

**MEMORANDUM OF UNDERSTANDING**

Between

Louisville Metro Community Services & Revitalization's  
Foster Grandparent Program and Retired Senior and Volunteer Program  
(Hereinafter referred to as the "Program")

Louisville Metro Hall  
527 West Jefferson Street  
Louisville, Kentucky 40202

And

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

**IT IS AGREED** that the following provisions will guide the parties' relationship for the implementation of the Foster Grandparent Program and the Retired Senior and Volunteer Program within the Jefferson County Public Schools. The 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 volunteers 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 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 Board of Directors, 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 (optional) 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 volunteer's performance on assignments; and
  - c. Regular monitoring of volunteer's activities to assure that volunteers and students are satisfied with the assignments and to determine the continued appropriateness of the assignment; and
  - d. Document volunteer time on the assignment; and
  - e. Assist in the provision of appropriate volunteer recognition.
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 July 1, 2014 to June 30, 2017 may be amended, in writing, at any time with concurrence of both parties.

In testimony whereof witness the duly authorized signatures of the parties hereto:

**Jefferson County Board of Education:**

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Louisville Metro Community Services**

Signature: Katina Whitlock Date: 7.18.14

Printed Name: Katina Whitlock

Title: ASST. Director