

Agreement for Collaboration

Between Preakness Healthcare Center & Banyan High School

This Agreement for Collaboration is made and entered into on _____, by and between Preakness Healthcare Center ("Preakness") and Banyan High School ("Banyan"), with the shared goal of providing students with valuable Work-Based Learning (WBL) experiences in a professional healthcare setting.

1. Purpose

The purpose of this agreement is to establish a structured WBL program that allows Banyan High School students to gain hands-on experience at Preakness Healthcare Center, enhancing their vocational skills, workplace readiness, and professional development.

2. Terms of Agreement

This collaboration will be effective from September 1, 2025, through June 30, 2026 unless modified or terminated by mutual agreement.

3. Preakness Responsibilities

To qualify as a "learning experience," the WBL placement must meet all of the regulatory requirements, laws, and codes within N.J.A.C. 12:56-18 School-to-Work Program, including the following:

- WBL is unpaid.
- Collaboration and planning between Preakness and Banyan results in clearly-identified learning objectives.
- Productive work is incidental to the student achieving the planned learning objectives.
- Students do not replace Preakness employees.
- Safety instruction and on-the-job training will be provided by Preakness staff and carried over by Banyan Job Coaches.
- Provide meaningful vocational learning experiences by assigning appropriate tasks to students in alignment with their skills and training.
- Offer guidance, feedback, concerns and recommendations to Banyan staff to support student learning and professional development.

4. Nondiscrimination Guidelines

The business/agency further understands that the worksite must be consistent with "Guidelines for Vocational Education Programs for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Disability," as well as with federal requirements of nondiscrimination in education programs or activities receiving federal financial assistance. 34 C.F.R. §104.4, §106.38 (a)(b), and §100.3 (c).

5. WBL Coordinator/Banyan Responsibilities

Banyan agrees to comply with all laws and regulations within N.J.A.C. 6A:19-4 Structured Learning Experiences; N.J.A.C. 12:58-1, Child Labor Regulations; and N.J.A.C. 12:56-18, School-to-Work Program, and ensures the following:

- Select and assign students who have appropriate skills and abilities for participation in the WBL program at Preakness.
- Ensure that all students (ages 18-21) and Job Coaches complete the Adult Volunteer Application process, including orientation, medical requirements, and any other Preakness policies.
- Submit completed volunteer applications by the end of May each year to allow for medical appointments and TB testing.
- Provide Job Coaches to supervise students and support them in meeting workplace expectations.
- Ensure that all participating WBL students and Job Coaches comply with facility policies and procedures.
- Maintain communication with Preakness staff regarding student progress, concerns, and any necessary adjustments.
- Worksite supervisions are to occur every tenth day that the student reports to WBL worksite. N.J.A.C. 12:58-1.2(d) 5.
- Banyan shall develop and adopt written policies, procedures, and mechanisms of health, safety, and medical emergency services that extend to the WBL in accordance with N.J.A.C. 6A:16-2.1(a), including but not limited to the emergency administration of glucagon and epinephrine via epinephrine auto-injector.

6. Transportation

Banyan will transport WBL students and Job Coaches to and from Banyan and Preakness.

7. Program Structure

- Banyan High School will provide 2 groups of 3 students, each accompanied by 1 Job Coach, for a total of 6 students and 2 Job Coaches.
- Students and Job Coaches will participate in WBL at Preakness 2 days per week (Monday/Wednesday or Tuesday/Thursday, based on mutual agreement) from 12:15 PM to 2:00 PM.

8. Work Assignments

Group 1: Dietary Services (*All students will hold a ServSafe Food Handler Certification.*)

Students may assist with:

- Food preparation (sandwich/salad making, cutting pies/cakes, scooping fruit/salad cups).
- Meal prep for Meals on Wheels.
- Silverware wrapping.
- Delivering/picking up meal trays, snacks, and supplements.
- Sorting and separating meal tickets.
- Restocking condiment stations.

Group 2: Therapeutic Recreation

Students may assist with:

- 1:1 room greetings and schedule delivery.
- Assisting staff with recreation programs.
- 1:1 resident visits (indoors and outdoors, weather permitting).
- Transporting residents to and from activities, clinic, beauty parlor, library, and dining hall.
- Assisting in the Beauty Parlor & Resident Library by answering phones, sweeping, folding towels, and organizing bookshelves.

12. Compliance & Conduct

- All students and Job Coaches must adhere to Preakness Healthcare Center's policies, confidentiality agreements, and safety protocols.
- Any behavioral or performance concerns will be addressed collaboratively between Preakness and Banyan staff.

13. Termination of Agreement

Either party may terminate this agreement with 30 days' written notice, should the collaboration no longer be feasible or beneficial.

14. Acknowledgment & Signatures

By signing below, both parties agree to the terms outlined in this agreement and commit to fostering a productive and enriching WBL experience for Banyan High School students.

Preakness Healthcare Center Authorized Representative:

Name: _____ Signature: _____

Title: _____ Date: _____

Banyan High School Authorized Representative:

Name: _____ Signature: _____

Title: _____ Date: _____



New Jersey Structured Learning Experience (SLE)
Sample Business/Agency Agreement
For All Unpaid Internship, Volunteer, Community Service, & Service Learning SLEs

Note: Form fields are found on pages 1 and 4.

General Information

Student: _____ Student ID #: _____ Date of Birth: _____
Student Address: _____ City: _____ State: _____ Zip: _____
Student Emergency Phone #: _____ Student Email: _____
Parent/Guardian: _____ Emergency Phone #: _____
District/School: Banyan High School District/School Phone #: 973-785-1919
District/School Address: 471 Main Street City: Little Falls State: NJ Zip: 07424
SLE Coordinator: Melissa Wish, MSW, LSW SLE Coordinator Phone #: 973-785-1919 x142 office and 917-748-7104 cell
SLE Coordinator Email: mwish@banyanschool.org
Business/Agency: Preakness Healthcare Center Business/Agency Tax ID #: _____
Business/Agency Supervisor: Suzanne McEvoy Worksite Mentor: Suzanne McEvoy, Dir. of Volunteers & Community Outreach
Worksite Address: 305 Oldham Road City: Wayne State: NJ Zip: 07470
Worksite Phone #: 973-585-2161 Worksite Email: smcevoy@passiacountynj.org

Start Date: 9/1/25 End Date: 6/30/26 Student Worksite Schedule (Hours): 12:15pm to 2pm
Check all that apply: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday 2 days per week
Monday / Wednesday
OR
Tuesday / Thursday
(Indicate days above or, if applicable, list alternating/rotation schedule specifics on a separate sheet.)

Business/Agency Responsibilities

To qualify as a "learning experience," the SLE must meet all of the regulatory requirements, laws, and codes within N.J.A.C. 12:56-18 School-to-Work Program, including the following:

- SLE is unpaid.
- SLE must be related to an individualized Student Training Plan (STP).
- Collaboration and planning between worksite and school results in clearly-identified learning objectives related to the individualized STP.
- Student must be supervised by a worksite mentor.
- The school district may conduct criminal background checks on designated worksite mentors.
- Productive work is incidental to the student achieving the planned learning objectives.
- Student does not replace an employee.
- All parties understand that the student is *not entitled to an offer of employment* at the conclusion of the SLE.
- Safety instruction is given by the school and accompanied by on-the-job training provided by the business/agency.

SLE Insurance Requirements

The SLE student must be covered by both the school district's and the business/agency's liability insurances. Both the school and the business/agency agree to the scope, nature, and responsibilities for any other insurance coverage of this school-sponsored, unpaid SLE as deemed necessary by the parties. All parties are asked to provide copies of their respective insurance certificates prior to the start of the SLE.

Nondiscrimination Guidelines

The business/agency further understands that the worksite must be consistent with "*Guidelines for Vocational Education Programs for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Disability*," as well as with federal requirements of nondiscrimination in education programs or activities receiving federal financial assistance. *34 C.F.R. §104.4, §106.38 (a)(b), and §100.3 (c).*

SLE Coordinator/School District Responsibilities

The school district agrees to comply with all laws and regulations within N.J.A.C. 6A:19-4 Structured Learning Experiences; N.J.A.C. 12:58-1, Child Labor Regulations; and N.J.A.C. 12:56-18, School-to-Work Program, and ensures the following:

Student Requirements

- Student is at least *16 years of age*.
- Student's SLE placement appropriately aligns to their skills, abilities, and career goals.
- Student will be supervised by school personnel who meet the requirements of an SLE coordinator.

Coordinator/School District Supervision

- Worksite supervisions are to occur every *tenth* day that the student reports to SLE worksite. N.J.A.C. 12:58-1.2(d) 5.
- An individualized STP aligned to the New Jersey Student Learning Standards (NJSLS) which identifies learning objectives, activities, and assessments will be included with this agreement.
- On successful completion of the SLE and its learning objectives, student will be graded and/or receive credit for time spent at the worksite.
- The school district will maintain the SLE record for a time period that is consistent with the Records Retention Schedule issued by the New Jersey Department of Treasury.
- Each district board of education shall develop and adopt written policies, procedures, and mechanisms of health, safety, and medical emergency services that extend to the SLE in accordance with N.J.A.C. 6A:16-2.1(a), including but not limited to the emergency administration of glucagon and epinephrine via epinephrine auto-injector.

Transportation

- The school district recognizes that the student is responsible for transportation to and from the worksite and *must furnish proof of appropriate auto insurance* if they will be driving unless transportation is otherwise required by the district pursuant to the terms of N.J.A.C. 6A:27-5, Special Needs Transportation.

Parent/Guardian Responsibilities

- Encourage my child/ward to effectively carry out the assignments and responsibilities outlined in the individualized STP.
- Help my child/ward keep on schedule and promote their understanding of developing a strong work ethic.
- Report any concerns raised by my child/ward regarding the SLE to the SLE coordinator.
- Provide transportation to and from the worksite unless otherwise stipulated within an Individualized Education Program (IEP)—and ensure that my child/ward is covered by appropriate auto insurance when they are driving; I further agree to provide a copy of the insurance certificate to the SLE coordinator.
- I understand that my child/ward is not entitled to a promise of employment at the completion of the SLE.

Student Responsibilities


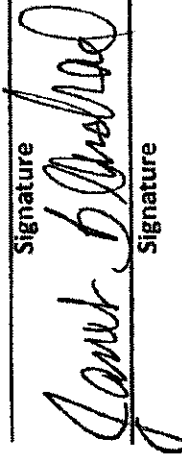
Individual Responsibility

- Be responsible for my own transportation from school to the worksite and from the worksite to home.
- Maintain regular attendance both in school and at the worksite; I will follow the instructions outlined to properly notify the school and/or business/agency supervisor/worksite mentor if I will be late or unable to report to my worksite.
- Demonstrate honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress, and a willingness to learn.
- I understand that I am not entitled to a promise of employment at the completion of the SLE.

Rules of SLE Program and Worksite

- Obey the rules and regulations at my worksite and comply with the business/agency practices and procedures.
- Talk to my SLE coordinator and/or my worksite mentor about any difficulties arising during the SLE.
- Work to acquire the knowledge and skills as outlined in my individualized STP.
- Understand that my SLE grade will be based upon adherence to and completion of my individualized STP.

We have reviewed and agree with the responsibilities outlined in the Business/Agency Agreement for this school-sponsored SLE.

Business/Agency Supervisor	Signature	Date
Melissa Wish		3/11/25
SLE Coordinator	Signature	Date
Parent/Guardian	Signature	Date
SLE Student	Signature	Date
Janet Blanchard		3/11/25
School Administrator (optional)	Signature	Date



**CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN
RUSSIA OR BELARUS**

SHORT DESCRIPTION WBL Placement

REQUISITION No./CONTRACT No. _____

Pursuant to N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a State agency, including a local government agency, for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the County of Passaic finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

CERTIFICATION

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

(Check the Appropriate Box)



A. That the Vendor is not identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR



B. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR



C. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list. However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

(Attach Additional Sheets if Necessary.)

Janet Blanchard

Signature of Vendor's Authorized Representative

Janet Blanchard

Print Name and Title of Vendor's Authorized Representative

Banyan High School

Vendor's Name

471 Main St.

Vendor's Address (Street Address)

Little Falls, NJ 07424

Vendor's Address (City/State/Zip Code)

3/13/25

Date

Vendor's FEIN, EIN or FTIN

973-785-1919

Vendor's Phone Number

973-785-3919

Vendor's Fax Number

jblanchard@banyanschool.org

Vendor's Email Address

Definitions:

Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).