



Bullitt County Public Schools

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Covington, Kentucky 40165

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www.bullittschools.org

MEMO

Date: May 12, 2022

To: Jesse Bacon Superintendent

From: Jackie Roth, Family Resource Youth Service Center Director

Re: FRYSC YSC Youth AmeriCorps MOU for a worker.

Please find for your review and approval the Memorandum of Understanding from the FRYSC YSC AmeriCorps Program. This MOU is for Bullitt East High School Youth Service Center to hire a Youth (over 17) to work in the Youth Service Center. This will allow the worker to gain valuable work experience and help the YSC Coordinator with activities throughout the 2022-23 school year. Erin Emington White, the Bullitt East YSC Coordinator will supervise this worker. The worker will receive a small salary through the year and an education award upon completion of the school year.



May 3, 2022

Hello Jackie Roth,

The following FRYSC(s) in your district will be hosting the FRYSC YSC Youth AmeriCorps program during the 2022-23 school year.

Bullitt East High School YSC

Sites recruit high school students aged 17 and older who will have the opportunity to gain career experience and serve their community while earning an education award they may use at any institution that accepts federal financial aid. Selected students will be enrolled as AmeriCorps members with the task of supporting school, district, or local food relief programs. FRYSC AmeriCorps will be working with coordinators this summer to get the foundations for the program in place.

FRYSC Corps requests some in-kind donation of supervision and workspace. There is not a cash cost to the center, school, or district to participate this program.

Here are your next steps.

1. A Memorandum of Understanding is provided with this letter. It must be reviewed in your district and signed by the superintendent.
2. A copy of the signed MOU should be returned to FRYSC AmeriCorps before students may begin their service. Service may start no earlier than August 1, 2022. Please return the signed MOU and by July 31.
3. Signed MOUs should be returned by mail or scanned and emailed.
FRYSC AmeriCorps, Att: Heather Musinski, 275 E. Main St., 3C-G, Frankfort, KY 40601
or email to heather.musinski@ky.gov

If you have questions, please contact Heather Musinski, FRYSC Corps grant manager. Thank you very much for your help.

Sincerely,

Heather Musinski

Heather Musinski
AmeriCorps Grant Manager
Division of Family Resource and Youth Services Centers



An AmeriCorps project serving
through Family Resource and Youth
Services Centers

Division of Family Resource and
Youth Services Centers
275 E. Main St. 3C-G
Frankfort, KY 40601

Phone: 502.564.4986
Fax: 502.564.6108
E-mail: heather.musinski@ky.gov

MEMORANDUM OF UNDERSTANDING

Bullitt County Public Schools School System

and

FRYSC CORPS YSC Youth Program

This agreement is entered into between Legal Applicant FRYSC CORPS and Bullitt County Public Schools School System for 2022-2023 AmeriCorps program participation. The following is understood and agreed to by the parties:

STATEMENT OF PURPOSE

FRYSC CORPS is the AmeriCorps project of Ohio Valley Educational Cooperative Studies in partnership with the Division of Family Resource and Youth Services Centers (FRYSC). FRYSC Corps is funded in part by AmeriCorps, the Agency through the Kentucky Commission on Community and Volunteer Service, Serve Kentucky (hereafter referred to as Serve KY).

FRYSC Corps offers the **YSC Corps**, a service organization that provides opportunities for U.S citizens (hereafter referred to as "member") from the age of 17 and up, to contribute service in his or her own community. YSC CORPS members serve in high schools providing support to Youth Services Centers, schools and community non-profit organizations. Members support school, district and community food insecurity projects and mobilize community volunteers. The program has three major objectives in areas of getting things done, strengthening communities, and member development, as outlined in the FRYSC CORPS grant.

FRYSC CORPS MISSION STATEMENT

FRYSC CORPS is an AmeriCorps project, with members committed to serving the children of Kentucky in partnership with caring families, supportive schools and resource centers, active communities, and dedicated volunteers, providing literacy-rich opportunities to assist K-12 students in improving their reading skills, benefiting their entire lives.

I. PARTNER DISTRICT ROLES AND RESPONSIBILITIES

- A. **In Kind:** Provide in-kind support of members' service activity including, supervision for member(s) provided by the FRYSC Coordinator or approved delegate, work space, event or office supplies for member use, and mileage costs for member travel for service projects. In-kind services or materials provided to support the FRYSC Corps service member are intended as restricted donations to support all expenditures of FRYSC Corps programs, regardless of whether the expenses are deemed allowable under the provisions of 2 CFR 200, Subpart E.
- B. **Site Supervision:** The partner site provides site supervision of the FRYSC YSC Corps member. The Family Resource or Youth Service Center Coordinator serves as the site supervisor. Site supervisors receive FRYSC Corps orientation information and a site supervisor's guide as well as technical assistance from program staff. They are expected to adhere to the program policies and procedures contained therein. The school principal may assume or appoint another school employee to site supervision of the FRYSC YSC Corps member if the FRYSC Coordinator is unable to fulfill that role. The partner site must immediately notify FRYSC Corps of all supervision changes. The FRYSC Corps program year begins August 1, 2022 and ends July 31, 2023.
- C. **Site Supervisor Criminal History:** The KY mandated background check must be completed on the district employee acting as site supervisor of the FRYSC Corps service member. The result of that background check must clear that person to work in the partner school district.
- D. **Recruiting:** Sites are responsible for recruiting potential FRYSC YSC Corps members. A FRYSC Youth Service Corps application is required as the first step in this process. Sites should interview student applicants for the position(s). The site supervisor and/or applicable school & district staff will select the candidate they prefer for their site. Final approval must come from the FRYSC Corps staff.
- E. **Civil Rights / Equal Opportunity Policy:** AmeriCorps, the Agency has zero tolerance for the harassment of any individual or group of individuals for any reason. AmeriCorps is committed to treating all persons with dignity and respect. AmeriCorps prohibits all forms of discrimination based upon race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, or military service. Any such harassment, if found, will result in immediate corrective action, up to and including removal or termination of any AmeriCorps employee or volunteer. Recipients of Federal financial assistance, be they individuals, partner sites, programs and/or projects are also subject to this zero tolerance policy. Where a violation is found, and subject to regulatory procedures, appropriate corrective action will be taken, up to and including termination of Federal financial assistance from all Federal sources.

Any person who believes that he or she has been discriminated against in violation of civil rights laws, regulations, or this policy, or in retaliation for opposition to discrimination or participation in discrimination complaint proceedings (e.g., as a complainant or witness) in any AmeriCorps program or project, may raise his or her concerns with our Office of Civil Rights and Inclusiveness (OCRI). Discrimination claims not brought to the attention of OCRI within 45 days of their occurrence may not be accepted in a formal complaint of discrimination. No one can be required to use a program, project or sponsor dispute resolution procedure before contacting OCRI. If another procedure is used, it does not affect the 45-day time limit. OCRI may be reached at (202) 606-7503 (voice), (202) 606-3472 (TTY), eo@cns.gov, or through <http://www.nationalservice.gov/>. CNCS civil rights / equal opportunity requirements at <https://www.nationalservice.gov/build-your-capacity/grants/civil-rights-eo-reqs>

- F. **Member Criminal History:** FRYSC Corps has an expectation that students who have been identified by their school or school district as a threat to other students absolutely may not serve as a FRYSC YSC Corps member. Additionally, all applicants aged 18+ for FRYSC YSC Corps positions must agree to a criminal history check in order to participate in the FRYSC YSC Corps. The AmeriCorps required

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FRYSC CORPS is an equal opportunity employer.

National Service Criminal History Check (NSCHC) includes a search of the Department of Justice's Sex Offender database, a search of state of service criminal history repository and from the repository of the applicant's state of residence if different; a fingerprint based check submitted for a national search through Fieldprint or the Kentucky State Police. The FRYSC Corps bears the cost of the search. District initiated criminal history checks cannot substitute the NSCHC. FRYSC Corps will provide a clearance letter when the individual's results are adjudicated.

- G. **Member Terms of Service:** FRYSC Corps staff must work with site supervisors to hire, terminate, reprimand, etc. service members from their term of service. Any concerns about the member must be brought to the attention of FRYSC Corps staff immediately. FRYSC Corps reviews member service activity. If FRYSC Corps staff determines that a service member is not compliant with their personal service agreement with our program then the program reserves the right to release the student from their AmeriCorps service.
- H. **Performance Goals:** FRYSC YSC members provide support for school, district or local food relief programs. They may fundraise (limited to 10% of their contracted service term), research resources to supplement the program, organize, store and deliver food to recipients. Student members may perform tasks that address FRYSC programming. Members will receive confidentiality training from FRYSC Corps. FRYSC Corps requires that partner FRYSCs share data related to the number of individuals receiving food from FRYSC programs or referrals.
- I. **Civic Engagement:** The host site must support and promote the efforts of FRYSC Corps members to support their host FRYSC's components and to inspire local community members to volunteer in school activities, community service, and other FRYSC Corps projects.
- J. **Reporting:** The site supervisor will review and approve member time records, complete service summaries and other reports, and surveys as required by FRYSC Corps, Serve KY, and AmeriCorps, the Agency.
- K. **Meetings and Trainings:** Site supervisors should attend the program orientation presented by the program staff. They may also be required to participate in periodic teleconference meetings hosted by the program. The dates of those meetings will be arranged and announced to all site supervisors. Members should attend FRYSC meetings as required. FRYSC Corps will offer multiple meeting opportunities to accommodate schedules when possible.
- L. **Media Release:** The parties understand that partner school district may restrict the release of photographs, video and film identifying students. This is in keeping with school district policies relating to photographs, videos and student confidentiality. Media identifying students who are NOT serving with FRYSC Corps will not be shared without school district permission. Media identifying YSC Corps members who have agreed to our media policy may be shared.
- M. **Communication:** Site supervisors or principals must report any problems or extended absences concerning the member to FRYSC Corps program staff immediately. FRYSC, school or district staff may arrange for FRYSC Corps staff to present AmeriCorps/FRYSC Corps information at school board and other relevant meetings.
- N. **Prohibited Activities:** While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or AmeriCorps, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

- 1. Attempting to influence legislation;
- 2. Organizing or engaging in protests, petitions, boycotts, or strikes;
- 3. Assisting, promoting, or deterring union organizing;
- 4. Impairing existing contracts for services or collective bargaining agreements;
- 5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;

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6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
8. Providing a direct benefit to—
 - a. A business organized for profit;
 - b. A labor union;
 - c. A partisan political organization;
 - d. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - e. An organization engaged in the religious activities described in paragraph C. 7. above, unless AmeriCorps assistance is not used to support those religious activities;
9. Conducting a voter registration drive or using AmeriCorps funds to conduct a voter registration drive;
10. Providing abortion services or referrals for receipt of such services; and
11. Such other activities as AmeriCorps may prohibit.

In addition to the above activities, the below activities are additionally prohibited:

Election and Polling Activities. AmeriCorps member may not provide services for election or polling locations or in support of such activities.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non- AmeriCorps funds. Individuals should not wear the AmeriCorps logo while doing engaging in any of the above activities on their personal time.

All locations where members serve should post a list of the prohibited activities, when possible.

II. FRYSC CORPS Roles and Responsibilities

- A. **Site Supervision:** Provide programmatic supervision and management to ensure quality of service, program accountability and member support. See Section I, Paragraph N for Prohibited Activities.
- B. **Member Terms of Service:** Student FRYSC YSC Corps service members are not considered employees. The definition of “participant” in the National and Community Service Act includes AmeriCorps members. Under the law, “a participant (member) shall not be considered to be an employee of the organization receiving assistance under the national service laws through which the participant (member) is engaged in service” (42 U.S.C. 12511(30)(B)).
- C. **Performance Goals:** FRYSC Corps staff is required to review site and member progress to ensure the performance goals in Part I, section H. and the civic engagement goals in section I. are on track for completion. FRYSC Corps staff will also review the reports required for submission by members and site supervisor to ensure accuracy and completeness.
- D. **Civic Engagement:** Support and promote the efforts of FRYSC Corps and its partnership with the school district to support FRYSC programming and to inspire local community members to volunteer in school activities, community service, tutoring programs, and other FRYSC Corps projects.

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- E. **Reporting:** Complete requested reports, and surveys as required by FRYSC Corps policy, Serve Kentucky, and AmeriCorps, the Agency. Provide copies reports as requested to the Superintendent (or his/her designee) in order to communicate program information. FRYSC, school or district staff may arrange for FRYSC Corps staff to present AmeriCorps/FRYSC Corps information at school board and other relevant meetings.
- F. **Meetings and Trainings:** Sponsor partner meetings, to provide information regarding program policies and procedures, as well as an opportunity for an exchange of information between all FRYSC Corps partners.
- G. **Media:** Develop, create and publish articles, videos, displays and other forms of publicity. Using variety of media outlets, promoting the mission of FRYSC Corps and its partners.
- H. **Communication:** Report any problems or work-related accidents to partners immediately. Present information at school board and other relevant meetings as requested by partners.
- I. **Prohibited Activities:** Ensure that FRYSC Corps members will not engage or participate in any activity as outlined in Section I, Paragraph N of this agreement.
- J. **Confidentiality:** Ensure that FRYSC YSC Corps members maintain the confidentiality standards expected of all school district employees. Ensure that confidentiality of referred students is maintained. FRYSC YSC Corps members shall receive confidentiality training required of other community volunteers.
- K. **Member Replacement:** If a minimum-time member leaves the program during the program year for any reason, that member MAY be replaced if they have served less than 30% of their commitment as stated in the Guidelines from the Corporation for National and Community Service.
- L. **Member Criminal History Check:** The FRYSC Corps is responsible for initiating and funding a criminal history check for each service member aged 18+ on the date the service member starts service. In compliance with the AmeriCorps, the Agency provisions, the grantee (FRYSC Corps) which serves a vulnerable population must check the service member's name record in (1) the Department of Justice's Sex Offender Database and (2) the state repository for the service members place of residence, and (3) a fingerprint check with the FBI's national repository. A record of clearance decisions based on the results of these checks are considered grant documentation and are maintained with FRYSC Corps records at the Division of FRYSC at 275 E. Main St., Frankfort, KY.
In addition, FRYSC Corps has an expectation that any students identified by their school or school district as a threat to other students absolutely may not serve as a FRYSC YSC Corps member.

III. Amendments to this Agreement

This agreement may be changed or revised with the written consent of both parties prior to signing the MoU.

IV. Authorization

Bullitt County Public Schools School System and FRYSC CORPS hereby acknowledge by their signatures that they have read, understood, and agreed to the terms of this document. This agreement will remain in effect until the end of the current program year, which is July 31, 2023.

FISCAL AGENCY

Ohio Valley Educational Cooperative

Signature on file at OVEC

Dr. Leon Mooneyhan, CEO

5/3/2022

Date

FRYSC CORPS/AMERICORPS PROGRAM



Heather Musinski, Program Director

5/3/2022

Date

PARTNER DISTRICT

Bullitt County Public Schools School System

Dr Jesse Bacon, Superintendent

Date