



Memorandum of Understanding 2026 - 2027 School Year

PURPOSE

The purpose of this Memorandum of Understanding ("MOU") is to identify expectations and establish terms governing the continued collaboration between Partners For Change, a non-profit corporation organized under Kentucky law ("Partners For Change"), formerly known as Covington Partners, and the Covington Independent Public School District, a public school district organized under Kentucky law (the "District") for the 2026 - 2027 school year.

This MOU is entered into between Partners For Change and the District. The collaboration between Partners For Change and the District is to implement and administer Out of School Time, Mentoring and Family Engagement programming to benefit the students who reside within the District.

ROLES AND RESPONSIBILITIES

Under this MOU, the roles, and responsibilities for each party are designated and defined as follows:

A. Roles and Responsibilities for Partners For Change

In exchange for the promises and agreements of the District as stated herein and in pursuit of the purposes identified in this collaboration, Partners For Change agrees to fulfill the following responsibilities:

- Monetary reimbursement for Out of School Time, Mentoring and Family Engagement Programming, and/or other program resources not to exceed the specified amounts:
 - Out of School and Family Engagement Programming: \$126,648
 - \$17,194/school at 5 Covington Elementary Schools
 - \$10,000/school at Holmes High School and Holmes Middle School
 - \$20,678 for District Data Specialist
 - Mentoring Programming: \$250,000
 - Background Checks
 - General Supplies
 - Release monetary reimbursement quarterly
 - Technical assistance for programming;
 - Training and professional development;
 - In-depth training on theory of change for identified program areas;

- Sharing best practices of templates, documents, and forms to support programs.

B. Roles and Responsibilities for the District

In exchange for the promises and agreements of the Partners For Change as stated herein and in pursuit of the purposes identified in this collaboration, the District agrees to fulfill the following responsibilities:

- Access to programming through regular scheduled site visits;
- Adopt and implement programming with fidelity;
- Collaborate and participate in cross-district initiatives that support collaboration across Out of School, Mentoring and Family Engagement initiatives, including, but not limited to meetings, workshops, quarterly training sessions provided by Partners For Change, and activities organized by Partners For Change. Participation shall involve regular attendance at scheduled engagements, completion of all quarterly training provided by Partners For Change, meaningful contributions to discussions, and efforts to implement strategies that enhance programming in the educational process;
- Maintain positions full-time equivalent positions for coordinators who fulfill essential program functions as identified in funding allocations;
- Create and submit a budget to Partners For Change for approval that is outlined by program and school to ensure proper utilization of funds by June 30th.
- Attend annual training to review financial reimbursement process and submission criteria.
- Compliance with budget amendment procedures (as applicable);
- A quarter-to-date report through the Financial Management System (MUNIS);
- Provide oversight and day-to-day operations to fulfill the responsibilities of the programs;
- Complete and timely submit a quarterly report and quarterly reimbursement report ("QRR") to Partners For Change using templates provided by Partners For Change. This report must track key performance indicators (KPIs) and include qualitative insights on programming, participation, and impact;
- Provide such additional aggregate and anonymized program data as may be reasonably requested by Partners For Change in connection with the scope of the programs funded under this MOU;
- Provide budget information quarterly to ensure strong fiduciary oversight of the money invested in the School District;
- Upon Partners for Change request the District shall engage in quarterly meetings with Partners For Change to review progress of programs and fulfillment of each party's responsibilities under the MOU.

Failure to fulfill these roles and responsibilities may result in a review of funding eligibility, potential adjustments to funding allocations, and future partnership opportunities.

TERM

The terms of this MOU are in effect from July 1, 2026 - June 30, 2027. At the completion of this term, the collaboration identified in this MOU shall terminate unless the District timely submits an application, including an updated Project Budget, for funding to Partners For Change by May 1,

2027. Prior to the termination date, either party may terminate the MOU for any reason thirty (30) calendar days after written notice of intent to terminate this MOU to the other party.

The District acknowledges a portion of the funding provided under this MOU is sourced from grants and Partners For Change shall not be liable or deemed to have defaulted under this MOU if reimbursement amounts are modified based on impacts to funding that are caused by or result from acts beyond Partners For Change's reasonable control. Prior or in conjuncture with allocating funding, Partners For Change shall notify the District if any of the funds are federal grants so that the District has the benefit of developing contingency plans. In the event such funding is reduced, frozen, or terminated without prior notice, Partners For Change reserves the right to modify, suspend, or terminate the funding provided to the District accordingly. In such cases, Partners For Change will provide as much advance notice as reasonably possible.

EMPLOYMENT STATUS OF PROGRAM STAFF

For the purposes of the collaboration and this MOU, the parties agree that the program staff are not the employees or independent contractors of Partners For Change. Both parties agree the obligation of Partners For Change to reimburse the District for the salaries associated with each program staff member does not create an employment or independent contractor relationship with those staff members directly. The District agrees to bear the responsibility of the actions of the program staff under this MOU and shall be responsible for maintaining appropriate liability insurance for the essential staff fulfilling the program functions. Partners For Change is not responsible for providing workers' compensation insurance on the program staff, withholding FICA, Medicare, Social Security, or any other federal or state withholding taxes from the program staff's payments, or making federal or state unemployment compensation contributions on the program staff's behalf. The program staff shall not be entitled to unemployment compensation from Partners For Change in connection with this MOU.

PROJECT BUDGET

The District will submit a Project Budget draft for the 2026-2027 school year by July 15, 2026 for review which will be approved by the Partners For Change Board of Directors. A budget template will be provided to the District by Partners For Change. The District shall report anticipated expenditures consistent with the Project Budget to Partners For Change using the following procedures:

- Expenditures shall be categorized by MUNIS object codes.
- Upon request narratives can be provided for each budget line item.

BUDGET AMENDMENTS

The District may submit budget amendment requests to Partners For Change for approval. Such requests may be submitted by fully completing the form found on the last tab of the budget/reimbursement reports template and submitting all relevant documentation and information supporting the request. Partners For Change retains the sole discretion to review, approve, or decline, in whole or in part, any requested amendment. Partners For Change shall not

approve any requested budget amendment that exceeds 10% of the total annual award originally approved for the 2026-2027 school year. Partners For Change will review the amendment request promptly and will make all reasonable efforts to respond to each amendment request within one calendar week.

PROJECT REIMBURSEMENT

The District may submit requests for reimbursement to Partners For Change for eligible grant activities on a quarterly basis. To be properly submitted, grant requests must comply with the following procedures:

- Requests for reimbursement must correspond to the line items in the approved grant budget (i.e. personnel costs, indirect costs, equipment costs).
- Requests for reimbursement must include all relevant documentation, including current receipts, to be accepted, including but not limited to the following:
 - Employee timekeeping and payroll records
 - Copies of bank statements/photocopies of cleared checks
 - Paid invoices
 - Additional certified financial records
- Requests for reimbursement shall not include items that are not eligible for reimbursement, including Kentucky sales tax;
- Requests for reimbursement shall not be submitted without confirming that grant progress reports have been timely submitted or an explanation for the tardiness has been provided;
- Requests for quarterly reimbursements must honor the due dates as outlined in the below chart:

Quarter	Reimbursement Period	Reimbursement Request Period
Q1	July 1 - September 30, 2026	October 23, 2026
Q2	October 1 - December 31, 2026	January 22, 2027
Q3	January 1 - March 31, 2027	April 23, 2027
Q4	April 1 - June 30, 2027	July 23, 2027

- Upon the receipt of an appropriately submitted request for reimbursement, Partners For Change shall review the request against the approved budget, grant expenditures to date, and the latest grant progress report before approving payment. Partners For Change shall review and reimburse the District within 30 days of receiving the complete reimbursement requests. This review and timeline is subject to the following restrictions and limitations:

- Partners For Change reserves the right to not reimburse for expenses deemed unreasonable or out of scope of services agreed upon.
- The request was timely submitted within the due dates identified in the chart above.
- The 30-day timeframe begins when a full reimbursement request is received by the granting agency.

REIMBURSEMENT REQUEST MATERIALS

Reimbursement requests shall include an invoice, reimbursement spreadsheet, quarterly MUNIS report, narrative program update, and additional reimbursement documentation (if requested):

1. INVOICE/PAYMENT REQUEST FORM

This document should include the name of the grant project, site(s) included, timeframe of quarter (must be submitted quarterly by due date), the sequence of the request (for example, the first request would be #1), and a total amount.

2. REIMBURSEMENT REPORTS

This document tracks grant budget expenditures by budget categories/MUNIS object codes. Narrative for each object code should include details, including staff number, certified v. classified, number of hours and pay rate for each staff, etc. Additional narrative not needed for fringes. The spreadsheet should be customized to reflect the grant budget, work plan, contract, and any amendments. Only approved budget items are eligible for reimbursement. A template will be provided by Partners for Change.

3. QUARTERLY MUNIS REPORT

A quarterly, detailed MUNIS report (include quarter column) shall be submitted with reimbursement requests. MUNIS reports are to include a separate fund and project code for the project.

4. REIMBURSEMENT DOCUMENTATION AS REQUESTED

If your budget includes a travel line item, information on miles traveled, daily per diem, and receipts for overnight stays and parking will need to be submitted in the reimbursement request. Supplementary documentation required for reimbursement varies, and the Grantee is subject to requests for further documentation.

SUBMISSION OF MATERIALS

All budgets, reimbursement request materials, etc. shall be submitted by the due date. Materials are to be emailed to nvolk@partnersforchange.org

DATA COLLECTION AND PERFORMANCE MONITORING

De-identified student-level data using a dummy ID for each student, together with aggregate and anonymized scope-related data as applicable, will be collected and evaluated by the District staff and shared with Partners For Change on a quarterly basis.

DATA SHARING

Partners For Change and the District agree to protect any designated confidential or proprietary information shared between parties during this collaboration. Both parties agree to take all reasonable steps to protect and safeguard each other's intellectual property, including maintaining confidentiality and preventing unauthorized use, reproduction, or distribution. Notwithstanding this obligation, the District acknowledges and agrees that Partners For Change may receive and use de-identified student-level data that uses a dummy ID in lieu of direct student identifiers, together with aggregate and anonymized scope-related data provided under this collaboration, in public reports and materials regarding the efficacy and performance of programs it funds, provided that no personally identifiable student information is disclosed. Where necessary and appropriate, the parties may enter into separate data sharing agreements relating to the disclosure of particular confidential or proprietary information.

Partners For Change understands student data is confidential information and protected by the Family Educational Rights and Privacy Act of 1974 ("FERPA"), as amended (20 U.S.C. § 1232g, et seq.), and its regulations and agrees it is bound by and will comply with the confidentiality, security and redisclosure requirements and restrictions stated in FERPA. Partners For Change will report to the District immediately of any known or reasonably believed instances of missing data or data that has been inappropriately shared. FERPA protected information includes, but is not limited to the student's name, the name of the student's parent or other family members, the address of the student or student's family, a personal identifier, such as the student's social security number, student number, or biometric record, other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name, and other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. Any student-level data disclosed by the District to Partners For Change under this MOU or any related DSA shall be de-identified and assigned a dummy ID, and shall exclude direct identifiers except to the extent expressly permitted by applicable law and a separate written agreement between the parties.

A student's family, a personal identifier, such as the student's social security number, student number, or biometric record, other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name, and other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

The District shall additionally be required to execute and return the Partners For Change Data Sharing Agreement (“DSA”) in connection with this MOU, and such DSA shall govern the sharing of de-identified student-level data using dummy IDs, together with aggregate and anonymized scope-related data, and shall control in the event of any conflict with this MOU.

ADDITIONAL FUNDING REQUESTS

The District may elect to seek additional funding resources to support this program outside of the funding provided by Partners For Change. Prior to submitting requests to any outside funding source related to this program, however, the District agrees to notify Partners For Change in advance and obtain Partners For Change review before submission to ensure transparency, accountability, and collaboration in securing and utilizing additional financial resources.

MARKETING AND COMMUNICATIONS

Partners For Change and the District agree to collaborate in the effective promotion and dissemination of information regarding the partnership and its initiatives of this program. Each Party shall designate a marketing and communications liaison to coordinate activities and ensure effective communication, share relevant marketing and communication materials in a timely manner, and provide the other party with appropriate lead time for review and approval of co-branded materials.

Joint marketing activities may include, but are not limited to:

- Co-branded marketing materials (brochures, flyers, posters, etc.)
- Joint press releases and media outreach
- Collaborative social media campaigns
- Shared website content and links
- Email marketing campaigns

If a program, event, or promotional item is funded in whole or in part by Partners For Change, the District shall provide Partners For Change with the option to have its logo included on any marketing, promotional, or printed materials associated with the funded initiative. The placement and size of the logo shall be mutually agreed upon to ensure appropriate recognition while maintaining the integrity of the design.

The District will not use the Partners For Change logo or brand without prior written permission. Likewise, Partners for Change shall not use the District logo without prior written permission.

REVIEW OF ESSENTIAL TERMS

Both parties acknowledge that they have reviewed and negotiated the terms of this MOU. They have confirmed that the MOU accurately reflects the terms governing the collaboration for the 2026-2027 school year. Additionally, both parties have had the opportunity to review the MOU with their legal counsel before execution.

AMENDMENT OF TERMS

Amendment or supplementation of any terms identified in this MOU must be made in writing, signed, and approved by both parties.

In witness whereof, the parties have executed this agreement in duplicate originals, one of which is retained by each of the parties.

Stacie Strotman, Partners For Change, President/CEO
Partners For Change
P.O. Box 0426
Covington, KY 41012

Date

District Representative
Covington Independent Public Schools

Date