

MEMORANDUM OF AGREEMENT
Between
Jefferson County Board of Education
And
Kentucky Refugee Ministries

This Memorandum of Agreement (hereinafter "Agreement") is entered into between the Jefferson County Board of Education (hereinafter "JCPS"), a political subdivision of the Commonwealth of Kentucky, with its principal place of business at 3332 Newburg Road, Louisville, Kentucky 40218 and Kentucky Refugee Ministries (hereinafter "KRM"), located at 969-B Cherokee Road, Louisville, Kentucky 40204.

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.

THEREFORE, in consideration of the terms, conditions, premises, and mutual agreements set forth herein, JCPS and KRM agree as follows:

1. Duties of JCPS:

- a. Assist with communication efforts to JCPS families for the duration of the programming.
- b. Share curricular and instructional materials for the students and staff participating in the programming.
- c. Support the programming using the RSI and S2S budget allocations for summer/enrichment programming.
- d. Provide a summer lead to support the program and provide ongoing administrative and technical support for summer staff.
- e. Provide instruction for summer programming.
- f. Provide instructional staff to attend and assist with the KRM Neighborhood Day programming as part of KRM's summer programming.

2. Duties of KRM:

- 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 the 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. Not use the name or logo of JCPS or individual JCPS schools in printed materials, websites, videos or social media without prior approval from JCPS.
- i. If KRM plans to use any kind of digital resource in providing services to students, including digital platforms, websites or databases, JCPS Digital Resource Review Committee may be required to approve.
- j. For any projects involving program evaluation, monitoring activities, or data collection or research of any kind, JCPS student or staff participation is voluntary. As a federally authorized Institutional Review Board (IRB), JCPS complies with the federal definition for research, which includes sharing of Personally Identifiable Information (PII) for the purpose of answering a question or evaluating activities for effectiveness beyond standard educational or operational procedures. Thus, all research, program evaluation and data collection activities must be approved by the JCPS IRB and shall not begin before approval is secured from the JCPS IRB.
- k. JCPS cannot agree to share data, or allow for data collection, on students without a parent consent process. If data will be used to track grant or other outcomes and/or program efficacy, KRM must receive JCPS IRB approval.
- l. If the performance of this Agreement involves the transfer by JCPS to KRM 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"), KRM agrees to:
- m. 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.
 - i. Use any such data for no purpose other than to fulfill the purposes of this Agreement, and not share any such data with any person or entity other than KRM and its employees, contractors, volunteers, and agents, without prior approval of JCPS. Disclosure shall be limited to only those employees, contractors, volunteers, or agents who are necessary for the fulfillment of this Agreement.
 - ii. 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.

- iii. 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 other than the parties listed in this agreement.
- iv. Collect, store, and maintain data in a 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 this 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.
- v. Destroy or return to JCPS any such data obtained under this Agreement within thirty days (30) after the date by which KRM no longer needs it for the purposes of this Agreement. KRM will require all employees, contractors, volunteers, or agents of any kind to comply with this provision.
- n. JCPS retains the right to audit KRM's compliance with the confidentiality requirements of this provision. If the performance of this Agreement involves the transfer by JCPS to KRM 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"), KRM agrees to:
- o. KRM acknowledges that any violation of this Agreement and/or the provisions of FERPA or accompanying regulations related to the nondisclosure of protected student information constitutes just cause for JCPS to immediately terminate this Agreement pursuant to Article V of this Agreement.
- p. Maintain an all-risk property and casualty insurance policy with respect to the facilities and a policy of commercial general liability in amounts no less than \$1,000,000/\$2,000,000 per policy and provide JCPS with a certificate of insurance upon request.
- q. Require all KRM employees/volunteers/contractors performing services under this Agreement to have on file a Criminal Records Check, per Kentucky law and JCPS requirements, completed no more than five years ago. Employees/contractors convicted of any of the following, per JCPS Board Policy 03.6, shall not be considered:
 - i. Any conviction for sex-related offenses.
 - ii. Any conviction for offenses against minors.
 - iii. Any conviction for felony offenses, except as provided 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.
 - vii. Other convictions determined by the Superintendent/designee to bear a reasonable relationship to the ability to perform services under this Agreement.
- r. KRM shall require all staff and volunteers performing services on JCPS school premises during JCPS school hours under this Agreement 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 findings of substantiated child abuse and neglect records maintained by the Cabinet for Health and Family Services.
 - s. KRM staff and volunteers will comply with all JCPS health safety guidelines including rules related to COVID-19 mitigation.
 - t. To the extent that JCPS facilities are closed to students, those facilities will also be unavailable to KRM. During any periods of the Non-Traditional Instruction (NTI) or remote learning, JCPS facilities will not be available to KRM.

3. Mutual Duties:

- a. Each party shall not discriminate based on 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.
- b. Each party shall comply with all federal and state laws and regulations and all JCPS policies applicable to the provision of the services described in this Agreement, including without limitation the Federal Family Educational Rights and Privacy Act (FERPA), the Kentucky Educational Rights and Privacy Act (KFERPA), the federal Health Insurance Portability and Accountability Act (HIPAA) and JCPS policies and procedures for volunteers and visitors entering JCPS facilities.
- c. The respective administrative offices of JCPS and KRM who have responsibility for the implementation of this Agreement shall meet periodically during the term of this Agreement to evaluate the program and discuss issues of mutual concern.

- 4. **Term:** This Agreement shall be effective commencing April 26, 2023 and shall terminate on September 30, 2024. The Agreement may be extended by mutual written agreement of JCPS and KRM.

5. **Termination:** Either party may terminate this Agreement prior to the end of its term by giving sixty (60) days prior written notice to the other party. If JCPS terminates the Agreement, KRM will be permitted in their discretion to continue to provide services during the period in which the sixty (60) day notice becomes effective.
6. **Amendment:** This Agreement may be modified or amended only by a written agreement signed by JCPS and KRM.
7. **Independent Parties:** JCPS and KRM are independent parties, and neither shall be construed to be an agent or representative of the other, and therefore neither shall be liable for the acts or omissions of the other. Each party shall, however, be liable for any negligent or wrongful acts of its own employees, students and invitees.
8. **Captions:** Section titles or captions in this Agreement are inserted as a matter of convenience and reference, and in no way define, limit, extend, or describe the scope of this Agreement.
9. **Entire Agreement:** This Agreement contains the entire agreement between JCPS and KRM concerning KRM and supersedes all prior agreements, either written or oral, regarding the same subject matter.
10. **Severability:** If a court of competent jurisdiction holds any provision of this Agreement unenforceable, such provision shall be modified to the extent required to make it enforceable, consistent with the spirit and intent of this Agreement. If such a provision cannot be so modified, the provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect any other provision.
11. **Counterparts:** This Agreement may be executed in counterparts, in which case each executed counterpart shall be deemed an original, and all executed counterparts shall constitute one and the same instrument.
12. **Applicable Law:** This Agreement shall be governed by, and construed in accordance with, the laws of the Commonwealth of Kentucky.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed.

Jefferson County Public Schools:

KRM:

Marty Pollio, Ed.D, Superintendent

John Koehlinger, Executive Director

Date: _____

Date: 3/26/2023