

Memorandum of Understanding

Between

Kentucky Foster Grandparents Program
(Hereinafter referred to as "Program")
1800 Bluegrass Avenue
Louisville, Kentucky 40215

and

Jefferson County Board of Education
Jefferson County Public Schools
(Hereinafter referred to as "Volunteer Station")
3332 Newburg Road
Louisville, Kentucky 40218
Telephone No. 1 (502) 485-3011

IT IS AGREED that the following provisions will guide the parties' relationship for the implementation of the Foster Grandparent Program within the Jefferson County Public Schools. The Foster Grandparent Program provides person-to-person tutorial services to students with special needs within the Jefferson County Public Schools.

Both parties agree not to discriminate against any person regardless of their sex, age, race, national origin, or disability, according to state and federal law.

A. The Program will:

1. Recruit, interview, select and enroll volunteer in the program; and
2. Require criminal records checks for volunteers who will participate in the Program and not refer any volunteer to the Volunteer Station who fails to meet the requirements of the Volunteer Station's Policies(see attached) and
3. Provide orientation and training for volunteers and require that volunteers adhere to the policies and procedures of the Volunteer Station; and
4. Refer volunteers to the Volunteer Station for placement; and
5. Designate a coordinator to serve as a liaison with the Volunteer Station; and
6. Furnish adequate accident and liability insurance coverage and provide a certificate of insurance to the Volunteer Station; and
7. Retain full responsibility for the management and fiscal control of the program; and
8. In cooperation with the Volunteer Station and the Program's Advisory Council, arrange for the volunteer's appeal procedure to resolve problems arising between the volunteer, the Volunteer Station and/or the Program; and

9. Withdraw a volunteer from participation if requested by the Volunteer Station; and
10. Provide a monthly In-Service Training Meeting for all volunteers.

B. The Volunteer Station will:

1. Provide information to new volunteers concerning the educational program of the Volunteer Station assignment; and
2. Provide training, as needed, for the volunteers relative to the special needs of the students; and
3. Provide for daily supervision of the volunteers which includes the following:
 - a. Assignment of volunteers to students; and
 - b. Regular on-site supervision of the volunteer's performance on assignments; and
 - c. Regular monitoring of the volunteer's activities to assure that volunteers and students are satisfied with the assignment and to determine the continued appropriateness of the assignment; and
 - d. Document volunteer time and on the assignment; and
 - e. Assist in the provision of appropriate volunteer recognition.
 - f. Provide reasonable accommodation to qualified individuals with disabilities.
4. Provide to the Program information needed to show the volunteers' impact on their assigned children, which may include Care Plans, Mid-year and Year-end Progress Reports and an Evaluation of the Program. Information may only be redacted and withheld if so required by state or federal law.

This memorandum of understanding, effective August 1, 2014 to June 30, 2015 may be amended, in writing, at anytime with concurrence of both parties.

In testimony where of witness the duty authorized signatures of the parties hereto:

Jefferson County Board of Education:

Superintendent: _____ Date: _____

Kentucky Foster Grandparent Program:

Signature: *Kathy Dooms* Date: 5/19/14

Title: *Project Director*