**COVINGTON INDEPENDENT SCHOOL DISTRICT**

**ME & MY SCHOOL 2022 GRANT AGREEMENT**

Term and Conditions of grant funding to implement Me & My School 2022

THIS AGREEMENT ("Agreement") is made as of the Effective Date (as defined on the signature page attached hereto) by and between COVINGTON INDEPENDENT SCHOOL DISTRICT (“District”), named above and on the signature page, and UNITED WAY OF GREATER CINCINNATI (“UWGC”), each a “Party”, collectively, the “Parties.”

**BACKGROUND**

Me and My School (“MMS”) is a Kindergarten transition program, first piloted in 2014. The program is designed provide lessons that include academics, literacy, self-regulation and enrichment components to promote first time success for every student. Specifically, the programming is designed to engage students, and their families, who have not engaged in an organized early learning or preschool setting prior to entering kindergarten.

Me and My School has three regional project goals:

1. Support Children. Provide programming that develops children’s approaches to learning, pre-reading skills, cognitive knowledge, motor development, and self- regulation.
2. Engage Families. Facilitate engagement of Family Toolkit activities (that are based on the revised Parent Guides from the Governor's Office of Early Childhood) for parents and caregivers to do at home in support of kindergarten readiness.
3. Promote Ready Schools. Provide school-level or school-wide family outreach events at the school site. This is so school personnel become familiar with every child and the families become familiar with the school before the first day of kindergarten.

**The parties agree as follows:**

1. **USE OF FUNDS**

This grant is made to Organization to support MMS programming at the following elementary schools (“sites’):

* Glenn O Swing Elementary
* Ninth District Elementary
* Sixth District Elementary,
* Latonia Elementary
* John G. Carlisle Elementary

1. **ROLES AND RESPONSIBILITES**
   1. **District agrees to the following:**

District agrees to adhere to the following MMS program guidelines:

* + 1. **Staffing.** District must assign, at least, one staff person to oversee all programming within the district and additionally one lead staff member to supervise operations and implementation at the school. This includes attendance and participation in all scheduled meetings to support planning through evaluation of MMS.
    2. **Partnership.** District must implement the project in partnership with at least one early childhood community partner. The District and early childhood community partner must develop learning experiences and materials to support the regional goals and outcomes that have been outlined. These must include academic, literacy, self-regulation, and motor movement approaches to learning. District must ensure that lessons are interactive and equally incorporate all developmental domains, rather than being solely focused on academics.
    3. **Parent Engagement.** A significant portion of the project includes meaningful parent engagement opportunities for all families. Districts are encouraged to be innovative in helping families complete the Family Toolkit activities with their child during the four to six-week period. Each site must prepare for two events for MMS families during the course of MMS.
    4. **Kindergarten Event.** District must prepare for one event for all incoming kindergarteners. District is encouraged to maximize this event by leveraging or combining them with existing kindergarten readiness programs and projects (i.e., Kindergarten Jump Start, Kindergarten Camp, Summer Feeding Program, etc.), when possible.
    5. **Implementation Plans.** Each District must submit an Implementation Plan to demonstrate how they will meet regional goals and outcomes, identify and serve the Gap Group, along with a data-driven recruitment plan and outline of how at least one external organization (early childhood partner) will help support the project.
    6. **Project Team.** Each district must share and discuss the implementation plan with the teaching team. The project must include 54 hours of program implementation for 4-6 weeks with children in June, July, August. For example, a group of children can meet three hours per day for three days per week for six consecutive weeks.
    7. **Monitoring Visits**. Each site (school) must agree to receiving progress monitoring visits with Early Childhood Faculty and/or Success By 6®. District must provide release time for the teacher to meet and talk to the observer immediately before or after progress monitoring visits.
    8. **Data Agreement and Sharing.** District will be familiar with and responsible for assuring the Data Sharing and Use Agreement is fully implemented and adhered to (see Appendix B). To be eligible for next year’s funding, each district must complete data reports and turn them in to Success By 6® by due dates.
    9. **Marketing.** District will identify the partnership with UWGC by printing the logos and taglines on all materials purchased with Me and My School funds and recognizing the partnership in presentations, stories, reports or other materials developed about Me and My School program.
  1. **United Way agrees to the following:**
     1. **Funding.** UWGC will provide a grant in the amount of $20,000 grant to support MMS during the funding period;
     2. **Meeting Coordination and Implementation Support.** UWGC will coordinate MMS program meetings to support the project team in planning and preparing for MMS programming.
     3. **Program Materials.** UWGC will provide materials and information required for successful implementation of MMS, including, but not limited to, the Data Sharing and Use Agreement, program material, backpack kits for children, schedule of events and reports, standardized reporting forms, and MMS manual (see Appendices C-J).
     4. **Technical Assistance.** UWGC staff will be available to attend district MMS meetings, related events or respond to support and technical assistance needs, if requested.
     5. **Observation and Evaluation**. UWGC will support evaluation activities, specifically observation and monitoring visits, and facilitate a review meeting with the MMS project team at the end of the programming.

1. **IMPLEMENTATION PLAN AND PERIOD**

The program implementation period is June through August 2022. All grant funds should be fully expended within this period and District agrees to implement the plan as outlined in Implementation Plan (Appendix A).

1. **REPORTING REQUIREMENTS**
2. **Required Measures**. District agrees to track the following measures and implement MMS programming aimed to achieve the following targets:
3. Support Children: 60% of children who attend the Me and My School Program will enter Kindergarten ready according to the Kindergarten Brigance Screener.
4. Engage Families: Family Toolkit activity cards are returned at an average weekly participation rate of 75% of families.
5. Promote Ready Schools: 75% of MMS families will participate in at least two (2) school-level events at the school site to facilitate a successful transition for children, families, and school personnel.
6. **Submission of Reports.** District is responsible for completing a final grant report at the close of the grant, typically due within 30 days of the end of the grant period. The grant report typically includes the following components:
   * 1. Number of children served
     2. Aggregated data of demographics of children served, as provided on the enrollment form
     3. Copies of Attendance Sheets and return rate of Family Activity Cards
     4. Final outcomes for the Required Measures. (As needed, District may provide the outcome results on kindergarten readiness at a later date, depending on when the District assessing Kindergarten readiness.)

UWGC will provide appropriate notice of new/revised required reporting elements that may require changes in partners’ data collection processes.

1. **FUNDS**

Subject to the terms and conditions of this Agreement, UWGC shall provide the District for provision of the Services a not to exceed the sum of $20,000.00 or 4,000.00 per school. (the “Funds”) and to be utilized in accordance with the goals of Me and My School.

Eligible uses of funds are support salaries of staff facilitating MMS programming, supplies for MMS programming, and incentives for parent engagement. UWGC shall disburse the Funds to the District in a lump sum payment upon in June 2022. District agrees to accept such amounts as full and complete compensation for provision of the Services.

1. **NON-PERFORMANCE AND TERMINATION.**
2. **Non-Performance.** If District fails to fulfill in a timely and proper manner its obligations under this Agreement, or if District violates any of the covenants or agreements of this Agreement, District shall have 10 business days to correct non-performance following written notice from the UWGC. If District does not respond or correct the performance after 10 business days, UWGC has the right to terminate this Agreement by giving written notice to District specifying the effective date of the termination. In such event, all finished or unfinished documents, data, studies, reports and/or information prepared by District under this Agreement shall become UWGC’s property. District shall return to UWGC all unused funds and all reporting and accounting documents maintained through the date of such termination. UWGC may request full documentation of expenditures to verify the accuracy of spent and returned funds.
3. **Termination.** Either party may terminate this Agreement at any time for any reason upon fourteen (14) days written notice to the other party. In the event of termination pursuant to this Section, District shall return to UWGC all unused funds. Additionally, immediately following termination, District shall return to UWGC all reporting and accounting documents maintained through the date of such termination. UWGC may request full documentation of expenditures to verify the accuracy of spent and returned funds.
4. **REVERSION OF ASSETS AND RETURN OF FUNDS**

Upon the expiration or termination of this Agreement, District shall transfer to the UWGC any and all unused Funds previously received from UWGC and any and all accounts receivable attributable to the use of Funds received from UWGC.

1. **INDEMNIFICATION**

District agrees to indemnify, defend, and save UWGC, its agents, volunteers, and employees harmless from and against any and all losses, damages, claims, causes of action, settlements, costs, charges, professional fees, and liability of every kind and character arising out of or relating to the actions or inactions by the District, its officers, employees, agents, contractors and Districts in connection with this Agreement. Further, District shall protect and save the UWGC harmless from any and all obligations to reimburse any government entity for disallowed costs paid by the UWGC to the District.

1. **Additional Terms**
2. **Waiver**. This Agreement shall be construed in a manner that a waiver of any breach of any provision of this Agreement shall not constitute or operate as a waiver of any other breach of such provision or of any other provisions, nor shall any failure to enforce any provision hereof operate as a waiver of such provision or of any other provision.
3. **Entirety.** This Agreement and the exhibits and attachments, if any, constitute the entire Agreement between the parties as to the matters contained in the Agreement. Any oral representations or modifications concerning this Agreement shall be of no force or effect.
4. **Anti-Terrorism Compliance:** In compliance with the USA PATRIOT Act and other counterterrorism laws, District maintains anti-terrorism compliance regarding use of all grant funds applicable to anti-terrorism financing and asset control laws, statutes, and executive orders.
5. **No Assignment or Delegation:** You may not assign, or otherwise transfer, your rights or delegate any of your obligations under this grant without prior written approval from UWGC.
6. **Required Notification:**District shall provide UWGC with immediate notification of: (1) any changes in your organization's status; (2) your inability to expend the grant for the purposes described in the grant award letter; or (3) expenditure of the grant funds outside of the grant period.
7. **Notices and Amendments:** All notices, approvals, authorizations from Parties should be in writing. Amendments to this agreement must be in writing. UWGC reserves the right to modify or withhold any payments under this Agreement if the District is not fully complying with the terms and conditions or if there is a need to comply with the requirements of any applicable law(s) or regulation(s).
8. **COUNTERPARTS AND ELECTRONIC SIGNATURES**.

This Agreement may be executed by the parties hereto in two or more counterparts and each executed counterpart shall be considered an original but all of which together shall constitute one and the same instrument. This Agreement may be executed and delivered by electronic signature; any original signatures that are initially delivered electronically shall be physically delivered as soon as reasonably possible.

**The parties have executed this Agreement on the dates indicated below, effective as of the Effective Date.**

District UNITED WAY OF GREATER CINCINNATI

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*District Signature* *UWGC Signature*

NAME: NAME:

TITLE: TITLE:

DATE:DATE:

**Appendix**

A – Implementation Plan

B - Data Sharing Agreement

C – MMS Child Application

D – Transition Kit Contents

E – Sample Me and My School Kit Costs

F – Parent Survey

G – Program Survey Questions

H – MMS Child Attendance and Activity Card 2022

I – MMS School Manual

J – MMS Observation Tool