



MEMORANDUM OF UNDERSTANDING

Between

Louisville Metro Government
Office of Resilience and Community Services
Foster Grandparent Program and Retired Senior and Volunteer Program
(Hereinafter referred to as the "Program")
Louisville Metro Hall
527 West Jefferson Street
Louisville, Kentucky 40202

And

Jefferson County Board of Education
Jefferson County Public Schools
(Hereinafter referred to as "Volunteer Station")
3332 Newburg Road
Louisville, Kentucky 40218
Telephone No.: (502) 485-3011

IT IS AGREED that the following provisions will guide the parties' relationship for the implementation of the Foster Grandparent Program and the Retired Senior and Volunteer Program within the Jefferson County Public Schools. The Program provides person-to-person tutorial services to students with special needs within the Jefferson County Public Schools.

Both parties agree not to discriminate 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.

The Program will:

1. Recruit, interview, select and enroll volunteers in the program; and
2. Require criminal records checks for volunteers who will participate in the Program and not refer any volunteer to the Volunteer Station who fails to meet the requirements of the Volunteer Station's policies (see attached); and
3. Provide orientation and training for volunteers and require that volunteers adhere to the policies and procedures of the Volunteer Station; and
4. Refer volunteers to the Volunteer Station for placement; and
5. Designate a coordinator to serve as a liaison with the Volunteer Station; and
6. Furnish accident and liability insurance coverage and provide a certificate of insurance to the Volunteer Station; and
7. Retain full responsibility for the management and fiscal control of the Program; and
8. In cooperation with the Volunteer Station and the Program Board of Directors, arrange for the volunteer's appeal procedure to resolve problems arising between the volunteer, the Volunteer Station and/or the Program, and

9. Withdraw a volunteer from participation if requested by the Volunteer Station; and
10. Provide a (mandatory) monthly In-service training meeting for all volunteers.
11. Submit an external research request through Volunteer Station's online system and comply with Volunteer Station's Institutional Review Board policies and procedures.

B. The Volunteer Station will:

1. Provide information to new volunteers concerning the educational program of the Volunteer Station assignment; and
2. Provide training, as needed, for the volunteers relative to the special needs of the students; and
3. Provide for daily supervision of the volunteers which includes the following:
 - a. Assignment of volunteers to assist students with increased needs, as defined by the Program, which includes students who have been abused or neglected, adjudicated youth, homeless youth, students who are homeless, students in foster care, students with incarcerated parents, students who speak English as a second language, and other at-risk youth, in addition to students with disabilities or learning delays.
 - b. Regular on-site supervision of volunteer's performance on assignments; and
 - c. Regular monitoring of volunteer's activities to assure that volunteers and students are satisfied with the assignments and to determine the continued appropriateness of the assignment; and
 - d. Document volunteer time on the assignment; and
 - e. Assist in the provision of appropriate volunteer recognition.
4. Provide to the Program information needed to show the volunteers' impact on their assigned children, which may include Assignment Plan, Pre-Surveys, Mid-year Surveys, Post surveys and end of year Evaluation of the Program. Information may only be redacted and withheld if so, required by state or federal law. Provider will separately submit an external research request through Data Provider's online system: <https://assessment.jefferson.kyschools.us/DRMS/>. For any project, involving data collection or research (e.g., program evaluation or monitoring activities), 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 purposes of answering a question or evaluating activities for effectiveness beyond standard educational or operational procedures. Thus, all data collection and research activities must be approved by the JCPS IRB and shall not begin before approval is secured from the JCPS IRB.

This Memorandum of Understanding, effective July 1, 2023, to June 30, 2026, may be amended, in writing, at any time with concurrence of both parties. Volunteer Station may terminate this memorandum of understanding at any time by providing program 30 days written notice of intent to terminate.

In testimony whereof witness the duly authorized signatures of the parties hereto:

Jefferson County Board of Education:

Superintendent: _____ Date: _____

Printed Name: _____

Title: _____

Office of Resilience and Community Services:

Director:  Date: 6/13/2023
DocuSigned by: 290BC3BE41B945F...

Printed Name: Nicole George

Title: Deputy Mayor

Louisville Metro Foster Grandparent Program (FGP):

FGP Coordinator:  Date: 6/13/2023
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Printed Name: Tracey M Collins

Louisville Metro Retired Senior and Volunteer Program (RSVP):

RSVP Coordinator:  Date: 6/9/2023
DocuSigned by: FBA672E680164B0...

Printed Name: Christopher J. Clements

