

## MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING made this 26th day of May, 2015, by Kuna Joint School District #003 and Melba School District. Setting forth; the services to be provided by the collaborative; and

Whereas, the partners listed below have agreed to enter into a collaborative agreement in which Kuna Jt. School District #003 will be the lead and fiscal agency and the Melba School District will be partner;

It is agreed that the Kuna School District and the Melba School District will collaborate in the Migrant Family Liaison/Recruiter program for the 2015-2016 School year, and as such this agreement shall be in effect during the 2015-2016 school year.

This Agreement may be terminated without cause by either party (30) days after providing written notice of the intent to terminate to the other party.

### PURPOSE

This Collaborative agreement will benefit both districts in meeting the needs of their Migrant families within the limited budget provided for each district's Migrant Program.

### COOPERATION

The activities and services for the proposed partnership are anticipated to include the following responsibilities or obligations to be performed by:

### STATEMENTS OF AGREEMENT:

Kuna School District will be the fiscal agent. The Family Liaison/Recruiter will submit;

- 1.) Required timecards;
- 2.) Family visit and mileage tracking forms to the Federal Programs Director.

Kuna School District will invoice Melba monthly for reimbursement of hours and mileage for Family Liaison/Recruiter.

Melba School District will provide Migrant Liaison/Recruiter with office space and computer for working on Migrant Student Information systems, and other specific Migrant Program duties

Documentation:

Family Liaison/Recruiter will keep the following records for reimbursement of services:

- Electronic Time – document shared on google drive between Kuna School District administrators and Melba School District administrators and Teresa Valero.
- Electronic Family Visit and Mileage tracker – also submitted by the 15<sup>th</sup> of each month. The mileage will be tracked by the Liaison using exact mileage from the office in the school district to the family and back to the school as the reimbursable mileage amount. This amount will be submitted in the monthly School Board expenditures report for approval and paid the second Tuesday of each month.

- Federal Program Director will receive those records on the 15<sup>th</sup> of the month – check for accuracy and sign for payroll.
- Finance Department will figure the mileage and hours spent working with Migrant families in the Melba District and invoice the Melba District for the amount.
- The Melba School District agrees to reimburse the Kuna School District at a percentage of 40% yearly salary (\$17,280.76) and .405 cents per mile for documented family visits.

**Family Liaison Agreed upon time and tasks:**

Family Liaison/Recruiter to schedule 2 days per week with Melba Migrant Program and three days per week with Kuna Migrant Program.

Tasks limited to: Identify, recruit and support Migrant families

- Locate potentially MEP eligible children and self-eligible youth including Out of School youth (OSY) where they live and work;
  - Including: contacting the school registrars/secretaries requesting the list of students who are new in the district and have indicated that a second language is spoken in the home
- Follow up with a phone call or home visit to pre-screen
- Interview migrant families and making preliminary child eligibility determination
- Gather and analyze information concerning the child(ren)'s eligibility from parents, guardians and self eligible youth in a person interview;
- Determine eligibility
- Accurately and completely document on a Certificate of Eligibility (COE)
  - Follow the SDE flow chart of the COE process – making any revisions and resubmissions necessary
- Collect data that is required to enroll eligible children in the Idaho Migrant Student Information Database
- Participate in all necessary Idaho MEP quality control efforts;
- Maintain auditable records; Records should be current, complete and correct;
- Family Liaison builds contact with the community and interacts with different groups that serve the potential migratory families
- Support the PAC program
- Assist Migrant students individually or with small groups as directed by school staff.
- Assist parents in health and education for their child
- Assist migrant families in connecting with community resources, including health, (medical, dental and other as needed), household needs, etc.
- Assist in providing literacy and math materials and appropriate training for migrant parents including partnering with the schools for math and reading nights and
  - Conducting home visits for preschool readiness
  - Follow up on learning packets prepared for migrant students and parents for proper and consistent usage
  - Sharing information on supporting academics for migrant children
- Follow ethical standards, including maintaining confidentiality.
- All other duties as assigned by district administrators.

In order to achieve these responsibilities, a recruiter must:

- Attend annual identification and recruitment certification training as well as other periodic training sessions/opportunities as they occur;
- Serve as a link between schools, parents/guardians, growers, and community agencies;
- Maintain auditable and current records relating to identification and recruitment; And Dedicate and document the appropriate amount of time when reporting time and effort records.

The partners agree to collaborate and provide documentation to each party in the agreed upon form.

We the undersigned have read and agree with the contents of this Agreement.