



Kenton County School District | It's about ALL kids.

Issue Paper

DATE:

4/22/2021

AGENDA ITEM (ACTION ITEM):

Consider/Approve the Memorandum of Understanding (MOU) between Kenton County School District and Northern Kentucky Cooperative for Educational Services (NKCES) for each H.S. (Simon Kenton, Scott, and Dixie Heights) to be provided funding support for scholars engaged in a Work Based Learning activity pursuant of career exploration.

APPLICABLE BOARD POLICY:

01.1 Leage Status of the Board

HISTORY/BACKGROUND:

Northern Kentucky Cooperative for Educational Services (NKCES) provides support for the Kentucky Advances Technical College High (K-TECH) program. NKCES, in partnership with KCS D will implement and expand the K-TECH program. NKCES agrees to reimburse the KCS D for all qualified expenses not to exceed seven thousand dollars (\$7,000) for the period of May 1, 2021 to April 30, 2022 per H.S. (Dixie Heights, Simon Kenton, and Scott). Total for all three schools is \$21,000.00. Expenses incurred must be for scholars who engaged in a Work Based Learning activity, pursuant of career exploration. Funds will cover: Career Interest tools (such as You Science), Laptops, TANK Bus passes (\$30 a monthly pass), WBL Fields Trips (buses, gas and driver), Scrubs or other uniforms, Tools – (stethoscopes, blood pressure cuff, etc.), Teacher Externship Scholarships, Tuition, test fees, books for individual students enrolled in a dual credit class directly tied to a career pathway.

FISCAL/BUDGETARY IMPACT:

None.

RECOMMENDATION:

Approval to accept the Memorandum of Understanding (MOU) between Kenton County School District and Northern Kentucky Cooperative for Educational Services (NKCES) for each H.S. (Simon Kenton, Scott, and Dixie Heights) to be provided funding support for scholars engaged in a Work Based Learning activity pursuant of career exploration..

CONTACT PERSON:

Francis O'Hara, Director of Districtwide Programs and Transition Education

Principal/Administrator

District Administrator

Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

MEMORANDUM OF AGREEMENT BY AND BETWEEN
NORTHERN KENTUCKY COOPERATIVE FOR EDUCATIONAL SERVICES
AND Simon Kenton High School / Kenton County School District

WHEREAS, Northern Kentucky Cooperative for Educational Services ("NKCES" or "the Contractor") entered into an agreement with the Commonwealth of Kentucky, Office of Employer and Apprenticeship Services ("The Commonwealth") to provide support for the Kentucky Advances Technical College High ("K-TECH") program.

WHEREAS, NKCES will engage in activities to implement and expand the K-TECH program, which will include a number of components to increase apprenticeships in Kentucky ("Services").

WHEREAS, It is necessary for NKCES to provide financial and material support pursuant to the terms of the original contract between The Commonwealth and NKCES, which will require entering into an agreement with **Simon Kenton High School / Kenton County School District** ("Sub-Grantee").

THEREFORE, This Memorandum of Agreement ("MOA") is entered into, by and between NKCES and **Simon Kenton High School / Kenton County School District** to establish an agreement for support of the K-TECH program. The initial MOA is effective from the date executed through April 30, 2022.

SCOPE OF SERVICES:

NKCES, in partnership with employers, schools, and education providers, will implement and expand the K-TECH program. As such needs may arise, the provision of materials and direct financial assistance to students based on qualified need will be required.

To fulfill those needs, the Sub-Grantee agrees to identify, supply materials, and direct financial assistance to qualified students subject to the terms, conditions, and/or restrictions of this agreement.

PRICING:

NKCES agrees to reimburse the Sub-Grantee for all qualified expenses pursuant to the terms, conditions, and/or restrictions of this agreement in an amount not to exceed seven thousand dollars (\$7,000) for the period of May 1, 2021 to April 30, 2022.

Expenses incurred must be for students who meet the following qualifications:

- A High School Student enrolled at **Simon Kenton High School / Kenton County School District** Student are engaged in a Work Based Learning activity, pursuant of career exploration

And are limited to the following authorized activities, materials, and costs:

- Career Interest tools (such as You Science)
- Laptops
- TANK Bus passes (\$30 a monthly pass)
- WBL Fields Trips (buses, gas and driver)
- Scrubs or other uniforms
- Tools – (stethoscopes, blood pressure cuff, etc.)
- Teacher Externship Scholarships

- Tuition, test fees, books for individual students enrolled in a dual credit class directly tied to a career pathway.

The Sub-Grantee is responsible for any other costs incurred. All services and costs submitted for reimbursement by the Sub-Grantee to NKCES shall be necessary, reasonable, allocable, and adequately documented. Payments will be made on a cost reimbursement basis, and all parties agree to abide by 20 CFR Part 200.

Payment by NKCES to the Sub-Grantee shall be made as follows:

The Sub-Grantee agrees to submit an invoice to NKCES every 30 days for services completed and should be sent to NKCES by the 10th of the following month. A detailed itemization of expenditures with adequate documentation, as directed by either the Commonwealth or NKCES, shall accompany each invoice. The invoice must be typed and include an invoice number, invoice date, and vendor name, address, and phone number. If not on company letterhead, the invoice should be signed by an authorized representative. Payment made by NKCES for services will be made within 60 days of receipt of an invoice in compliance with the terms stated herein and, in a form, and of substance acceptable to NKCES, as directed by the Commonwealth.

MONITORING/REPORTING:

The Sub-Grantee shall allow NKCES and/or the Commonwealth to conduct monitoring reviews as the Commonwealth deems necessary during the term of this agreement. Such monitoring will include a review for compliance with all applicable federal and state regulations. The review will further seek to determine the appropriateness of costs charged to this agreement. It is the responsibility of the appropriate party to this agreement to ensure appropriate records are made available for inspections by NKCES, the Commonwealth monitors, or officials of any other agency.

CONTRACT LIMITS/DURATION:

This agreement shall be for a period beginning May 1, 2021 and ending on April 30, 2022. No expenses, expenditures, or costs will be reimbursed outside the stated term.

The Sub-Grantee shall utilize their own employees in connection with the provision of the services, and is responsible for the salaries and wages of its own employees, workers' compensation, unemployment insurance, and any taxes or withholdings that are the direct obligation of the Sub-Grantee.

Expansion of the scope or extent of this agreement beyond the terms, conditions, and/or restrictions herein, or termination of this agreement, may be made only through mutual agreement by both parties, the Sub-Grantee and NKCES. Both parties shall have the right to terminate and cancel this agreement at any time not to exceed thirty (30) days' written notice served by registered or certified mail.

APPROVALS:

This contract is subject to the terms and conditions stated herein. By affixing signatures below, the parties verify that they are authorized to enter into this contract and that they accept and consent to be bound by the terms and conditions stated herein. In addition, the parties agree that (i) electronic approvals may serve as electronic signatures, and (ii) this contract may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts together shall constitute a single contract.

For Simon Kenton High School / Kenton County School District:

Martha Setters
Signature

Assistant Superintendent
Title-Superintendent

Martha Setters
Printed Name

4/22/21
Date

KENTUCKY NOTARY ACKNOWLEDGEMENT

State of Kentucky County of Kenton

The foregoing instrument was acknowledged before me on this 22th day of April [month],
2021 [year], by Erin Harlow [name of person acknowledged].

Erin Harlow
[Signature of person taking acknowledgement]

Notary
[Title or rank]

579171
[Serial number, if any]

For Northern Kentucky Cooperative for Educational Services (NKCES):

Signature

Title-Superintendent

Printed Name

Date

KENTUCKY NOTARY ACKNOWLEDGEMENT

State of Kentucky County of _____

The foregoing instrument was acknowledged before me on this _____ day of _____ [month],
_____ [year], by _____ [name of person acknowledged].

[Signature of person taking acknowledgement]

[Title or rank]

[Serial number, if any]

MEMORANDUM OF AGREEMENT BY AND BETWEEN
NORTHERN KENTUCKY COOPERATIVE FOR EDUCATIONAL SERVICES
AND Scott High School / Kenton County School District

WHEREAS, Northern Kentucky Cooperative for Educational Services ("NKCES" or "the Contractor") entered into an agreement with the Commonwealth of Kentucky, Office of Employer and Apprenticeship Services ("The Commonwealth") to provide support for the Kentucky Advances Technical College High ("K-TECH") program.

WHEREAS, NKCES will engage in activities to implement and expand the K-TECH program, which will include a number of components to increase apprenticeships in Kentucky ("Services").

WHEREAS, It is necessary for NKCES to provide financial and material support pursuant to the terms of the original contract between The Commonwealth and NKCES, which will require entering into an agreement with **Scott High School / Kenton County School District** ("Sub-Grantee").

THEREFORE, This Memorandum of Agreement ("MOA") is entered into, by and between NKCES and **Scott High School / Kenton County School District** to establish an agreement for support of the K-TECH program. The initial MOA is effective from the date executed through April 30, 2022.

SCOPE OF SERVICES:

NKCES, in partnership with employers, schools, and education providers, will implement and expand the K-TECH program. As such needs may arise, the provision of materials and direct financial assistance to students based on qualified need will be required.

To fulfill those needs, the Sub-Grantee agrees to identify, supply materials, and direct financial assistance to qualified students subject to the terms, conditions, and/or restrictions of this agreement.

PRICING:

NKCES agrees to reimburse the Sub-Grantee for all qualified expenses pursuant to the terms, conditions, and/or restrictions of this agreement in an amount not to exceed seven thousand dollars (\$7,000) for the period of May 1, 2021 to April 30, 2022.

Expenses incurred must be for students who meet the following qualifications:

- A High School Student enrolled at **Scott High School / Kenton County School District** Student are engaged in a Work Based Learning activity, pursuant of career exploration

And are limited to the following authorized activities, materials, and costs:

- Career Interest tools (such as You Science)
- Laptops
- TANK Bus passes (\$30 a monthly pass)
- WBL Fields Trips (buses, gas and driver)
- Scrubs or other uniforms
- Tools – (stethoscopes, blood pressure cuff, etc.)
- Teacher Externship Scholarships
- Tuition, test fees, books for individual students enrolled in a dual credit class directly tied to a career pathway.

The Sub-Grantee is responsible for any other costs incurred. All services and costs submitted for reimbursement by the Sub-Grantee to NKCES shall be necessary, reasonable, allocable, and adequately documented. Payments will be made on a cost reimbursement basis, and all parties agree to abide by 20 CFR Part 200.

Payment by NKCES to the Sub-Grantee shall be made as follows:

The Sub-Grantee agrees to submit an invoice to NKCES every 30 days for services completed and should be sent to NKCES by the 10th of the following month. A detailed itemization of expenditures with adequate documentation, as directed by either the Commonwealth or NKCES, shall accompany each invoice. The invoice must be typed and include an invoice number, invoice date, and vendor name, address, and phone number. If not on company letterhead, the invoice should be signed by an authorized representative. Payment made by NKCES for services will be made within 60 days of receipt of an invoice in compliance with the terms stated herein and, in a form, and of substance acceptable to NKCES, as directed by the Commonwealth.

MONITORING/REPORTING:

The Sub-Grantee shall allow NKCES and/or the Commonwealth to conduct monitoring reviews as the Commonwealth deems necessary during the term of this agreement. Such monitoring will include a review for compliance with all applicable federal and state regulations. The review will further seek to determine the appropriateness of costs charged to this agreement. It is the responsibility of the appropriate party to this agreement to ensure appropriate records are made available for inspections by NKCES, the Commonwealth monitors, or officials of any other agency.

CONTRACT LIMITS/DURATION:

This agreement shall be for a period beginning May 1, 2021 and ending on April 30, 2022. No expenses, expenditures, or costs will be reimbursed outside the stated term.

The Sub-Grantee shall utilize their own employees in connection with the provision of the services, and is responsible for the salaries and wages of its own employees, workers' compensation, unemployment insurance, and any taxes or withholdings that are the direct obligation of the Sub-Grantee.

Expansion of the scope or extent of this agreement beyond the terms, conditions, and/or restrictions herein, or termination of this agreement, may be made only through mutual agreement by both parties, the Sub-Grantee and NKCES. Both parties shall have the right to terminate and cancel this agreement at any time not to exceed thirty (30) days' written notice served by registered or certified mail.

APPROVALS:

This contract is subject to the terms and conditions stated herein. By affixing signatures below, the parties verify that they are authorized to enter into this contract and that they accept and consent to be bound by the terms and conditions stated herein. In addition, the parties agree that (i) electronic approvals may serve as electronic signatures, and (ii) this contract may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts together shall constitute a single contract.

For **Scott High School / Kenton County School District:**

Martha Setters
Signature

Assistant Superintendent
Title-Superintendent

Martha Setters
Printed Name

4/22/21
Date

KENTUCKY NOTARY ACKNOWLEDGEMENT

State of Kentucky County of Kenton

The foregoing instrument was acknowledged before me on this 22nd day of April [month],
2021 [year], by Erin Harlow [name of person acknowledged].

Erin Harlow
[Signature of person taking acknowledgement]

Notary
[Title or rank]

579171
[Serial number, if any]

For Northern Kentucky Cooperative for Educational Services (NKCES):

Signature

Title-Superintendent

Printed Name

Date

KENTUCKY NOTARY ACKNOWLEDGEMENT

State of Kentucky County of _____

The foregoing instrument was acknowledged before me on this _____ day of _____ [month],
_____ [year], by _____ [name of person acknowledged].

[Signature of person taking acknowledgement]

[Title or rank]

[Serial number, if any]

MEMORANDUM OF AGREEMENT BY AND BETWEEN
NORTHERN KENTUCKY COOPERATIVE FOR EDUCATIONAL SERVICES
AND Dixie Heights High School / Kenton County School District

WHEREAS, Northern Kentucky Cooperative for Educational Services ("NKCES" or "the Contractor") entered into an agreement with the Commonwealth of Kentucky, Office of Employer and Apprenticeship Services ("The Commonwealth") to provide support for the Kentucky Advances Technical College High ("K-TECH") program.

WHEREAS, NKCES will engage in activities to implement and expand the K-TECH program, which will include a number of components to increase apprenticeships in Kentucky ("Services").

WHEREAS, It is necessary for NKCES to provide financial and material support pursuant to the terms of the original contract between The Commonwealth and NKCES, which will require entering into an agreement with **Dixie Heights High School / Kenton County School District** ("Sub-Grantee").

THEREFORE, This Memorandum of Agreement ("MOA") is entered into, by and between NKCES and **Dixie Heights High School / Kenton County School District** to establish an agreement for support of the K-TECH program. The initial MOA is effective from the date executed through April 30, 2022.

SCOPE OF SERVICES:

NKCES, in partnership with employers, schools, and education providers, will implement and expand the K-TECH program. As such needs may arise, the provision of materials and direct financial assistance to students based on qualified need will be required.

To fulfill those needs, the Sub-Grantee agrees to identify, supply materials, and direct financial assistance to qualified students subject to the terms, conditions, and/or restrictions of this agreement.

PRICING:

NKCES agrees to reimburse the Sub-Grantee for all qualified expenses pursuant to the terms, conditions, and/or restrictions of this agreement in an amount not to exceed seven thousand dollars (\$7,000) for the period of May 1, 2021 to April 30, 2022.

Expenses incurred must be for students who meet the following qualifications:

- A High School Student enrolled at **Dixie Heights High School / Kenton County School District**
- Student are engaged in a Work Based Learning activity, pursuant of career exploration

And are limited to the following authorized activities, materials, and costs:

- Career Interest tools (such as You Science)
- Laptops
- TANK Bus passes (\$30 a monthly pass)
- WBL Fields Trips (buses, gas and driver)
- Scrubs or other uniforms
- Tools – (stethoscopes, blood pressure cuff, etc.)
- Teacher Externship Scholarships
- Tuition, test fees, books for individual students enrolled in a dual credit class directly tied to a career pathway.

The Sub-Grantee is responsible for any other costs incurred. All services and costs submitted for reimbursement by the Sub-Grantee to NKCES shall be necessary, reasonable, allocable, and adequately documented. Payments will be made on a cost reimbursement basis, and all parties agree to abide by 20 CFR Part 200.

Payment by NKCES to the Sub-Grantee shall be made as follows:

The Sub-Grantee agrees to submit an invoice to NKCES every 30 days for services completed and should be sent to NKCES by the 10th of the following month. A detailed itemization of expenditures with adequate documentation, as directed by either the Commonwealth or NKCES, shall accompany each invoice. The invoice must be typed and include an invoice number, invoice date, and vendor name, address, and phone number. If not on company letterhead, the invoice should be signed by an authorized representative. Payment made by NKCES for services will be made within 60 days of receipt of an invoice in compliance with the terms stated herein and, in a form, and of substance acceptable to NKCES, as directed by the Commonwealth.

MONITORING/REPORTING:

The Sub-Grantee shall allow NKCES and/or the Commonwealth to conduct monitoring reviews as the Commonwealth deems necessary during the term of this agreement. Such monitoring will include a review for compliance with all applicable federal and state regulations. The review will further seek to determine the appropriateness of costs charged to this agreement. It is the responsibility of the appropriate party to this agreement to ensure appropriate records are made available for inspections by NKCES, the Commonwealth monitors, or officials of any other agency.

CONTRACT LIMITS/DURATION:

This agreement shall be for a period beginning May 1, 2021 and ending on April 30, 2022. No expenses, expenditures, or costs will be reimbursed outside the stated term.

The Sub-Grantee shall utilize their own employees in connection with the provision of the services, and is responsible for the salaries and wages of its own employees, workers' compensation, unemployment insurance, and any taxes or withholdings that are the direct obligation of the Sub-Grantee.

Expansion of the scope or extent of this agreement beyond the terms, conditions, and/or restrictions herein, or termination of this agreement, may be made only through mutual agreement by both parties, the Sub-Grantee and NKCES. Both parties shall have the right to terminate and cancel this agreement at any time not to exceed thirty (30) days' written notice served by registered or certified mail.

APPROVALS:

This contract is subject to the terms and conditions stated herein. By affixing signatures below, the parties verify that they are authorized to enter into this contract and that they accept and consent to be bound by the terms and conditions stated herein. In addition, the parties agree that (i) electronic approvals may serve as electronic signatures, and (ii) this contract may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts together shall constitute a single contract.

For Dixie Heights High School / Kenton County School District:

Martha Setters
Signature

Assistant Superintendent
Title-Superintendent

Martha Setters
Printed Name

4/22/21
Date

KENTUCKY NOTARY ACKNOWLEDGEMENT

State of Kentucky County of Kenton

The foregoing instrument was acknowledged before me on this 22th day of April [month],
2021 [year], by Erin Harlow [name of person acknowledged].

Erin Harlow
[Signature of person taking acknowledgement]

Notary
[Title or rank]

579171
[Serial number, if any]

For Northern Kentucky Cooperative for Educational Services (NKCES):

Signature

Title-Superintendent

Printed Name

Date

KENTUCKY NOTARY ACKNOWLEDGEMENT

State of Kentucky County of _____

The foregoing instrument was acknowledged before me on this _____ day of _____ [month],
_____ [year], by _____ [name of person acknowledged].

[Signature of person taking acknowledgement]

[Title or rank]

[Serial number, if any]