

**Memorandum of Agreement  
between  
Jefferson County Board of Education  
and  
Neighborhood House**

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 **Neighborhood House**, located at 201 North 25<sup>th</sup> Street, Louisville, Kentucky 40212, \$5,000 for their summer program, **Dreamer's Academy**.

**I. Purpose of the Agreement**

This Memorandum of Agreement (MOA) sets out the terms by which **Neighborhood House** and JCPS will work together to implement a structured summer program for a minimum of 100 JCPS students at 201 North 25<sup>th</sup> Street, Louisville, Kentucky.

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

Shanna Sanders  
Assistant Youth Director/Education Coordinator

Pam Rice  
Executive Director

These individuals are responsible for ensuring the conduct of the activities listed below.

**II. Roles and Responsibilities**

***Neighborhood House:***

- Staff participation in a mandatory orientation meeting conducted by JCPS staff.
- Implement a summer program for 100 students 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.

Neighborhood House 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 Neighborhood House 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 **Neighborhood House** up to \$5,000 in documented expenses for **Dreamer's Academy** 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.

##### Neighborhood House:

Pam J Rice  
Name

  
Authorized Signature

7/7/14  
Date

##### Jefferson County Public Schools:

\_\_\_\_\_  
Donna M. Hargens, Ed.D.

\_\_\_\_\_  
Date