

MEMORANDUM OF UNDERSTANDING

Goodwill Industries Big Bend Inc./Sustainable Tallahassee Inc./Leon County/ Leon County School District

Goodwill Industries Big Bend Inc. (Goodwill), Sustainable Tallahassee Inc. (ST), Leon County and Leon County Schools (LCS) hereby tentatively agree to the provisions set out below and will support the ratification of such provisions by the Boards of Directors of both nonprofit organizations, the Leon County Board of County Commissioners and the Leon County School Board:

Reusable Resource Center. Goodwill and ST agree to jointly operate a permanent Reusable Resource Center (RRC) whose primary mission is to provide donated new and reusable high-quality classroom supplies and materials to teachers in Leon County free of charge throughout the regular school year. In addition to classroom-based reuse and recycling, the center will be dedicated to learning opportunities related to environmental and economic sustainability. These may include such activities as training for "green-collar" jobs, "creative play" educational sessions with reusable materials for pre-kindergarten-aged children, job training for developmentally disabled adults, and co-curricular classes for K-12 students in Leon County Schools.

Goodwill agrees to pay for one year the full cost of the annual salary and benefits for an RRC director, whose responsibilities will include but not be limited to organizing and managing Goodwill employees and volunteer staff members.

LCS agrees to lease, at a cost of \$1.00 (one dollar) per year, Building 6 at the Lively Technical Center campus or another appropriate location agreed upon by all parties where the RRC will be located. LCS also agrees to pay the cost of electricity, water and sewer service, telephone service and computer/Internet connection. The estimated annual value of the school district's contribution is \$62,875.00. RRC partners agree to abide by all LCS policies and procedures related to telephone and Internet use.

LCS agrees to standard maintenance and repair for the RRC. This should not be construed to prohibit other partners from performing routine custodial functions such as sweeping, mopping and cleaning restrooms. Additional remodeling and renovations must be approved by LCS.

Partners agree that the RRC director, non-LCS employees at the RRC and all interns and volunteers whose duties bring them into direct contact with pre-kindergarten or school-aged children must be fingerprinted and undergo a Level II background check as described in LCS Policy 2.021. Following clearance of the criminal background check, these individuals will be issued LCS identification badges. Non-LCS partners agree to pay the cost of fingerprinting and Level II background checks for non-LCS employees at the RRC.

All volunteers at the RRC must be Leon County Schools volunteers, complete an LCS volunteer form and abide by criminal background check requirements in School Board Policy 2.021. Any non-LCS employee at the RRC who files a worker's compensation claim must be covered by his or her employer. Non-LCS partners shall comply with LCS Policy 5.02, Use of Facilities, Section 6(b), by signing a hold-harmless agreement, subject to the limits imposed by sovereign immunity as applicable, and providing a Certificate of Insurance to the site administrator, a copy of which will be forwarded to the Office of Risk Management. This certificate will indicate limits of not less than \$1,000,000 for liability including bodily injury, personal injury, and/or property damages.

LCS agrees to donate to Goodwill, at no charge, undesired computers and other electronic equipment, which Goodwill will refurbish or salvage for resale at its Electronic Store and Recycling Center located at 2800 West Tennessee Street, Tallahassee, Florida. Goodwill agrees to "clean" any hard drives with data remaining on them using U.S. Department of Defense standards, or, at the request of LCS, destroy the hard drive of a specific computer. Goodwill will provide LCS with a certificate of data destruction. LCS and other partners also agree to act as an advocate for donations of electronic equipment by other public agencies and organizations and individuals.

ST agrees to be the lead partner in raising private financial donations for the center and, with other partners, to seek grant funding opportunities. ST agrees to develop a slate of nominees for an RRC Advisory Board that will include representatives from various partners associated with the project. Goodwill and ST agree to produce an annual report summarizing the activities of the RRC, including fundraising efforts and accomplishments. The report will be distributed to all RRC partners by January 1 of every year.

Leon County agrees to provide a link to the center's Web site from the county's Web site; promote the center in classroom presentations conducted by Leon County Solid Waste staff members; promote the center at Greater Tallahassee Chamber of Commerce functions; provide press releases for the grand opening and other special events; provide additional drop-off locations for donated material to the RRC at selected Leon County facilities and deliver the supplies to the center; provide staffing assistance for initial store set-up; provide quarterly collection of outdated and surplus office supplies from Leon County offices; provide instructional staff for occasional sustainability sessions at the center; and serve as a liaison to any technical or business advisory group associated with the center.

The partners agree that if any of them are unable or no longer desire to meet the terms of the MOU, the MOU will terminate without penalty to them.

Jackie Pons
Superintendent

Date

Fred Sheffer
Chief Executive Officer, Goodwill Industries

Date

Jake Kiker
President, Sustainable Tallahassee

Date

Parvez Alam
Leon County Administrator

Date