

Memorandum of Agreement
between
Jefferson County Board of Education
and
Louisville Leadership Foundation

This agreement is by and between the Jefferson County Board of Education (“JCBE”) dba as Jefferson County Public Schools (“JCPS”) and Louisville Leadership Foundation (“LLF”) to implement a reading intervention program in support of the JCPS *Third Grade Reading Pledge to Proficiency*. JCPS and LLF will collaborate to increase the extended learning time for students and increase the opportunities that support learning.

I. Purpose of the Agreement

This Memorandum of Agreement (Agreement) sets out the terms by which Louisville Leadership Foundation and JCPS will work together to implement a structured afterschool program for a minimum of 20 1st and 2nd grade students from **Maupin Elementary School, 1312 Catalpa Street, Louisville, Kentucky 40211**. The program will include ten (10) students in each grade who read below proficiency level.

II. Roles and Responsibilities

JCPS:

- Identify a cadre of 2-4 highly qualified teachers to work in program.
- Compensate teachers working in program extended service pay per JCPS policy.
- Train LLF staff and volunteers how to use Success Maker as an intervention with students participating in program.
- Monitor instruction and program at least once a month in collaboration with LLF.
- Provide intervention materials and supplies including, but not limited to, magnetic letters, binders, and vocabulary activities.
- Implement program evaluation to assess effectiveness of program.
- Identify 1st and 2nd grade students from Maupin Elementary School for the program.

Louisville Leadership Foundation:

- Obtain Learning Place Site Designation through JCPS;
- Complete and submit form for vetting process for Louisville Linked;
- Recruit and train volunteers for program;
- Host site for afterschool program on Mondays, Wednesdays and Thursdays from 4:00 – 6:00 pm;
- Recruit and train mentors for program;
- Require all Louisville Leadership Foundation employees and volunteers participating in the afterschool program for Maupin students to have on file a Criminal Records Check, per JCBE requirements, completed no longer than five years ago. Employees/volunteers convicted of any of the following, per JCBE policy 03.6, shall not be considered:
 - Any conviction for sex-related offences;
 - Any conviction for offenses against minors;
 - Any conviction for felony offenses, except as provided below;
 - Any conviction for deadly weapon-related offenses;
 - Any conviction of drug-related offenses, including felony drug offenses, within the past seven years;
 - Any conviction for violent, abusive, threatening or harassment related offenses;
 - Other convictions determine by the Superintendent/designee to bear a reasonable relationship to the ability to serve as a volunteer.
- Utilize Success Maker as an intervention for participating students;
- Parent input and feedback on students;
- Provide appropriate transportation for participating students to get home each day after program concludes.

III. Data Sharing

Pursuant to written authorization from the parent, guardian and/or foster parent, JCPS also agrees to provide regular student demographic, attendance, behavioral and course performance and outcome data to LLF for the successful service delivery as well as the evaluation the program. LLF agrees to use the data only for the purpose for which it was disclosed and outlined in this Agreement.

LLF acknowledges that any unauthorized disclosure of confidential student information is a violation of the Family Educational Rights and Privacy Act of 1974 (FERP A) and the implementing regulations found in 34 CFR Part 99 and shall not be permitted to occur.

Accordingly, LLF acknowledges and assures that in all reports, electronic or otherwise, derived from information made available under this Agreement, all data shall be aggregated in such a way that no individual will be identified directly or by deduction.

LLF further acknowledges and assures that the student-level data elements will not be released to any third party. While in possession of these data LLF acknowledges and agrees that it shall permit access only to its employees and volunteers who are working with students participating in the program.

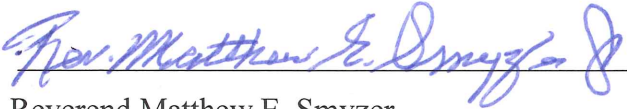
IV. Duration of the Agreement

This agreement will be in effect from December 16, 2014 – June 30, 2015 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 the Agreement and return to JCPS.

Louisville Leadership Foundation:



Reverend Matthew E. Smyzer

Authorized Signature



Date

Jefferson County Public Schools:

Donna M. Hargens, Ed.D.

Superintendent

Date