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Sanford School Department

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SCHOOL COMMITTEE:

Don Jamison, Chair Paula Cote, Vice-Chair
John Roux Jonathan Mapes Amy Sevigny

Memorandum of Understanding for Drivers' Education Program

This agreement is made and entered into the 1st day of June 2021 between the Sanford School Department and Flanagan's Driving School.

WHEREAS, the Sanford School Department wishes to contract with Flanagan's Driving School to administer a drivers' education program; and

WHEREAS, Flanagan's Driving School wishes to contract with Sanford Community Adult Education to secure administrative support services for the benefit of its drivers' education program.

NOW THEREFORE, the Sanford School Department and Flanagan's Driving School agree as follows:

Sanford Community Adult Education will provide administrative support and infrastructure to Flanagan's Driving School, as follows:

1. Answer all phone calls during hours of operation
2. Respond accordingly to all email inquiries and correspondence
3. Accept and hold registration paperwork and deposit checks
4. Include Flanagan's drivers' education course information in brochure publications and on social media
5. Host a page for Flanagan's Driving School on the Sanford Community Adult Education website with a hyperlink to redirect for online registration
6. Host all required orientation and classroom hours of drivers' education
7. Post job openings and assist in candidate search processes
8. Maintain adequate custodial services
9. Provide classroom space equipped with appropriate audio / visual equipment to meet the needs of Flanagan's Driving School
10. Maintain telephone and wireless internet services
11. Provide an office space for Flanagan's Driving School, to include space for program material storage

Flanagan's Driving School will be responsible for:

1. Marketing and promoting its partnership with Sanford Community Adult Education
2. Delivering classroom and behind-the-wheel instruction for drivers' education in accordance with state-approved curriculum
3. Vehicle maintenance, repair, and all associated costs
4. Completing appropriate paperwork and submitting to the State of Maine
5. Maintaining proper insurance for instructors and vehicles
6. Naming insured the Sanford School Department under the general liability policy held by Flanagan's Driving School
7. All Flanagan's Driving School staffing, related costs, related insurances, and other expenses for the operation of the business

Mission Statement: To create educational opportunities in which students are productive, caring, informed and involved citizens, and lifelong learners.

8. Executing all aspects of a class C drivers' education program, to include components not listed above

Compensation. Flanagan's Driving School will compensate Sanford Community Adult Education at the rate of \$750 per month. In the event that Sanford Community Adult Education cannot meet the spacing needs of Flanagan's Driving School due to natural disaster or other issues impacting the Anderson Learning Center, this compensation rate will be temporarily re-negotiated to accommodate alternate facilities for Flanagan's Driving School.

Term of Agreement. This agreement shall be effective as of July 1, 2021 and shall terminate at the discretion of one or both parties, with no less than a thirty-day notification to the other party.

Entire Agreement. This contract represents the entire agreement between the parties, supersedes any prior agreements, understanding or representations, and may be amended only by an agreement in writing by both parties. In the event that Flanagan's Driving School experiences a transfer of ownership, Sanford Community Adult Education reserves the right to dissolve this agreement.

Sanford School Department

By: _____
Superintendent Matt Nelson

School Committee Chair Don Jamison

Flanagan's Driving School

By: _____
Owner, Matthew Ouellette