

MEMORANDUM OF UNDERSTANDING

Between

Louisville Metro Community Services
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 race, color, national origin, age, religion, marital or parental status, political affiliations or beliefs, sex, sexual orientation, gender identity, gender expression, veteran status, genetic information, or disability.

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 (mandatory) 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, Pre-Surveys, Mid-year Surveys, Post surveys and end of year 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, 2017 to June 30, 2020 may be amended, in writing, at any time with concurrence of both parties.

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

Jefferson County Board of Education:

Superintendent: _____  Date: _____

Printed Name: _____

Title: _____

Louisville Metro Community Services:

Director: _____  Date: 3/7/17

Printed Name: Eric Friedman

Title: Director

Foster Grandparent Program:

FGP Coordinator:



Tracey M. Collins, FGP

Date:

3/6/17

Printed Name:

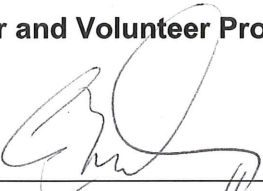


Tracey M. Collins

Retired Senior and Volunteer Program:

RSVP

Coordinator:

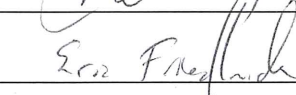


Christopher Clements, RSVP

Date:

3/7/17

Printed Name:



Christopher Clements

Louisville Area Governmental Self Insurance Trust

OMB Department
611 West Jefferson Street
Louisville, Kentucky 40202

KEVIN L. O'DONNELL
C.P.C.U., C.I.C., A.R.M.
Administrator and Executive Director

DANIEL FROCKT
Chairman

CERTIFICATE OF SELF INSURANCE

Issued to : BOARD OF EDUCATION OF JEFFERSON COUNTY ATTN: INSURANCE/REAL ESTATE
DEPT. 3332 NEWBURG RD LOUISVILLE, KY 40218

RE: FOSTER GRANDPARENT PROGRAM AND RETIRED SENIOR AND VOLUNTEER PROGRAM

This is to certify that the **Louisville/Jefferson County Metro Government** is a Member of the "Louisville Area Governmental Self Insurance Trust", formed pursuant to KRS 304.48 and operating under State Regulations, and that a Coverage Contract has been issued to such Member providing the following coverage(s) for the policy period indicated:

Coverage Contract Number:	LICMG-01-16
Effective Date:	07-01-16
Expiration Date:	07-01-17
Type of Coverage(s):	<u>X</u> * Broad Form General Liability Coverage <u>X</u> * Broad Form Public Official Liability <u>X</u> * Automobile Liability <u>X</u> * Police Professional Liability <u>X</u> * Medical Professional Liability <u>X</u> * Employer's Liability <u>X</u> * Underground Storage Tank Pollution <u>X</u> * Cyber Computer Liability

* Subject to exclusions detailed in Coverage Contract

LIMIT OF LIABILITY PER OCCURRENCE -
\$5,000,000 minimum for all coverages, except U.S.T.
Pollution Liability Coverage, which is \$1,000,000.

AGGREGATE LIMIT OF LIABILITY -
\$5,000,000 Lifetime - applies to U.S.T. Pollution Coverage ONLY.

SELF INSURED RETENTION PER OCCURRENCE - \$500,000 except
U.S.T. Pollution Coverage which is \$25,000 and Cyber Liability
which is \$150,000.

AGGREGATE SELF INSURED RETENTION - \$100,000 Lifetime -
applies to U.S.T. Pollution coverage ONLY.

This Certificate of Insurance is issued as a matter of information only and confers no rights upon the Certificate Holder. This Certificate does not amend, extend, or alter the coverage afforded by the Coverage Contract listed above.

Date: 03/03/2017

BY: Kevin L. O'Donnell by JLM
Kevin L. O'Donnell, CPCU, C.I.C., A.R.M., Executive Director

TRUST BYLAWS DO NOT ALLOW INCLUDING ADDITIONAL INSURED ON MEMBERS' COVERAGES. HOWEVER, BROAD FORM CONTRACTUAL LIABILITY COVERAGE IS PROVIDED.