

MEMORANDUM OF AGREEMENT

Spencer County School System and FRYSC CORPS Program

This agreement is entered into between Legal Applicant FRYSC CORPS and Spencer County School System for the 2016-2017 AmeriCorps program participation. The following is understood and agreed to by the parties:

STATEMENT OF PURPOSE

FRYSC CORPS is the AmeriCorps project of Ohio Valley Educational Cooperative Studies in partnership with the Division of Family Resource and Youth Services Centers (FRYSC). FRYSC CORPS is funded in part by the Corporation for National and Community Service (hereafter referred to as CNCS) through the Kentucky Commission on Community and Volunteer Service (hereafter referred to as KCCVS).

FRYSC CORPS is a service organization that provides opportunities for adults (hereafter referred to as "member") from the age of 18 and up, to contribute service in his or her own community. FRYSC CORPS members, a diverse group of individuals, serve in elementary schools providing literacy tutoring to targeted students with a focus on improving key reading skills. Members also mobilize community volunteers to serve as school volunteers. The recruitment of volunteers comes from three streams of service, which include middle and high school students, college and university students, and the community-at-large. The program has three major objectives in areas of getting things done, strengthening communities, and member development, as outlined in the grant.

FRYSC CORPS MISSION STATEMENT

FRYSC CORPS is an AmeriCorps project, with members committed to serving the children of Kentucky in partnership with caring families, supportive schools and resource centers, active communities and dedicated volunteers, providing literacy-rich opportunities to assist K-12 students in improving their reading skills, benefiting their entire lives.

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I. PARTNER DISTRICT ROLES AND RESPONSIBILITIES

- A. **Financial:** Provide a cash match in the amount of \$5875.00 per 1700-hour and \$2937 per 900-hour member. Full payment due no later than October 31st, 2016. Payment may come from federally funded sources with written permission from the funder. The district must submit the permission notification with payment. If payment cannot or will not be made by this date, the district should submit in writing to the FRYSC Corps their intended payment schedule. Schools in Spencer County will be hosting TWO-1700 hour and ZERO- 900 hour member(s).
- a. Annual in-kind donation per FRYSC Corps member will be provided by the sites as follows:

In-Kind supervision for member(s) provided by FRYSC coordinator

Hours per month	# of Months	Cost per hour	Number of members	Total
12	12	\$18.75	2	\$5400.00

In-Kind use of tutoring or work supplies for member use

Supply cost	# of Months	Number of members	Total
\$ 20.00	12	2	\$480.00

In-Kind use of work space & technology for member use including telephone, computer use

Cost per sqft.	# of Months	Sqft.	Number of members	Total
\$ 10.00	12	36	2	\$8640.00

In-Kind member professional development

Hours per month	# of Months	Cost per hour	Number of members	Total
2	12	\$ 15.00	2	\$ 720.00

Total In-Kind Donation

\$ 15240.00

Note: 1700 hour members = 1 and 900 hour members =.5

- B. **Site Supervision:** Provide site supervision where AmeriCorps members are assigned. The Family Resource or Youth Service Center Coordinator will serve as the site supervisor. Site supervisors will be provided with FRYSC CORPS orientation information and a site supervisor's manual. They are expected to adhere to the policies and procedures contained therein. School principal may assume or appoint another school employee to site supervision of the FRYSC CORPS member if the FRYSC Coordinator is unable to fulfill that role. FRYSC Corps staff must be notified of all changes in supervision immediately. The FRYSC CORPS program year runs from Sept. 1, 2016 to Aug. 31, 2017.
- C. **Recruiting:** Sites are responsible for recruiting potential AmeriCorps/FRYSC CORPS members. The AmeriCorps application is required as the first step in this process. FRYSC CORPS staff will conduct screening interviews and make the AmeriCorps mission and goals

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clear prior to any final agreement of the applicant to enter this AmeriCorps program. The site supervisor and/or applicable school & district staff will select the candidate they prefer for their site. Final approval must come from the FRYSC CORPS Director.

- D. **Performance Goals:** FRYSC CORPS members tutoring K-5 students have a target of tutoring 20-35 students using a school selected curriculum. Members working with grade 6-12 students have a target of 7-15 students. The school must provide training to the FRYSC CORPS member to use school selected material. Members must be allowed to complete 13 hours of tutoring with assigned students during the school year. Students who work with a FRYSC CORPS member have the target of reaching their expected growth goal (EGG) as set by their teacher or instructional team.
- Members are required to plan and organize reading mentoring groups. Older students should act as mentors with younger students. Targets include 5 pairs of students who meet for 10 – 45 minute meetings (total 7.5 hours) during the school year.
- E. **Civic Engagement:** The host site must support and promote the efforts of FRYSC CORPS members to support their host FRYSC's core components and to inspire local community members to volunteer in school activities, community service, and other FRYSC CORPS projects.
- F. **Reporting:** The site supervisor will review and approve member time records, complete bimonthly service summaries and other reports, and surveys as required by FRYSC CORPS, KCCVS, and CNCS.
- G. **Meetings and Trainings:** Site supervisors should attend the program orientation presented by the program staff. They will also be required to participate in periodic teleconference meetings hosted by the program. The dates of those meetings will be arranged and announced to all site supervisors. Meetings will also be posted on the FRYSC Corps shared calendar at <http://americalearns.net/mericorpsky>. Members should attend FRYSC, school staff and organization meetings as they are held, which will provide information regarding school and district policies and procedures. FRYSC CORPS members are required to attend monthly regional meetings as provided by FRYSC staff. FRYSC, school and district requirements may not interfere with member attendance at FRYSC Corps/AmeriCorps required meetings.
- H. **Media Release:** The parties understand that partner school district may restrict the release of photographs, video and film identifying students. This is in keeping with school district policies relating to photographs, videos and student confidentiality. Media identifying students will not be shared without school district permission.
- I. **Communication:** Site supervisors or principals must report any professional problems, extended absences or work-related accidents concerning the member to FRYSC CORPS program staff immediately. FRYSC, school or district staff may arrange for FRYSC CORPS staff to present AmeriCorps/FRYSC CORPS information at school board and other relevant meetings.
- J. **Prohibited Activities:** Ensure that FRYSC CORPS members will not engage or participate in any of the following:
1. Attempting to influence legislation;
 2. Organizing or engaging in protests, petitions, boycotts, or strikes;
 3. Assisting, promoting, or deterring union organizing;
 4. Impairing existing contracts for services or collective bargaining agreements;
 5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;

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6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
 7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
 8. Providing a direct benefit to—
 - i. A business organized for profit;
 - ii. A labor union;
 - iii. A partisan political organization;
 - iv. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - v. An organization engaged in the religious activities described in paragraph (g) of this section, unless Corporation assistance is not used to support those religious activities;
 9. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
 10. Providing abortion services or referrals for receipt of such services; and
 11. Such other activities as the Corporation may prohibit.
- K. **Student Assignment to Members:** FRYSC Corps members are intended to act as tutors providing reading support for individual and small groups (up to 10) of students identified as struggling to read at grade level. FRYSC Corps members are not trained to manage students identified with behavior disorders. FRYSC Corps members should not be assigned care of students who are identified with or suspected of having violent impulses.
- L. **Member Employment:** FRYSC CORPS members are employees of Ohio Valley Educational Cooperative regardless of the district they serve. Therefore, THE FRYSC CORPS staff must work with site supervisors to hire, terminate, reprimand, etc. members. Any concerns about the member must be brought to the attention of THE FRYSC CORPS staff immediately.
- M. **Member Criminal History:** All applicants who are interviewed for FRYSC Corps positions must agree to a criminal history check. That check includes a search of the Department of Justice's Sex Offender database, a search of state criminal history database from the applicant's state of residence and a fingerprint based check submitted for a national search through the Kentucky State Police. The FRYSC Corps will bear the cost of the search. However, if the district has completed a check of the applicant within the 120 days before the applicant's start date, the results of that check may be shared with the FRYSC Corps with the individual's approval.
- Any individual who is registered or is required to register on a sex offender registry or was convicted of murder will not be cleared to participate in the FRYSC Corps program, even if the school district's policy may, under some circumstances (e.g. through and appeals process), allow it.

II. FRYSC CORPS Roles and Responsibilities

- A. **Financial:** Provide additional financial support for the program and members, through grant funds.

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- B. **Site Supervision:** Provide programmatic supervision and management to ensure quality of service, program accountability and member support.
- C. **Performance Goals:** FRYSC CORPS staff is required to review site and member progress to ensure the performance goals in section D. and the civic engagement goals in section E. are on track for completion. FRYSC Corps staff will also review the reports required for submission by members and site supervisor to ensure accuracy and completeness.
- D. **Civic Engagement:** Support and promote the efforts of FRYSC CORPS and its partnership with the school district to support FRYSC core component programming and to inspire local community members to volunteer in school activities, community service, tutoring programs, and other FRYSC CORPS projects.
- E. **Reporting:** Complete quarterly and other reports, and surveys as required by FRYSC CORPS, KCCVS, and CNCS. Provide copies reports as requested to the Superintendent (or his/her designee) in order to communicate program information. FRYSC, school or district staff may arrange for FRYSC CORPS staff to present AmeriCorps/FRYSC CORPS information at school board and other relevant meetings.
- F. **Meetings and Trainings:** Sponsor partner meetings, to provide information regarding program policies and procedures, as well as an opportunity for an exchange of information between all FRYSC CORPS partners.
- G. **Mileage/Travel Costs:** The FRYSC Corps will pay mileage on personal vehicles to enrolled FRYSC Corps members for mandatory meetings and trainings. If overnight lodging is required as part of attendance at a mandatory meeting or training, the FRYSC Corps will either pay or reimburse the member at the current rate set by Ohio Valley Educational Cooperative. The FRYSC Corps will not reimburse mileage for travel requested by the host site.
- H. **Media:** Develop, create and publish articles, videos, displays and other forms of publicity. Using variety of media outlets, promoting the mission of FRYSC CORPS and its partners.
- I. **Communication:** Report any problems or work-related accidents to partners immediately. Present information at school board and other relevant meetings as requested by partners.
- J. **Prohibited Activities:** Ensure that FRYSC CORPS members will not engage or participate in any activity as outlined in Section I, Paragraph J of this agreement.
- K. **Security:** Ensure that FRYSC CORPS members adhere to all safety policies and procedures of the school district. Any and all FRYSC Corps members shall, prior to entering onto Spencer County School grounds or buildings, submit to state criminal records check required of all Spencer County School employees and volunteers.
- L. **Confidentiality:** Ensure that FRYSC CORPS members maintain the confidentiality standards expected of all school district employees. Ensure that confidentiality of referred students is maintained. FRYSC Corps members shall, before entering onto any Spencer County School grounds or buildings pursuant to this agreement, receive confidentiality training required of other community volunteers.
- M. **Member Replacement:** If a full-time member leaves the program during the 2016 -2017 program year for any reason, that member MAY be replaced if they have served less than 30% of their commitment as stated in the Guidelines from the Corporation for National and Community Service.

The partner site is entitled to a pro-rated refund of their cash match if a member leaves service prior to serving 30% of their hours. Refunds are based on the number of hours the member served. Refunds cannot be made after a member has served 30% of 1700 hours. If a member cannot serve a full-time term based on personal compelling circumstances, they may elect to serve a half-time (900 hour) term before 90 days have elapsed since their enrollment in the program. Days include weekends. If agreed, a site may recruit a second

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person to complete a half-time (900 hour) service position for a total of two half time positions. This change will be approved by the program director on a very limited basis.

- N. **Member Criminal History Check:** The FRYSC Corps is responsible for initiating a criminal history check for each service member prior to the service member's start of service. In compliance with the Corporation for National and Community Service provisions, the grantee (FRYSC Corps) which serves a vulnerable population must check the service member's name record in (1) the Department of Justice's Sex Offender Database and (2) the state repository for the service members place of residence, and (3) a fingerprint check with the FBI's national repository. A record of clearance decisions based on the results of these checks are considered grant documentation and are maintained with FRYSC Corps records at the Division of FRYSC at 275 E. Main St., Frankfort, KY.

III. Amendments to this Agreement

This agreement may be changed or revised with the written consent of both parties prior to signing the MoA.

IV. Authorization

Spencer County School System and FRYSC CORPS hereby acknowledge by their signatures that they have read, understood, and agreed to the terms of this document. This agreement will remain in effect until the end of the current program year, which is August 31, 2017.

FISCAL AGENCY

Ohio Valley Educational Cooperative

Signature on file at OVEC

Dr. Leon Mooneyhan, CEO

6/29/2016

Date

Heather Musinski

FRYSC CORPS/AMERICORPS PROGRAM

Heather Musinski, Program Director

6/29/2016

Date

PARTNER DISTRICT

Spencer County School System

Chuck Adams, Superintendent

Date