and renewals or restatements thereof.
  5. CHF Not Liable for Student Supervision. DISTRICT agrees and acknowledges that CHF shall not have control over, nor shall provide any supervision of students

whether on campus or off campus for site visits and/or field trip excursions. DISTRICT shall assume all responsibility for the safety and conduct of its pupils, and the enforcement of the rules and regulation necessary to their protection, on and off campus, as required by state and federal law.

6. No Joint Venture. This Agreement shall not create a joint venture, partnership, or any other relationship of association between the parties.
7. Dispute Resolution. If any claim or controversy arises out of this Agreement (each a "Dispute"), the parties shall first enter into good faith negotiations to resolve the Dispute through their respective managements. In the event such good faith negotiations fails to settle any Dispute within sixty (60) days from notice of the Dispute, the parties shall try in good faith to settle the Dispute by non-binding mediation administrated by a mediator upon whom both the DISTRICT and the CHF agree, and if the Dispute persists, the parties consider arbitration before resorting to litigation.
8. Governing Law. The interpretation and enforcement of this Agreement shall be governed by the laws of the State of California, the state in which the Agreement is signed.
9. No Third Party Rights. Nothing in this Agreement is intended to make any person or entity that is not a signatory to the agreement a third-party beneficiary of any right created by this Agreement or by operation of law.
10. Termination. Either party may terminate this Agreement without cause upon providing notice to the other party not less than sixty (60) days prior to the first day of a particular semester's classes as set forth in DISTRICT's academic calendar. In the event of termination, the parties will cooperate to minimize disruption to existing or continuing programs. It is understood that the extension or renewal of this Agreement at any point beyond the initial one year term shall be contingent upon the continued interest and mutual agreement of the parties.
11. Each Party shall not disclose records received from the other Party, which have been designated as confidential, including personnel records and student records pursuant to FERPA and California Education Code Section 40973, *et seq.* In the event a Foundation receives a request for disclosure of such confidential records, whether under the California Public Records Act, a duly-issued subpoena, or otherwise, it shall tender the request to District who shall be responsible for addressing said request, including the defense of its claim of confidentiality. The party asserting its claim of confidentiality shall hold harmless and defend the Party receiving such request from any liability, claim, loss, cost, attorney's fees and damages, as adjudged by a court of competent jurisdiction, arising out of a refusal to disclose such confidential records.

12. Each party agrees to hold harmless, defend, and indemnify the other, and the officers, employees, boards, volunteers, and agents of each from and against any and all liability, losses, costs or expenses (including reasonable attorney's fees), or claims for injury or damages arising directly out of the performance (or nonperformance) of its specific responsibilities set forth above in paragraphs 2 or 3, as applicable, but only in proportion to, and to the extent that such liability, loss, cost, expense, or claims for injury or damages are caused by or result from the negligence or intentional acts or omissions of the indemnifying party, its officers, employees, directors or agents.
13. The parties hereto agree that the relationship created by this MOU is that of independent contractors.
14. It is the policy of DISTRICT that in connection with all educational services and programs, there will be no discrimination against any pupil, employee, or contractor because of race, color, ancestry, national origin, handicap, religious creed, sex, sexual orientation, age, or marital status. Foundation and BITA agree to comply with all applicable state and federal laws in this regard.
15. Governing Law. The interpretation and enforcement of this MOU shall be governed by the State of California, the state in which the MOU was signed by the DISTRICT and the services are to be provided. Venue of any litigation arising out of or connected with this MOU shall lie exclusively in the state trial court or Federal District Court located in XXX County in the State of California.
16. Attorney's Fees. In the event suit is brought by either party to enforce the terms and provisions of this Agreement or to secure the performance hereof, each party shall bear its own attorney fees.
17. Notices. Any notices required to be given under this Agreement shall be provided as follows:

**To DISTRICT:**

XXX School District  
Address  
CSZ

**To CHF:**

California Homebuilding Foundation (CHF)  
1215 K Street, #1200  
Sacramento, CA 95814

18. Entire Agreement. This Agreement contains the entire agreement between the parties respecting the subject matter of this Agreement and supersedes all prior understanding and agreements wither oral or in writing. No waiver, alteration, modification, or termination of this Agreement shall be valid unless made in writing and signed by the parties.

19. Severability. If any term, covenant, or condition of this Agreement is held to by a court of competent jurisdiction to be invalid, the remainder of this Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by and through their authorized officers as of the day, month and year first written above.

**For CHF:**

**For XXXX High School District:**

By: \_\_\_\_\_

By: \_\_\_\_\_

Terri Brunson, Executive Director  
California Homebuilding Foundation  
(CHF)  
1215 K Street, #1200  
Sacramento, CA 95814  
(916) 340-3340  
[tbrunson@mychf.org](mailto:tbrunson@mychf.org)

Name  
Title  
District  
Address  
CSZ  
Phone  
Email

By: \_\_\_\_\_

Chair, CHF Board of Trustees