

**Addendum to the
Kentucky College Coaches (KCC) MOU**
dated August 1, 2023 - July 31, 2026
Addendum created May 13, 2024

Dear KCC Host site,

This addendum is notifying you of several informational updates to the Kentucky College Coaches program for the three-year MOU you completed in 2023, which covers 8/1/2023 through 7/31/2026. There is no action you need to take at this time unless you prefer to opt out of participating in item number four, below. If you have any questions about the addendum, please contact Gayle Hilleke, KCC Program Director at excdirector@kycompact.org or 859-250-9591 (text preferred).

We appreciate your support of the KCC program and look forward to working with you again in the 2024-2025 academic year.

KCC Staff

1. On3Learns

All Kentucky AmeriCorps site supervisors must complete two trainings through the online AmeriCorps training platform [On3Learn](#): AmeriCorps 101 and Prohibited Activities. Site supervisors will receive instructions by email on how to complete the training and the deadline required.

2. Extra duties of KCC AmeriCorps members

We request that you review the section entitled “Displacement and Outside Employment” in the KCC Policies and Procedures Handbook. There has been some confusion about what role(s) the KCC AmeriCorps members are allowed to play at the host school in addition to their KCC service. In brief, the member is not allowed to displace a current or unfilled position at the school nor is able to serve as a substitute teacher. Please see the handbook for the complete description.

3. Ownership and security of tangible items purchased with KCC funds

The Kentucky College Coaches program has a policy on tangible items which is located in the Policies and Procedures Handbook and should be reviewed and followed by the host site. Through KCC mini-grants and office supply funds, coaches are able to purchase tangible items (such as printers, VR headsets, filing cabinets, etc.) for use at their host site. The handbook makes clear how those items should be handled.

The full policy can be found in the handbook under the title **KCC Tangible/Unexpendable Item Policy**.

4. Pre-ETS, Pre-Employment Transition Services

Kentucky College Coaches program has been approved by the Kentucky Office of Vocational Rehabilitation to be providers of Pre-Employment Transition Services, a set of services that complement school-provided transition services to support the positive education and/or

employment outcomes of students with disabilities. These services align directly with the services KCC members are already providing for core students. KCC AmeriCorps members will be trained in providing Pre-ETS if your school would like to direct students with 504 or IEP or documented disability to be core students in the KCC program. If you already have someone providing these services in your school, you may engage the KCC AmeriCorps member to assist the provider or you may opt out of this service. There is no additional charge for this activity.

To opt out of the Pre-ETS or to discuss this option, please send an email to Gayle Hilleke, KCC Program Director at execdirector@kycompact.org.

5. Invoicing for Participation Fee

The participation fee for hosting a KCC AmeriCorps member is \$8000.

At the start of each program year (August 1), the host site will be billed a \$1000 non-refundable administrative fee if it chooses to participate in the KCC program for that year. This is to cover staff time dedicated to the onboarding and orientation processes for members.

The remainder of the \$7000 will be billed at a rate of \$700 per month for the months the member serves August-May. Schools are not charged for June and July service for ongoing positions.

Host sites will be invoiced twice a year, approximately December and May.