



FLOYD COUNTY BOARD OF EDUCATION  
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**Consent Agenda Item (Action Item):** Consider/Approve Memorandum of Agreement with the to participate in AmeriCorps UNITE, USC Corps for the 2023-24 school year at Prestonsburg Elementary School

**Applicable State or Regulations:** Floyd County Board of Education Policy #03.233 Classified Personnel Duties.

**Fiscal/Budgetary Impact:** Funding for the AmeriCorps (tutoring) position will come from the Prestonsburg Elementary FRC, After-School Child Care funds. The center will provide \$6,300.00 for selected full-time position.

**History/Background:** Prestonsburg Elementary School has been selected for one member to participate in the UNITE, USC Corps program. The member will provide tutoring and after school child care every day that school is in session, support in mathematics, (grades 3-5) and drug prevention education to 4<sup>th</sup> grade students (or 5<sup>th</sup> grade student if elected by the school district) in their assigned schools. Student engagement must be limited to grant guidelines, third-fifth grade. The member will recruit volunteers and seek opportunities for community support of drug prevention education and AmeriCorps programs. Member will participate and lead service projects and assist with UNITE Clubs, healthy life skills and civic education provided by AmeriCorps.

**Recommended Action:** Approve MOA

**Contact Person(s):** Melissa Turner 606-886-3891, Ext. 2601.

 Principal  
 Director  
 Superintendent

**Date:** 08/11/2023



**National Service Affiliation and AmeriCorps Identity**  
**2023-2024 Service Site Supervisor Agreement**  
**UNITE Service Corps**

The resource provided, the member, should be referred to as AmeriCorps members and, when referencing the program, must explicitly state that it is an AmeriCorps program.

**Introduction and Purpose of Agreement**

The intent is to better understand the program by providing information about AmeriCorps. The AmeriCorps person you place should be referred to as a member, not an employee. They serve; they do not work. They receive a living allowance, not a wage.

Site Name: Prestonsburg Elementary

Address: 140 South Clark Rd. Prestonsburg, KY 41053

Site Supervisor: Melissa D. Turner Title: Principal

**AmeriCorps Staff:** Crystal Smallwood, Program Director; Benji Hammons, Program Manager.  
Marionette Little, Program Staff Assistant; Kim Tackett, Program Staff Assistant

**Program Description:** This AmeriCorps position provides a living allowance (paid every two weeks) and a year-end education award upon completion of service to the UNITE Service Corps (USC). The USC program provides tutoring support in mathematics (grades 3-5) and drug prevention education to 4<sup>th</sup>-grade students in each member-assigned school. Student engagement must be limited to grant guidelines, third-fifth grade. Members will recruit volunteers and seek opportunities for community support of drug prevention education and AmeriCorps programs. They participate in and lead service projects and assist with UNITE Clubs, healthy life skills, and civic education provided by AmeriCorps. Members will attend Coalition meetings.



**Duties and Responsibilities:** The site supervisor must have a statement from the board of education stating that they have been through and passed a criminal background check to clear them to be with a vulnerable population. The site will provide a daily sign-in and out system for the AmeriCorps member. It is important that someone on-site monitors and can verify that the AmeriCorps member is in or isn't in the building. The site supervisor will mentor the AmeriCorps member and provide training, support, and instruction unique to the site. The sign-in account of attendance should match what is reported and approved on their time sheet. Member time sheets are to be completed by the member and either approved or rejected by the site supervisor each week. Each member should be provided with a school email address. The member should have access to a computer in your building and adequate workspace. The site must have AmeriCorps branding displayed.

**Benefits to Site:** The site will access a program that provides curriculum and resources to enhance student learning and substance use prevention education. The USC member will have access to other possible funding that may benefit the school.

**Duration and Financial Commitment:** The matching cost is **\$6300**. Due October 15, 2023. The program starts on September 4, 2023, and runs until June 30, 2023. However, the member has a year to complete service from their start date. No member will begin service until September 4, 2023.

**Evaluating and Reporting:** The site supervisor will complete a mid-term and final performance review. Mid-term will be due before winter break, and the final will be before the end of the school year. A sign-in and out sheet for the member will be in place with a school secretary or designated office staff. This is a requirement from the state office. As you would for staff, the site supervisor will be the first line for correction. If the behavior repeats, please let the AmeriCorps UNITE staff know, and action will be taken. For math, members will give an evidence-based screener for the pretest baseline within the first week of service. The post-test will be administered before spring break. The member will also give the Too Good for Drugs pretest to all students in 4<sup>th</sup> grade within the first ten days of school. Sites will allow sufficient time to collect, verify, and analyze data before placing it in the America Learns program. The school will keep paper copies of testing materials and tracking sheets for five years. The member will collect and clearly mark the files with a shred/destroy date. No records must be stored if they are done electronically and entered into the America Learns Program (a software management system).

**Meetings and Training:** Members will attend partner meetings to provide information regarding program policies and procedures and an opportunity to exchange information between all partners of USC. The member will also present additional programs as they are developed by Operation UNITE that will benefit targeted grade levels. The member will attend the monthly coalition or equivalent meeting for their community.

**Tele Service:** During natural disasters or virtual instruction, members should be instructed to help with online instruction, assist with food distribution, assist in the family resource center, or operate a help desk for parents.



**Prohibited Activities:** Ensure that members of USC will not engage or participate in any of the following while charging time to AmeriCorps and/or while wearing AmeriCorps gear.

1. Writing or assisting in any reports, proposals, or other grants to benefit another program in competition with the USC AmeriCorps program;
2. Assigning activities that would result in displacement for a paid worker or are normally done by a paid worker.
3. Engaging in any political activities;
4. Organizing protests, petitions, boycotts, or strikes.
5. Promoting, deterring, or assisting in union activities;
6. Providing religious instruction, conducting worship service, or engaging in any religious activity as part of their duty as an AmeriCorps member;
7. Providing direct service to any for-profit organization or entity.
8. Serving as secretarial support for any Operating Site.
9. Providing supervision for bus and lunch duties.

AmeriCorps State and National is issuing further guidance on the prohibited activities of providing abortion services and referrals.

Providing abortion services is limited to the following:

1. Performing abortions.
2. Being present in the room during an abortion in support of the woman or the procedure.
3. Obtaining or providing medications to induce a medical abortion.

Referrals for abortion services are limited to:

1. Scheduling or arranging for an abortion-related appointment, including any pre-procedure appointment required by law to obtain an abortion.
2. Providing or organizing transportation for patients to obtain an abortion when the AmeriCorps member or assigning staff member has prior knowledge that the purpose of the visit is to obtain an abortion.
3. Accompanying or providing translation services for patients obtaining an abortion.
4. Providing counseling or support before or during the procedure, including explaining what the procedure will be like, explaining what's required to obtain an abortion in a given state, explaining or obtaining signed abortion consent forms from clients interested in abortions, negotiating fees or insurance coverage for a particular abortion, or other activity that promotes or encourages an abortion.
5. Providing information such as the name, address, website, telephone number, or other relevant factual information (such as whether the provider accepts Medicaid, etc.) about an abortion provider.
6. Promoting or encouraging abortion as a method of family planning.  
45CFR § 2540.100(e)-(f).



(e) Nonduplication

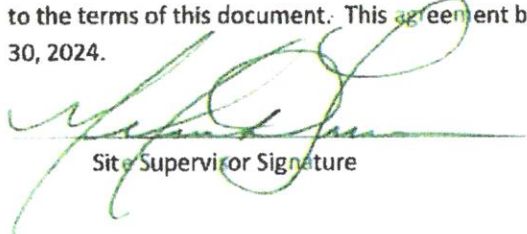
Corporation assistance may not be used to duplicate an activity already available in a program's locality. And, unless the requirements of paragraph (f) of this section are met, Corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.

(f) No displacement

- 1) An employer may not displace an employee or position, including partial displacements such as reduction in hours, wages, or employment benefits, because of the use by such employer of a participant in a program receiving Corporation assistance.
- 2) An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.
- 3) A service opportunity will not be created under this chapter that will infringe on the promotional opportunity of an employed individual.
- 4) A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that an employee would otherwise perform as part of the assigned duties of such employee.
- 5) A participant in any program receiving assistance under this chapter may not perform any services or duties or engage in activities that—
  - i. Will supplant the hiring of employed workers; or
  - ii. Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
- 6) A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any—
  - i. Presently employed worker;
  - ii. Employee who recently resigned or was discharged;
  - iii. Employee subject to a reduction in force or must recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
  - iv. Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
  - v. Employee who is on strike or who is being locked out.

**Authorization:**

I hereby acknowledge, by my signature, that I have attended the training, read, understood, and agree to the terms of this document. This agreement begins on September 4, 2023, and continues until June 30, 2024.

  
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Site Supervisor Signature

Date: 8-14-23

  
\_\_\_\_\_  
UNITE Service Corps Staff Member Signature

Date: 08/14/2023

