

**Memorandum of Agreement
between
Jefferson County Board of Education
and
Family and Children First, Inc. DBA Family & Children's Place**

In November 2013, The School Superintendent Association ("AASA"), awarded Jefferson County Board of Education dba as Jefferson County Public Schools ("JCPS") a \$25,000 grant for Expanded Learning Opportunities to build partnerships, capacity and structures to offer more and more varied learning opportunities for their students. JCPS is taking a summer learning-focused approach to expand learning and combat summer slide.

AASA approved a portion of the grant funds to be awarded to community organizations for summer learning opportunities for JCPS students. JCPS worked with Building Louisville's Out of School Time Coordinating Council (BLOCS) to award **Family and Children's Place (FCP)**, located at **525 Zane Street, Louisville, Kentucky 40203**, \$5,000 for their summer program, **CLASP**.

I. Purpose of the Agreement

This Memorandum of Agreement (MOA) sets out the terms by which FCP and JCPS will work together to implement a structured summer program for a minimum of 40 JCPS students at **Meyzeek Middle School, 828 S. Jackson Street, Louisville, Kentucky 40203**.

Name/Title of Key Contact(s) for Organization:

Jennifer Adams
Program Director

This individual is responsible for ensuring the conduct of the activities listed below.

II. Roles and Responsibilities

Family and Children's Place:

- Staff participation in a mandatory orientation meeting conducted by JCPS staff.
- Implement a summer program for a minimum of 40 students at Meyzeek Middle School from June 16, 2014 to August 8, 2014 between the hours of 9:00 a.m. and 5:00 p.m.
- Acquire JCPS parent release signatures for all JCPS students attending your summer program
- Use JCPS pre/post reading assessment, where applicable.
- Identify measurable goals and expected outcomes relating to proposed summer program activities
- Make all unique outreach materials available to JCPS, Metro United Way and their partners
- Document the number of students participating in the summer program.

- Collect contact information of participating students, adults, and staff, to the extent possible, for follow-up communication (newsletters, web sites, electronic outreach, etc.)
- Submit final reports to BLOCS OST Coordinating Council that detail progress on proposed goals and document budget expenditures.
- Submit supporting documentation that illustrates the project's impact (e.g., curricular materials, example of localized campaign materials, news articles, etc.)
- Participate in select evaluation activities.
- Share lessons learned and outcomes to peer organizations.

Family and Children's Place must submit a final report due on September 30, 2014 and should include:

- a) A narrative summary of the progress achieved toward implementing and evaluating program
- b) A financial report detailing how funds were utilized.

Responsibilities of JCPS:

- Conduct orientation session for Family and Children's Place staff.
- Input agency Parent Release forms into the CASCADE database.
- Train program staff on the administration of the required pre and post literacy test.
- Distribute the pre and post literacy test documents.
- Collect completed tests after administration.
- Conduct analysis of pre and post tests and share data with the agency and the BLOCS Coordinating Council.
- Conduct evaluation activities.

Through this agreement, JCPS agrees to pay **Family and Children's Place** up to \$5,000 in documented expenses for **CLASP** summer program.

III. Payment Schedule

Payment will be made upon receipt of itemized report of all expenditures after program has concluded and will not exceed \$5,000.

Request for payment should be submitted to:

Dr. Allene White Gold
Jefferson County Public Schools
VanHoose Education Center
3332 Newburg Road
Louisville, KY 40218

IV. Duration of the Agreement

This agreement will be in effect from June 1 – September 1, 2014 and may be updated at any time through written agreement of each partner. Either party can terminate the agreement with 30 days written notice.

V. Signatures of Parties' Principals

If the terms of this Memorandum of Agreement are acceptable, please sign and date both copies of this agreement letter.

Keep one copy for your records and return the other to JCPS.

Family & Children First, Inc.:

Pam Darnall, President & CEO

Name



Authorized Signature

6-27-14

Date

Jefferson County Public Schools:

Donna M. Hargens, Ed.D.

Date