



## Bullitt County Public Schools

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*JR* TO: Mr. Jesse Bacon, Superintendent *JB*

FROM: Lee Barger, Director CCR/Innovative Programs

DATE: May 5, 2019

RE: MOA - Kentucky Higher Education Authority and Kentucky Campus Compact

Attached, you will find a MOA between the Kentucky Higher Education Authority (KHEAA), Kentucky Campus Compact (KYCC) and Bullitt County Public Schools (BCPS) for the 2019-2020 school year. Each agency will work together to improve access to higher education for students and parents.

- KHEAA will place a Kentucky College Coaches AmeriCorps member at North Bullitt High School to serve as a full-time peer mentor for students beginning in August 1, 2019 and ending May 31, 2020.
- KHEAA will provide regular on site observations, drop-in visits, webinars and conference calls to Kentucky College Coaches AmeriCorps members to ensure participation in service activities to assist high school students and their parents to understand their options for postsecondary education.
- High Schools will provide an on-site supervisor/mentor for the KCC AmeriCorps Member whom will be available to the member throughout the year.
- BCPS will provide the KCC AmeriCorps member with a school email address, read only access to Infinite Campus and student data reports.
- KYCC will provide up-to-date state and federal grant deadlines.
- KYCC will conduct monitoring visits with KCC AmeriCorps members and their host schools to ensure members are compliant.

Approval is requested to be placed on the May board agenda.

Equal Education and Employment Institution

*JW*  
5.7.19

# **MEMORANDUM OF UNDERSTANDING**

BETWEEN

KENTUCKY HIGHER EDUCATION ASSISTANCE AUTHORITY  
AND

KENTUCKY CAMPUS COMPACT  
AND

BULLITT COUNTY SCHOOL DISTRICT

THIS MEMORANDUM OF UNDERSTANDING (the AGREEMENT) is made and entered into on  
May 1, 2019 by and between  
the Kentucky Higher Education Assistance Authority (KHEAA) and  
Kentucky Campus Compact (KyCC) and Bullitt County School District.

## **WITNESSETH:**

WHEREAS, KHEAA administers various student financial aid programs and conducts myriad outreach activities in order to help improve access to higher education for Kentucky students and their families; and,

WHEREAS, Bullitt County School District & North Bullitt High School is a certified public high school located within the Commonwealth of Kentucky; and,

WHEREAS, Kentucky College Coaches (KCC) is an AmeriCorps initiative, administered by Kentucky Campus Compact, that will place high school seniors and 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 the mutual covenants and conditions contained herein, and for other good and valuable consideration, the receipt, mutuality and sufficiency of which is hereby acknowledged by the parties to this AGREEMENT, KyCC, KHEAA and Bullitt County School District & North Bullitt High School hereby COVENANT AND AGREE as follows:

### **I. OBLIGATIONS OF KHEAA**

KHEAA shall undertake the following obligations:

- A. Place a Kentucky College Coaches AmeriCorps member in the school to serve as a full-time near-peer mentor for students for a service term beginning August 1, 2019 and ending May 31, 2020.
- B. Provide regular, rotating oversight for Kentucky College Coaches AmeriCorps members, including onsite observations, drop-in visits, webinars and conference calls, to ensure they are engaged in service activities to help high school students and their parents develop higher education aspirations, understand their options for postsecondary education and learn about/use the resources available to help pay for education beyond high school.

- C. Provide age-appropriate publications and outreach services to students and parents and training on KHEAA resources to school personnel.
- D. Ensure all AmeriCorps members follow, participate in, and complete Kentucky College Coaches paperwork, curriculum, and national service events.
- E. Facilitate positive relationships, negotiate any conflicts between AmeriCorps members and site supervisors and make recommendations to improve the delivery of programs and services.
- F. Ensure high schools fulfill the obligations listed in Section II.
- G. Conduct a performance evaluation of the KCC and Peer Leader AmeriCorps members. Evaluation reports will be due 90 days after the member's initial start date and once more prior to the end of their service period.

## **II. OBLIGATIONS OF BULLITT COUNTY SCHOOL DISTRICT & NORTH BULLITT HIGH SCHOOL**

North Bullitt High School shall undertake the following obligations:

- A. Host one full-time AmeriCorps College Coach and at least one part-time Peer Leader during the service period of August 1, 2019 to May 31, 2020.
- B. Provide an on-site supervisor/mentor for the KCC and Peer Leader AmeriCorps members who will be available to the members throughout the year. The assigned supervisor will establish a supervisory role for the Peer Leader and ensure that the KCC AmeriCorps member does not supervise the Peer Leader. The assigned supervisor will participate in required training webinars, help the members create a work plan that is specific to the school, meet with the members on a weekly basis and be a mentor to these young professionals. This site supervisor is to ensure that the KCC and Peer Leader AmeriCorps members are being effective and to assist the KCC AmeriCorps member in connecting with students, parents, families and teachers.
- C. Provide in-depth on-site training for the KCC 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.
- D. 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.
- E. Provide a workspace for the KCC AmeriCorps member – desk or cubicle, secure file storage, phone, and desktop or laptop computer with access to a computer network.
- F. Provide the 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.
- G. If the school participates in KHEAA's FAFSA Completion Initiative via an approved Data Sharing Agreement, allow the KCC AmeriCorps member access to the student-level data included for the purpose of helping students apply for financial aid for college.

- H. 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.
- I. Be familiar with and support the member in adhering to the AmeriCorps Kentucky College Coaches Contract (included in the Member Service Agreement) and Policies and Procedures Handbook, including a grievance procedure.
- J. Review and approve reports created by the KCC and Peer Leader AmeriCorps members that track the member's service hours and activities. Both timesheets and the progress reports are submitted once each month. In the event there are concerns about member hours, timesheets may be requested more frequently.
- K. Conduct a performance evaluation of the KCC and Peer Leader AmeriCorps members. Evaluation reports will be due 90 days after the member's initial start date and once more prior to the end of their service period.
- L. Participate in a program survey of KCC AmeriCorps members and school site supervisors.
- M. 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. OBLIGATIONS OF KyCC**

- A. Complete Sex Offender Registry check, state of residence (if applicable), Kentucky state background check and FBI fingerprint checks for each AmeriCorps member.
- B. Compile data from each AmeriCorps member and complete quarterly and end-of-year reports for the funder.
- C. Serve as an off-site supervisor/mentor for the KCC and Peer Leader AmeriCorps members and be available to the members throughout the year.
- D. Provide leadership to the KHEAA program advisor so he/she can be up-to-date on state and federal grant guidelines.
- E. Provide in-depth on-site training for the Peer Leader AmeriCorps member(s), included but not limited to: AmeriCorps policies and procedures, confidentiality training and documentation, and KCC program policies and procedures.
- F. Provide additional training for all Kentucky College Coaches AmeriCorps members and the program advisors, in partnership with members and program advisors.
- G. Conduct monitoring site visits with KCC and Peer Leader AmeriCorps members and their host schools to ensure members are compliant with the grant guidelines and to provide any needed technical assistance to the members and/or the schools.

#### **IV. TERM OF AGREEMENT**

This AGREEMENT is effective from the date signed above through May 31, 2020. 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.

The undersigned agree to THIS MEMORANDUM OF UNDERSTANDING between the Kentucky Higher Education Assistance Authority (KHEAA) and Kentucky Campus Compact and Bullitt County School District & North Bullitt High School.

#### **AGREED TO BY:**

#### **BULLITT COUNTY SCHOOL DISTRICT**

\_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Superintendent, Bullitt County School District

\_\_\_\_\_  
Date

#### **AGREED TO BY:**

#### **KENTUCKY CAMPUS COMPACT**

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

\_\_\_\_\_  
Date

#### **AGREED TO BY:**

#### **KENTUCKY HIGHER EDUCATION ASSISTANCE AUTHORITY**

\_\_\_\_\_  
Gene Hutchins

\_\_\_\_\_  
Date

Executive Director  
Kentucky Higher Education Assistance Authority

**EXAMINED AS TO FORM & LEGALITY:**

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KHEAA Legal Counsel  
Kentucky Higher Education  
Assistance Authority

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Date