



## MEMORANDUM OF UNDERSTANDING (MOU)

This Memorandum of Understanding (MOU) sets forth the terms and understanding between the Boone County Schools and RefugeeConnect regarding their collaborative efforts.

This is an agreement between the Boone County School District and RefugeeConnect.

WHEREAS, RefugeeConnect's services or programs described in this MOU will be provided at no cost to the Boone County School District, the students, or the parents.

### I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of the Boone County School District and RefugeeConnect as they relate to the partnership between the two.

### II. Boone County Schools RESPONSIBILITIES UNDER THIS MOU

Boone County Schools shall undertake the role to:

1. Provide consistently reserved space to accommodate RefugeeConnect staff. In the event that community partners are unable to provide in-person services, such as during COVID-19, Boone County Schools allows RefugeeConnect to conduct remote services using web based technology, via telephone, or by other remote means.
2. Provide copies of permission forms and media releases to use as appropriate with families that RefugeeConnect serves.
3. Provide a space for RefugeeConnect staff to safely store their things during programming, if in-person services are able to be provided.
4. **Data**—Ensure that RefugeeConnect has reasonable access to student assessment and evaluation data necessary to inform programming and periodically review student progress and to enhance services
  - A. Provide RefugeeConnect access to student assessment data for all students at School(s) including, but not limited to, K-Prep scores and site-based assessments. Students identified may be protected by the use of ID numbers.
  - B. Provide RefugeeConnect with any other student information reasonably necessary to provide its services consistent with the RefugeeConnect's program and to evaluate the impact of its program on students at School(s).
5. Provide a clear referral pathway, utilizing RefugeeConnect referral forms, for families to be connected to RefugeeConnect services.
6. Provide a clear referral pathway to the College & Career Readiness program based on student need.



7. Include RefugeeConnect in appropriate district level and school level meetings such as the district level Family Engagement Taskforce.

#### **IV. RefugeeConnect RESPONSIBILITIES UNDER THIS MOU**

RefugeeConnect shall undertake role to:

1. Services provided:
  - A. Community Navigator program: co-locate a Community Navigator at an identified location (Welcome Center or school) at least 2 days per week, connecting Community Navigators to identified students and their families needing support, including assistance in resource connection, providing education on school learning, and connecting families with school staff, in a family's native language.
  - B. College & Career Readiness program: co-locate a College & Career Navigator (C&CRN) at an identified location (Welcome Center or school), connecting identified students with the C&CRN for individualized support around post-secondary opportunities. This is considered a supplementary service to the counseling that is already offered by the school and is not intended to replace school counseling services that is provided to all students.
  - C. Family Engagement: Services aiming to connect families to the school, including connecting families to school programs and events at the school and outside of the school and working with school staff to communicate with families about Family Engagement efforts.
  - D. Assist in Youth Development and referring students to programming, which could include character development, social emotional learning, environmental programs, student leadership, group mentoring, STEM (Science, Technology, Engineering, Mathematics), arts and culture, theater, humanities, service learning, community service, and enrichment activities.
  - E. Team members will attend school and district events and meetings, as available, to support ongoing efforts to create community within the school population.
  - F. Staff will attend meetings or events in technical support and consultation role on best practices for school staff and partners on working with refugee families and creating a welcoming environment.
  - G. Staff and team members will support goals of the after-school program, as it relates to refugee students and their academic or social/emotional support.
  - H. Staff will provide outreach and referral for refugee students and families as social/emotional, behavioral, and basic needs arise or when crisis situations occur.
  - I. Staff will create pathways for refugee students to connect with community partners.



2. Ensure that all RefugeeConnect personnel, will comply with any policy and systems in place at Boone County School District and School(s). This includes, but is not limited to the following:

- A. **Drug and Smoke Free**—No drugs, alcohol, and/or smoking are allowed at any time in any buildings and/or grounds on BCS property. No students, staff, visitors, CONTRACTORS, or subcontractors are to use drugs on these School(s).
- B. **Anti-Discrimination**—It is the policy of BCS that in connection with RefugeeConnect’s services in this MOU there shall be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age. Therefore, the RefugeeConnect agrees to comply with applicable Federal and Kentucky laws.
- C. **Conflict of Interest**—RefugeeConnect shall abide by and be subject to all applicable BCS policies, regulations, statutes or other laws regarding conflict of interest. RefugeeConnect shall not hire any BCS employee to perform the services in this MOU, and affirms that to the best of its knowledge no such conflict presently exists. RefugeeConnect agrees to alert Boone County Schools in writing if and when a potential conflict does arise.
- D. **Family Education Rights and Privacy Act**—RefugeeConnect shall observe District policies and regulations, and state and federal laws, including the Family Education Rights and Privacy Act of 1974, commonly known as FERPA, related to the confidentiality of pupil and personnel records.

### 3. Procedures and Data Sharing

- A. All team members of RefugeeConnect and volunteers from our partner organizations will be background checked and badged according to BCS requirements.
- B. All team members will follow school district policies and procedures regarding confidentiality of student records, social media policies, etc.
- C. All team members will follow best practices as it relates to social work standards (<https://www.socialworkers.org/Practice/Practice-Standards-Guidelines>).
- D. RefugeeConnect will have a mutually agreed upon data collection and data sharing process with the district.
- E. **Confidentiality**—RefugeeConnect shall maintain strict confidentiality of all information about individual students received under this MOU and will not disseminate such information without the express written consent of Boone County Schools. RefugeeConnect will comply with FERPA, and will be allowed to use the data received to solicit funding to continue to expand its services/program, so long as there is no information from which the identity of any student in the Boone County Schools’s program as a participant could be made.
- F. **Insurance**—Provide evidence of general liability insurance that names RefugeeConnect as an additional insured, for operation students, volunteers, and personnel at location where RefugeeConnect provides programs/services and furnish certificate of said insurance to Boone County Schools as requested.



**V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:**


The MOU will automatically be terminated at the end of this school year, July 2025 or can be terminated with 30 days written notice by either Boone County Schools or RefugeeConnect if either party is dissatisfied. The terms of this agreement will be revisited annually by June 30th of each year for the following school year.

**VI. EFFECTIVE DATE AND SIGNATURE**

This MOU shall be in effect upon the signature of Boone County Schools and RefugeeConnect's authorized officials. It shall be in force from July 1, 2024 to June 30, 2025. Both parties indicate agreement with this MOU by their signatures.

**Signatures and Dates**

\_\_\_\_\_  
Date  
Superintendent

  
\_\_\_\_\_  
Kristin Burgoyne, MSSW  
Executive Director

March 18, 2024  
Date