

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
KENTUCKY HIGHER EDUCATION ASSISTANCE AUTHORITY  
AND  
SOUTHERN HIGH SCHOOL

THIS MEMORANDUM OF UNDERSTANDING (the AGREEMENT) is made and entered into this 25 day of November, 2014 by and between the Kentucky Higher Education Assistance Authority (KHEAA) and SOUTHERN 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, SOUTHERN High School is a certified public high school located within the Commonwealth of Kentucky; and,

WHEREAS, Kentucky College Coaches is an AmeriCorps initiative, administered by Kentucky College Coaches, 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 SOUTHERN High School hereby COVENANT AND AGREE as follows:

**I. OBLIGATIONS OF KHEAA**

KHEAA shall undertake the following obligations:

- A. Place a fully-trained AmeriCorps Kentucky College Coach service member in the school to serve as a full-time near-peer mentor for students for service term November 2014 to June 2015.

- B. Provide regular, rotating oversight for AmeriCorps members 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. Ensure AmeriCorps members follow, participate in, and complete College Coach paperwork, curriculum, and national service events.
- 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 high schools fulfill the obligations listed in Section II.
- G. Ensure that Sex Offender Registry check, state background check and FBI fingerprint checks are completed for all AmeriCorps members.

## **II. OBLIGATIONS OF SOUTHERN HIGH SCHOOL**

SOUTHERN High School shall undertake the following obligations:

- A. Host full-time AmeriCorps College Coach during the service period of November 2014 to June 2015.
- 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 students, parents, families and teachers;
- C. Provide an orientation for the AmeriCorps member – to the school and to the community.
- D. Provide confidentiality training and documentation 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, secure file storage, phone, and desk top or lap top with access to a computer network and Infinite Campus (for which they have parent permission).
- G. Provide AmeriCorps College Coaches with access to student data (with appropriate parent permission) and Individual Learning Plans; provide access to Infinite Campus (for which they have parent permission).
- H. Identify a targeted group of up to 100 students for the AmeriCorps College Coach to 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. Ensure the AmeriCorps member uses the grievance procedure provided by the Kentucky College Coaches program.
- 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, 2015. 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:**

**SOUTHERN HIGH SCHOOL**

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**Superintendent**

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**Date**

**AGREED TO BY:**

**KENTUCKY HIGHER EDUCATION ASSISTANCE AUTHORITY**

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Dr. Carl Rollins  
Executive Director  
Kentucky Higher Education  
Assistance Authority

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**Date**

**EXAMINED AS TO FORM & LEGALITY:**

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Diana L. Barber  
General Counsel  
Kentucky Higher Education  
Assistance Authority

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**Date**