

# **MEMORANDUM OF UNDERSTANDING**

## **BETWEEN**

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

## **AND**

**NEWPORT INDEPENDENT SCHOOL DISTRICT**

This MEMORANDUM OF UNDERSTANDING (the AGREEMENT) is made and entered into on MAY 23, 2018 by and between NKURF and Kentucky Campus Compact and NEWPORT INDEPENDENT SCHOOL DISTRICT.

### **WITNESSETH:**

**WHEREAS**, the Kentucky Campus Compact (KyCC) is a statewide coalition of college and university presidents 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.

**WHEREAS**, NEWPORT INDEPENDENT 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, administered by Kentucky Campus Compact 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, hereby COVENANT and AGREE as follows:

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

Kentucky Campus Compact shall undertake the following responsibilities:

- A. Will collaborate with school district to review candidates and select a Kentucky College Coaches AmeriCorps member at NEWPORT INDEPENDENT as a full-time 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 communities 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.
- D. Invoice NEWPORT INDEPENDENT for the cost match of \$7,000 to be used for any and all expenses to support the members and any and all expenses for the program.
- E. Provide access to age-appropriate publications, resources, outreach services for the coach to use at his/her high school(s).
- F. Oversee and complete all required AmeriCorps paperwork, including paperwork required by National Service Criminal History Check (NSCHC) requirements.
- G. Provide appropriate trainings for the AmeriCorps member 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 of service and state of residence background check, and FBI fingerprint check for the AmeriCorps members.

## **II. Obligations of NEWPORT INDEPENDENT SCHOOL DISTRICT**

- A. Assist in the recruitment, interviewing, and selection of AmeriCorps member. NEWPORT INDEPENDENT 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 August 1, 2018 to May 31, 2019.
- 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 service 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 in-depth on-site training for the AmeriCorps member, included but not limited to: on-site orientation to the high school and community, confidentiality training and documentation, safety and emergency procedures, introductions during a staff meeting.
- E. Provide the KCC AmeriCorps member with opportunities to interact with core students and parents through parent nights, class presentations, and other events at the school. Provide access to college planning resources and materials to whole school population.

- F. Provide a workspace for the member – desk or cubicle, secure file storage, phone, and desktop or laptop computer with access to a computer network.
- G. Provide KCC AmeriCorps member with a school email address, access to student data (with appropriate parent permission) and Individual Learning Plans; provide a minimum of read-only access to Infinite Campus.
- H. Ensure the member will attend KCC trainings and follow the policies and regulations of AmeriCorps.
- I. 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 required permission form to be a member of the Kentucky College Coach Program.
- J. Facilitate positive relationships, negotiate any conflicts between the AmeriCorps member and faculty or staff and make recommendations to improve delivery of programs and services.
- K. Identify a targeted group of approximately 60-80 students (15-20 per grade level) for the KCC AmeriCorps member 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.
- L. Agree to abide by the grievance procedure provided by Kentucky College Coaches in the Policies and Procedures handbook.
- M. The AmeriCorps member will be responsible for tracking their hours and activities and the site supervisor will review and approve 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.
- N. Assist the Kentucky College Coaches staff 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.
- O. Support the AmeriCorps member's participation in National Days of Service.
- P. Ensure the AmeriCorps member utilizes the Kentucky College Coaches curriculum and resources.
- Q. Host school participation is contingent upon a school district's agreement to refrain from hiring KCC AmeriCorps members until they complete their term of service. The consequences for hiring KCC AmeriCorps members during the service term include a review of the partnership and potential removal from the program in future years.

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

This AGREEMENT is effective from the date signed above through May 31, 2019. 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:

\_\_\_\_\_  
Superintendent  
NEWPORT INDEPENDENT SCHOOL DIST.

\_\_\_\_\_  
Date

AGREED TO BY:

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

\_\_\_\_\_  
Date

Examined AS TO FORM & LEGALITY

\_\_\_\_\_  
Mary Ucci  
Executive Director  
Northern Kentucky University Research Foundation

\_\_\_\_\_  
Date