

MEMORANDUM OF UNDERSTANDING

BETWEEN

NKU RESEARCH FOUNDATION (NKURF) and KENTUCKY CAMPUS COMPACT (KyCC)

AND

(Boone County School District; Ignite Institute)

This MEMORANDUM OF UNDERSTANDING (the AGREEMENT) is made and entered into on June 9, 2022 by and between NKURF, KyCC, Boone County School District, and Ignite Institute .

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; and,

WHEREAS, Kentucky Campus Compact (KyCC) administers the Kentucky College Coaches (KCC) AmeriCorps program that places 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; and,

WHEREAS, NKURF serves as the fiscal agent for KyCC; and

WHEREAS, Boone County School District, and Ignite Institute is a certified public high school located within the Commonwealth of Kentucky; and,

NOW, THEREFORE, in consideration of 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 and the DISTRICT, hereby COVENANT and AGREE as follows:

I. Obligations of Kentucky Campus Compact

Kentucky Campus Compact shall undertake the following responsibilities:

- A. Ensure that the KCC program uses all the AmeriCorps slots in the grant to place full-time equivalent AmeriCorps College Coaches during the service period of August 1, 2022 to May 31, 2023. Coaches who choose to return the next year (Aug 1, 2023) may have an opportunity to serve during June and July, 2023 depending on funding availability and concurrence with all parties to this MOU.
- B. Assist with recruiting a new member for the school if the current coach is not returning.
- C. Complete Sex Offender Registry check, state of residence (if applicable), Kentucky state background check and FBI fingerprint checks for each AmeriCorps member.
- D. Compile data from each AmeriCorps member and complete quarterly and end-of-year reports for the funder.

- E. Serve as an off-site supervisor/mentor for the KCC AmeriCorps members and be available to the members throughout the year.
- F. Provide training for all Kentucky College Coaches AmeriCorps members and the program advisors, in partnership with members and program advisors, including confidentiality training and documentation for members.
- G. Conduct monitoring site visits with the KCC AmeriCorps members and host schools to ensure members and host schools are compliant with the grant guidelines and to provide any needed technical assistance to the members and/or the schools.
- H. Host one full-time KCC and Peer Leader AmeriCorps member for free (with the grant cost match) and, if applicable, may host one or more part-time KCC and Peer Leader AmeriCorps members during the service period of July 1, 2022 to June 30, 2023 for \$8,000.
- I. If hiring a second member, invoice the SCHOOL for the non-refundable cost match of \$8,000 per member placement to be used for any and all expenses to support the members and any and all expenses for the program.
- J. Provide the non-refundable balance of the College Coach living allowance above the \$8,000 contributed by the DISTRICT.
- K. Provide access to age-appropriate publications, resources, and outreach services for the coach to use at the high school.
- L. Provide appropriate trainings for the KCC AmeriCorps member on college access and AmeriCorps policies and regulations which promote the goals and mission of AmeriCorps.
- M. Facilitate positive relationships; negotiate any conflicts between the AmeriCorps member and site supervisor, and make recommendations to improve delivery of programs and services.

Obligations of the DISTRICT and the SCHOOL

II.

- A. Host a full-time AmeriCorps College Coach during the service period of August 1, 2022 to May 31, 2023. Coaches who choose to return the next year (Aug 1, 2023) may have an opportunity to serve during June and July, 2023 depending on funding availability and concurrence with all three parties to this MOU.
- B. Take an active role in recruiting a new coach if the current coach is not returning.
- C. Provide an on-site supervisor/mentor for the KCC AmeriCorps member who will be available to the member throughout the year. The assigned supervisor will participate in required training webinars, help the member create a work plan that is specific to the school, meet with the member on a weekly basis and be a mentor to this young professional. This site supervisor is to ensure that the KCC AmeriCorps member is being effective and to assist the KCC AmeriCorps member in connecting with students, parents, families and teachers.
- D. 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, safety and emergency procedures, and introductions during a staff meeting.

- E. Using a target date of October 1, 2022, identify a specific 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 – these will be described as “core students.” These should generally be students who are on track to graduate from high school but who are at risk of not attending college.
- F. 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.
- G. 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.
- H. Provide the KCC AmeriCorps member with a school email address, access to student data (with appropriate parent permission) and Individual Learning Plans.
- I. Provide the member with a minimum of read-only access to Infinite Campus.
- J. 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.
- K. 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. Ensure the member will use the curriculum and resources provided by KyCC, attend KCC trainings, and National Days of Service.
- L. Review and approve reports created by the KCC AmeriCorps member that track the member’s service hours and activities. Timesheets are submitted twice a month and progress reports are submitted once a month. In the event there are concerns about member hours, timesheets may be requested more frequently.
- M. Conduct a performance evaluation of the KCC AmeriCorps member. Evaluation reports will be due in the middle of the school year and once more prior to the end of their service period.
- N. Participate in a program survey of KCC AmeriCorps members and school site supervisors.
- O. 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.
- P. Support the KCC AmeriCorps member’s participation in National Days of Service.
- Q. Ensure the KCC AmeriCorps member utilizes the Kentucky College Coaches curriculum and resources.

III. TERM OF AGREEMENT

This AGREEMENT is effective from the date signed above through July 31, 2023. 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 insure 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.

This AGREEMENT is executed in the Commonwealth of Kentucky, and the parties agree that it shall be construed, interpreted and applied in accordance with the laws thereof, and that the courts and authorities of Franklin County within the Commonwealth of Kentucky shall have sole jurisdiction and venue over all controversies arising hereunder.

The undersigned agree to THIS MEMORANDUM OF UNDERSTANDING between Northern Kentucky University Research Foundation/Kentucky Campus Compact, the Boone County School District, and Ignite Institute :

AGREED TO BY:

Superintendent
Boone County School District

Date

AGREED TO BY:

Gayle Hilleke
Executive Director
Kentucky Campus Compact

Date

Examined AS TO FORM & LEGALITY

Craig Holloman
Executive Director
Northern Kentucky University Research Foundation

Date