

# **MEMORANDUM OF UNDERSTANDING**

## **BETWEEN**

**NKU RESEARCH FOUNDATION (Kentucky Campus Compact)**

## **AND**

**NEWPORT INDEPENDENT SCHOOL**

This MEMORANDUM OF UNDERSTANDING (the AGREEMENT) is made and entered into this 5th day of October by and between Kentucky Campus Compact and Newport Independent Schools.

### **WITNESSETH:**

**WHEREAS**, the Kentucky Campus Compact (KyCC) is a statewide coalition of 14 college and university presidents - representing more than 100,000 students - who are committed to fulfilling the civic purposes of higher education. KyCC promotes public and community service that develops students' citizenship skills, helps campuses forge effective community partnerships and provides resources and training for faculty seeking to integrate civic and community-based learning into the curriculum. College access and success is a main priority of Kentucky Campus Compact. KyCC's membership includes public, private and two- and four-year institutions across higher education;

**WHEREAS**, Newport Independent Schools is a not-for-profit organization that prepares students to further their education and send them out into society primed to attain success;

**WHEREAS**, the Kentucky College Coaches Program is an AmeriCorps initiative 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 mutual covenants and conditions contained herein, and for the good and valuable consideration, the receipt, mutuality and sufficiency of which is hereby acknowledged by the parties to this agreement, Kentucky Campus Compact and Newport Independent Schools, hereby COVENANT and AGREE as follows:

### **I. Obligations of Kentucky Campus Compact**

Kentucky Campus Compact shall undertake the following responsibilities:

- A. Will collaborate to screen and place a fully-trained AmeriCorps College Coach (member) at Newport Independent Schools as a full-time near-peer mentor for students.
- B. Provide regular oversight for the AmeriCorps member to ensure he/she is engaged in service activities to help high school students and their parents develop high education aspirations, understand their options for postsecondary education and learn about/use the resources available to help pay for education beyond high school. KyCC will also play a

role in increasing the capacity of college access at each school that the coach works with during the year.

- C. Provide the balance of the College Coach living allowance above the \$7,000 contributed by Newport Independent Schools.
- D. Invoice Newport Independent Schools for the full amount of \$7,000 to contribute to the above referenced living allowance for the College Coach. Invoice should reference this agreement.
- E. Provide access to age-appropriate publications, resources, outreach services for the coach to use at his/her high school(s).
- F. Make sure AmeriCorps member completes all needed paperwork.
- G. Provide appropriate trainings for the coach on college access, AmeriCorps policies and regulations, and that promote the goals and mission of AmeriCorps.
- H. Facilitate positive relationships; negotiate any conflicts between the AmeriCorps member and site supervisor, and make recommendations to improve delivery of programs and services.
- I. Complete a Sex Offender Registry check, state background check, and FBI fingerprint check for the AmeriCorps members.

## **II. Obligations of Newport Independent Schools**

- A. Assist in the recruitment and interviewing of candidates. Newport Independent Schools will play a role in making the final selection of the College Coach with consultation with KyCC.
- B. Host an AmeriCorps College Coach during the service period of September 1, 2017 to June 30, 2018.
- C. 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 each of the schools the coach is working with, 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, teachers, school administration, and other school personnel.
- D. Provide an orientation for the AmeriCorps member to Newport Independent Schools.
- E. Provide confidentiality training and documentation of successful completion for the AmeriCorps member.

- F. Ensure that the AmeriCorps College Coach will have opportunities to interact with students and parents – parent nights, class presentations, etc.
- G. Provide a workspace for the member – desk, cubicle, computer, secure file storage, and phone.
- H. Provide the coach with access to Newport High School's computer network and email.
- I. Ensure the member will attend KCC trainings and follow the policies and regulations of AmeriCorps.
- J. Provide training for the member on the Newport Independent Schools policies and procedures.
- K. Assist the coach in networking at the school – meeting and talking with school personnel about the need of transcripts, progress reports, standardized test scores, and other necessary data needed on each core student, a student who has turned in the appropriate paperwork to be a member of the Kentucky College Coach Program.
- L. Facilitate positive relationships, negotiate any conflicts between the AmeriCorps member and faculty or staff and make recommendations to improve delivery of programs and services.
- M. Help the coach identify a targeted group of 60 students to mentor, assist, and work with on a regular monthly basis – a group of students who are on track to graduate from high school but who are at risk of not attending college.
- N. Agree to abide by the grievance procedure provided by the Kentucky College Coaches Program.
- O. 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.
- P. Assist the Kentucky College Coach Coordinator in completing the performance evaluation of the AmeriCorps member. Evaluation reports will be due 90 days after the members initial start date and once more prior to the end of their service period.
- Q. Ensure that the AmeriCorps member is promoting and participating on national AmeriCorps service days.
- R. Ensure that the AmeriCorps member is following the Kentucky College Coach Curriculum.

### **III. TERM OF AGREEMENT**

This AGREEMENT is effective from the date signed above through June 30, 2018. 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:**

Newport Independent Schools

\_\_\_\_\_  
Superintendent  
Newport Independent Schools

\_\_\_\_\_  
Date

**AGREED TO BY:**

Kentucky Campus Compact

\_\_\_\_\_  
Gayle Hilleke  
Executive Director  
Kentucky Campus Compact

\_\_\_\_\_  
Date

**Examined AS TO FORM & LEGALITY**

Northern Kentucky University

\_\_\_\_\_  
Mary Ucci  
Director  
Research, Grants and Contracts  
Northern Kentucky University

\_\_\_\_\_  
Date