



MEMORANDUM OF UNDERSTANDING
BETWEEN
KENTUCKY HIGHER EDUCATION ASSISTANCE AUTHORITY
AND
Valley Traditional High School

THIS MEMORANDUM OF UNDERSTANDING (the AGREEMENT) is made and entered into this 15 day of January, 2013 by and between the Kentucky Higher Education Assistance Authority (KHEAA) and Valley Traditional High School.

WITNESSETH:

WHEREAS, KHEAA administers various student financial aid programs and conducts myriad outreach activities in order to help improve access to higher education for Kentucky students and their families; and,

WHEREAS, Valley Traditional High School is a certified public high school located within the Commonwealth of Kentucky; and,

WHEREAS, Kentucky College Coaches is a initiative that will place recent college graduates in high schools to provide mentoring and hands-on advising, and help students and families understand college readiness and navigate the often complicated path from high school to postsecondary education;

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, and for other good and valuable consideration, the receipt, mutuality and sufficiency of which is hereby acknowledged by the parties to this AGREEMENT, KHEAA and Valley Traditional High School hereby COVENANT AND AGREE as follows:

I. OBLIGATIONS OF KHEAA

KHEAA shall undertake the following obligations:

- A. Place a fully-trained AmeriCorps College Coach in the school to serve as a full-time near-peer mentor for students.
- B. Provide regular, rotating oversight for AmeriCorps member to ensure they are engaged in service activities to help high school students and their parents

develop higher education aspirations, understand their options for postsecondary education and learn about/use the resources available to help pay for education beyond high school.

- C. Provide age-appropriate publications and outreach services to students and parents and training on KHEAA resources to school personnel.
- D. Make sure AmeriCorps members complete all needed paperwork.
- E. Facilitate positive relationships, negotiate any conflicts between AmeriCorps members and site supervisors and make recommendations to improve the delivery of programs and services.
- F. Ensure that high schools submit a report of any in-kind match each month. Schools may provide supervision, office space, office supplies, technology, mileage and some program support as in-kind match. There is no specific required amount of in-kind match, but any match that is reported helps demonstrate local support of this program. The grants manager will provide a form to report in-kind match.
- G. Ensure that all AmeriCorps members are subject to a Sex Offender Registry check, state background check and FBI fingerprint check.

II. OBLIGATIONS OF Valley Traditional High School

Valley Traditional High School shall undertake the following obligations:

- A. Host full-time AmeriCorps College Coach during the service period of September 1, 2012 to June 30, 2013.
- B. Provide an on-site supervisor/mentor for the AmeriCorps College Coach who will be available to the member throughout the year. This person should help the member create a work plan that is specific to the school, meet with the member on a weekly basis and be a mentor to this young professional. This site supervisor is to ensure that the AmeriCorps College Coach is being effective and to assist the AmeriCorps College Coach in connecting with parents, families and teachers;
- C. Provide an orientation for the AmeriCorps member – to the school and to the community.
- D. Provide confidentiality training for the AmeriCorps member.

- E. Provide AmeriCorps College Coaches with opportunities to interact with all students and parents – parent nights, class presentations, etc.
- F. Provide a workspace for the member – desk, cubicle, etc., and a phone and access to a computer network. (The program will provide netbook computers for each full-time member.)
- G. Provide AmeriCorps College Coaches with access to student data (with appropriate parent permission) and Individual Learning Plans;
- H. Identify a targeted group of up to 100 students for the AmeriCorps College Coach mentor, assist, and work with on a regular basis – a group of students who are on track to graduate from high school but who are at risk of not attending college.
- I. Provide AmeriCorps member with access to a grievance procedure for potential conflict resolution;
- J. The AmeriCorps member will be responsible for tracking their hours and activities and the site supervisor will sign off on both reports. Both timesheets and the progress reports will be submitted once each month. In the event of concerns about member hours, timesheets may be requested more frequently.
- K. Assist the KHEAA Kentucky College Coaches Program Advisor in the performance evaluation of the AmeriCorps member. Evaluation reports will be due 90 days after the member's initial start date and once more prior to the end of their service period.

III. TERM OF AGREEMENT

This AGREEMENT is effective from the date signed above through June 30, 2013. Any party has the right to terminate or cancel this AGREEMENT without cause upon thirty (30) days prior written notice to the other parties; however, termination or expiration of this AGREEMENT will not negate the obligations or rights of the parties incurred before such termination or expiration.

IV. MISCELLANEOUS PROVISIONS

- 1. The terms and conditions of this AGREEMENT shall be binding upon and shall inure to the benefit of the parties hereto and their successors and assigns.
- 2. This AGREEMENT sets forth the entire understanding of the parties with respect to the subject matter hereof, supersedes all existing agreements among them concerning the subject matter hereof, and may be modified only by a written instrument duly executed by each of the parties hereto.

AGREED TO BY:
VALLEY TRADITIONAL HIGH SCHOOL

Superintendent, School District

Date

AGREED TO BY:

KENTUCKY HIGHER EDUCATION ASSISTANCE AUTHORITY

Robin Morley
Interim Executive Director
Kentucky Higher Education
Assistance Authority

Date

EXAMINED AS TO FORM & LEGALITY:

Diana L. Barber
General Counsel
Kentucky Higher Education
Assistance Authority

Date