

MEMORANDUM OF AGREEMENT

Kentucky Refugee Ministries

And

Jefferson County Board of Education

THIS MEMORANDUM OF AGREEMENT ("Agreement") is entered by and between Kentucky Refugee Ministries (hereinafter "KRM") with its principal place of business located at 969-B Cherokee Rd, Louisville, Kentucky 40204 and Jefferson County Board of Education, a political subdivision of the Commonwealth of Kentucky doing business as the Jefferson County Public Schools (hereinafter "JCPS"), with its principal place of business located at 3332 Newburg Road, Louisville, Kentucky 40218 (JCPS and KRM are hereinafter referred to individually as a "Party" and collectively as the "Parties").

WHEREAS the Parties wish to outline in writing their mutual understanding of a partnership to provide students with access to varied learning and enrichment opportunities and gain supplemental learning through optimal learning experiences.

NOW, THEREFORE, in consideration of the premises and mutual promises set forth in this Agreement JCPS and KRM agree as follows:

1. KRM agrees to:

- a. Advertise summer programming to families and recruit students for the program.
- b. Give parents of students participating in the summer programming the parent consent form and keep copies for each student and share with JCPS.
- c. Maintain regular communication with families on information relating to summer programming.
- d. Provide instructional space to support the learning environment.
- e. Collaborate with JCPS ESL staff on the instructional program design, materials, and resources.
- f. Maintain collaborative communication with JCPS ESL summer lead and staff.
- g. Provide Youth Coordinators to support the summer programming and parent outreach in collaboration with JCPS staff hired for summer learning.
- h. Shall appoint one person who shall be responsible for reporting to the Board on all Services performed under the terms of this Contract and who shall be available for consultation with the Contract Administrator.
- i. Ensure all subcontractors and partner organizations follow the JCPS Covid-19 related health and safety protocols.
- j. Hire additional consultants and contracting services to help implement and manage the various components of this Project in order to meet all the administrative and reporting requirements of the Board, the Kentucky Department of Education and any federal agency.
- k. Hold harmless, indemnify, and defend the Board and its members, agents, and employees from any and all claims or losses accruing or resulting from injury, damage,

or death of any person, firm, or corporation, including the Contractor himself, in connection with the performance of this Contract. Contractor also agrees to hold harmless, indemnify, and defend the Board and its members, agents, and employees from any and all claims or losses incurred by any supplier, contractor, or subcontractor furnishing work, services, or materials to Contractor in connection with the performance of this Contract. This provision survives termination of this Contract.

- l. Unless waived in writing by the Contract Administrator, Contractor shall maintain during the term of this Contract policies of primary insurance covering the following risks and in at least the following amounts: commercial general liability, including bodily injury, property damage, personal injury, products and completed operations, and contractual, \$1,000,000; and automobile liability, \$1,000,000. Contractor shall furnish to the Contract Administrator certificates of insurance evidencing this coverage and naming the Board as an additional insured. Additionally, Contractor shall maintain workers compensation coverage with limits required by law. Contractor shall furnish certificates of insurance evidencing this coverage to the Contract Administrator.
- m. Unless waived in writing by the Contract Administrator, Contractor shall ensure through any sub-agreements with Subcontractors that during the term of this Contract, all participating organizations and venues acting as Subcontractors shall maintain policies of primary insurance covering the following risks and in at least the following amounts: commercial general liability, including bodily injury, property damage, personal injury, products and completed operations, and contractual, \$1,000,000; and automobile liability, \$1,000,000. Contractor shall furnish to the Contract Administrator certificates of insurance evidencing this coverage and naming the Board as an additional insured. Additionally, Contractor shall ensure via sub-agreements with Subcontractors that Subcontractors maintain workers compensation coverage with limits required by law; and professional errors and omissions coverage with minimum limits of \$1,000,000, if applicable to the services provided by the Subcontractor. Contractor shall furnish certificates of insurance evidencing this coverage to the Contract Administrator.
- n. If performance of this Agreement involves the transfer by JCPS to Contractor or Subcontractors of any data regarding any student that is subject to the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g as amended, ("FERPA"), Contractors agrees to and shall require Subcontractors to agree to:
 - i. In all respects comply with the provisions of FERPA, including any requirements of Chapter 99 of Title 34 of the Code of Federal Regulations and any other applicable state or federal law.
 - ii. Use any such data for not purpose other than to fulfill the purpose of this Agreement, and not share any such data with and person or entity other than KRM and its employees, contractors, volunteers, and agents, without the prior approval of JCPS. Disclosure shall be limited to only those employees, contractors, volunteers, or agents who are necessary for the fulfillment of the Agreement.
 - iii. Require all employees, contractors, volunteers, and agents of KRM to comply with all applicable provisions of FERPA with respect to any such data. KRM shall require and maintain confidentiality agreements with each employee, contractor, volunteer or agent with access to data pursuant to this agreement.
 - iv. Maintain any such data in a secure environment, whether physical or

electronic, and not copy, reproduce, or transmit any such data except as necessary to fulfill the purposes of this Agreement. KRM shall notify JCPS within 24 hours in the event of any data breach or disclosure of data to any person or entity and other than the parties listed in this MOA.

- v. Collect, store, and maintain data in manner that does not permit the identification of an individual student by anyone other than employees, contractors, or agents of KRM necessary for the fulfillment of the Agreement and having a legitimate interest related to the purposes of this Agreement in knowing such personal identification, and not disclose any such data in a manner that would permit the identification of an individual student in any form, including, but not limited to, published results of studies.
- vi. Destroy or return JCPS any such data obtained under this Agreement within thirty days (30) after the date by which it is no longer needed by KRM for the purposes of this Agreement. KRM will require all employees, contractors, volunteers, or agents of any kind to comply with this provision.
- o. Because this Contract requires Contractor and/or any employees, volunteers or staff of Contractor or Subcontractors access to community educational Project facilities on a regularly scheduled and continuing basis for the purpose of providing services directly to a student or students, all individuals performing such services under this Contract and resulting subcontracts are required to submit per KRS 160.380 to a national and state criminal history background check by the Department of Kentucky State Police and the Federal Bureau of Investigation and have a letter, provided by the individual, from the Cabinet for Health and Family Services stating no administrative findings of child abuse or neglect found through a background check of child abuse and neglect records maintained by the Cabinet for Health and Family Services.
- p. Require the following, pursuant 160.380, for all contractors employees, interns and volunteers under this agreement:
 - i. A state criminal records check;
 - ii. A state and national criminal (fingerprint) history background check; AND
 - iii. A letter, provided by the individual, from the Cabinet for Health and Family Services stating that there are no findings of substantiated child abuse or neglect on record.
- q. Prohibit contractors, employees, interns and volunteers under this agreement from performing services under this agreement from performing services under this agreement and from remaining upon the premises of a JCPS facility for any purpose under this Agreement if the contractor, employee, intern or volunteer has been convicted of the following:
 - i. Any conviction for sex-related offenses;
 - ii. Any conviction for offenses against minors;
 - iii. Any conviction for felony offenses as provided in number 6 (vi) below;
 - iv. Any conviction for deadly weapon-related offenses;

- v. Any conviction for drug-related offenses, including felony drug offenses, within the past seven years;
- vi. Any conviction for violent, abusive, threatening or harassment related offenses; OR other convictions determined by the Superintendent/designee to bear a reasonable relationship to the ability of the applicant to serve as a volunteer.
- vii. Contractors, employees, interns and volunteers under this agreement shall immediately notify the Project site administrator or the JCPS Volunteer Talent Center if they are convicted of or plead guilty to one of the criminal offenses listed above and shall immediately cease providing services under this Contract and shall not remain upon premises of a Project facility for any purpose under this Contract.
- r. KRM staff will share the list of tutored students with the JCPS Research team and record program participation for each student.

2. JCPS agrees to:

- a. Assist with communication efforts to JCPS families for the duration of the programming.
- b. Share curricular and instructional materials and resources for the students and staff participating in the programming.
- c. Support the programming using the RSIG budget allocated for summer programming.
- d. Provide a summer lead to support management and monitoring of the program.
- e. Advertise and hire summer staff to support the program.
- f. Train ESL summer staff for the program and provide ongoing administrative and technical support for summer staff.
- g. Provide instruction for the summer programming.
- h. JCPS Research staff will provide an aggregate report of mutually agreed upon student outcomes to KRM.
- i. Provide instructional staff to attend and assist with KRM Neighborhood Day programming as part of KRM's summer programming.
- j. Verify participant eligibility using ClientTrack.

3. Period of Performance

This Agreement shall be in effect for the period beginning April 27, 2022 through April 30, 2023.

4. Termination

This Agreement may be terminated immediately by KRM or JCPS upon fifteen (15) business days' written notice to the other for its failure to cure a material breach of this Agreement, prior written notice and opportunity to cure of at least fifteen (15) business days having been afforded.

5. Modification

No waiver, alteration or modification of the provisions of this Agreement shall be binding unless in writing and mutually agreed upon in writing by both JCPS and KRM.

6. Equal Opportunity

During the performance of this Agreement, KRM and JCPS shall comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Kentucky Equal Employment Act of 1978, KRS 45.550-45.640, and the American Disabilities Act, and shall not discriminate against any KRM or JCPS employee or student on the basis 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, disability, or limitations related to pregnancy, childbirth, or related medical conditions.

7. Captions

Section titles or captions contained in the Agreement are inserted only as a matter of convenience and in no way define, limit, extend or describe the scope of this Agreement or the intent of any provisions hereof.

8. Performance

In the performance of the duties and obligations imposed on each party by this Agreement, it is mutually understood and agreed that neither party shall be construed to be an agent, employee or representative of the other party. Except as provided herein, JCPS shall not have any control or direction over the manner, methods, or means by which KRM performs its work and functions.

9. Proselytizing

KRM will take precautions to ensure that the employees, contractors, volunteers and agents of the local churches that are in partnership with KRM in the services provided under this Agreement shall not base the content of the services upon any religious policies or procedures; shall not engage in any religious proselytizing or praying during the provision of the services; and shall not incorporate any religious symbols or references of any type in any resources or materials provided to the students as part of the services.

10. Entire Agreement

This Agreement contains the entire agreement between JCPS and KRM related to summer programming and supersedes any and all prior agreements.

IN TESTIMONY, THEREFORE, the parties have caused this Agreement to be executed in their respective names, on the day and year signed below, with the effective date as shown in Paragraph Three of this Agreement.

JEFFERSON COUNTY BOARD OF EDUCATION:

Dr. Martin A. Pollio, Superintendent

Date

Kentucky Refugee Ministries

John Koehring
Executive Director

Date

4/6/2027