

## AGREEMENT

**THIS AGREEMENT**, made and entered into this 29<sup>th</sup> day of August, 2011, by and between Independent School District #709, a public corporation, hereinafter called District, and LeAnna Hudson, an independent contractor, hereinafter called Contractor.

**THE PURPOSE OF THE AGREEMENT** is to set out the terms and conditions whereby Contractor will provide programs or services for the District at the times and locations set forth in this Agreement.

The terms and conditions of this Agreement are as follows: *(insert as appropriate)*

- Dates of Service.** This Agreement shall be deemed to be effective as of Aug 29, 2011, and shall remain in effect until June 30, 2012, unless terminated earlier as provided for herein, or unless and until all obligations set forth in this Agreement have been satisfactorily fulfilled, whichever occurs first.
- Performance.** (Provide A SEPARATE PAGE detailing a description of the programs or services to be performed by contractor, as well as the funding source for payment.)
- Reimbursement.** In consideration of the performance of Contractor of its obligations pursuant to this Agreement, District hereby agrees to reimburse Contractor for its services and expenses in performing said obligations up to a sum not to exceed \$ 22,000. Contractor is required by Minnesota Statutes, Section 270.66, subd. 3, to provide their Taxpayer Identification Number (TIN) used in the enforcement of Federal and State tax laws. The TIN will be available to Federal and State tax authorities and State personnel involved in the payment of State obligations. *This Agreement will not be approved unless TIN is provided.*
- Requests for Reimbursement.** Contractor shall request reimbursement on a monthly (Monthly, quarterly, other - *please describe*) basis, using either the District Invoice (included as Attachment A) OR the contractor's official invoice. This invoice must be submitted within 10 days of the end of the period being billed for.
- Propriety of Expenses.** The fact that the District has reimbursed Contractor for any expense claimed by Contractor shall not preclude District from questioning the propriety of any such item. District reserves the right to offset any overpayment or disallowance of any item or items at any time under this Agreement by reducing future payments to Contractor. This clause shall not be construed to bar any other legal remedies District may have to recover funds expended by Contractor for disallowed costs.
- Ownership of Materials.** The District reserves the rights to reproduce the programming in any fashion, or appropriate the contents of the programming, or any portion thereof, to its own use for any and all programs, forms and other materials that Contractor has provided, prepared, or utilized in performance of the terms of this Agreement.
- Relationship.** It is agreed that nothing contained herein is intended to or shall be construed in any manner as creating or establishing a relationship between the parties for any purpose whatsoever. Contractor and its officers, agents, servants and employees shall not be construed as employees of the District and any and all claims which may or might arise under the

Worker's Compensation Act on behalf of the Contractor's officers, agents, servants or employees shall in no way be the responsibility of the District.

8. **Notices.** All notices to be given by Contractor to District shall be deemed to have been given by depositing the same in writing in the United States Mail care of Bill Hanson, Director of Budget & Finance, ISD 709, Duluth Public Schools, 215 North 1<sup>st</sup> Avenue East, Duluth, MN 55802. All notices to be given by District to Contractor shall be deemed to have been given by depositing the same in writing in the United States Mail to 1545 Torgeson Rd Duluth MN 55804.  
(Mailing address, including zip code)

9. **Assignment.** Contractor shall not in any way assign or transfer any of its rights, interests or obligations under this Agreement in any way whatsoever without the prior written approval of the District.

10. **Governing Laws.** This Agreement, together with all its paragraphs, terms and provisions is made in the State of Minnesota and shall be construed and interpreted in accordance with the laws of the State of Minnesota.

11. **Entire Agreement.** This Agreement contains the entire understanding of the parties hereto with respect to the subject matter hereof and shall not be changed or otherwise altered except by written agreement of the parties.

12. **Cancellation.** Either party shall have the right to terminate this Agreement, without cause, upon (30) days written notice to the other party as provided for in this Agreement.

13. **Data Practices.** Contractor further understands and agrees that it shall be bound by the Minnesota Government Data Practices Act (Minnesota Statutes 13.03-13.04) with respect to "data on individuals"; as defined in 13.02, subd. 5 of that Statute) which it collects, receives, stores, uses, creates or disseminates pursuant to this Agreement.

14. **Insurance.** (If applicable)

AS EVIDENCE OF THEIR ASSENT TO THE TERMS AND CONDITIONS OF THIS AGREEMENT, set forth above, the parties hereto have caused this Agreement to be executed by their duly authorized officers as of the day and year first above written.

INDEPENDENT SCHOOL DISTRICT NO. 709

CONTRACTOR

\_\_\_\_\_  
Chair

LeAnna Hudson  
Name

\_\_\_\_\_  
Clerk

In Home Practitioner  
Title Date

[Signature]  
Program Director

27-0804055  
Taxpayer Identification Number

[Signature]  
Director of Budget and Finance

8/11/2011  
Date

## **Families In Transition Program Agreement**

Support services to be provided to the Families In Transition Program include:

- Connecting with ISD 709 Families in Transition program coordinator to determine needs of families and students
- Meet with families in shelters or households to determine concerns and community support options
- Provide parenting support individually or in small groups at shelter and/or transitional housing sites
- Assist parents in maintaining appointments for children/youth within the community and school

Funding will be provided by the Duluth Public Schools McKinney –Vento Homeless Education Grant –code 1303.00-purchased services/consulting category. Contract will not exceed \$27,000.

LeAnna Hudson was contracted to work with parents in the Families in Transition Program and provide added community and school support. A clear and thorough understanding of the Duluth community and local agencies is important for this role to be effective. We did not feel it necessary to pursue other options as her experiences with the community were sufficient and very adequate. The contract amount was based on an average hourly rate according to the DFT labor contract.

Dr. Paula Pedersen  
AND  
DULUTH PUBLIC SCHOOLS, ISD 709,  
East High School

AGREEMENT FOR: Consulting/Training on Intercultural Effectiveness

The following is an Agreement between *Dr. Paula Pedersen*, (hereafter referred to as the CONSULTANT) and Duluth Public Schools, ISD 709/East High School (hereafter referred to as the DISTRICT). This Agreement shall be effective December, 2010-May, 2011.

WORK DUTIES

This contract is for consulting, designing and implementing training of the Intercultural Leadership Project at East High School by Paula Pedersen.

- Training will take place at McCabe
- Training design will include 32 hours of training, plus preparation, assessment, data summary
- Intended audience will consist of East High School Staff. (Cohort #1)

WORK PERIOD

Consulting/designing will take place between December, 2010-May, 2011.

FEEES FOR SERVICES

CONSULTANT will be reimbursed for \$5,200 for 41/2 days of training, preparation, assessment and summaries of data.

INVOICING

CONSULTANT will invoice the DISTRICT upon completion of training. Invoices should outline work performed during the invoice period and final invoicing should be submitted within 30 days after the ending date of the contract.

ONE TIME PAYMENT

CONSULTANT will receive full and final payment upon satisfactory completion of the work and receipt and submission of the invoice from the CONSULTANT.

ADDITIONAL CONDITIONS

1. CONSULTANT will comply with all state and federal reporting requirements. CONSULTANT will comply with MN Government Data Practices Act, Minnesota Statutes Chapter 13, as applied to all data.
2. CONSULTANT consents to disclosure of its social security number, federal employer tax ID number and/or Minnesota Tax ID number already provided to the district.

3. The numbers may be used in the enforcement of federal and state laws resulting in action requiring the contractor to file tax returns, pay delinquent taxes or other state liabilities.
4. Services must be provided to the satisfaction of the DISTRICT and not in violation of any federal, state or local laws, ordinances, rules and regulations. CONSULTANT will not be paid for work considered in violation of any of those laws or if work is found unsatisfactory.

CANCELLATION

This agreement may be cancelled by DISTRICT or the CONSULTANT at any time, with or without cause, upon 30 days written notice. In the event of such a cancellation, the contractor shall be entitled to payment, determined on a pro rata basis, for work performed to DISTRICT's satisfaction.

AMENDMENTS

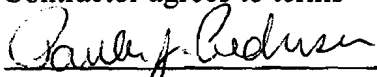
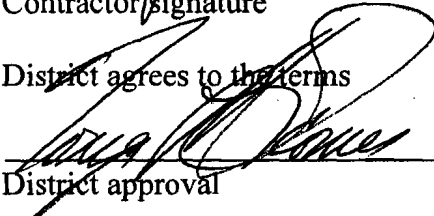
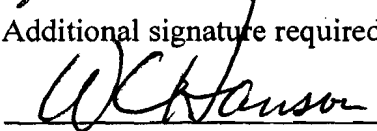
Amendments must be in writing and indicate approval by both parties to the amended terms.

STATE AUDIT

The books, records, documents and accounting procedures of the contractor and its employees relevant to this agreement must be made available by the STATE for a minimum of 6 years from the end of the agreement.

LIABILITY

The contractor agrees to indemnify, save and hold the district/agency; its employees harmless from any and all claims or causes of action, including attorney's fees incurred arising from the performance of this agreement by the contractor and its agents or employees.

Contractor agrees to terms	
	<u>12/5/2010</u>
Contractor signature	Date signed
District agrees to the terms	
	<u>12/5/10</u>
District approval	Date signed
Additional signature required	
	<u>8/18/11</u>
	Date signed

Dr. Paula Pedersen  
AND  
DULUTH PUBLIC SCHOOLS, ISD 709,  
East High School

AGREEMENT FOR: Consulting/Training on Intercultural Effectiveness

The following is an Agreement between *Dr. Paula Pedersen*, (hereafter referred to as the CONSULTANT) and Duluth Public Schools, ISD 709/East High School (hereafter referred to as the DISTRICT). This Agreement shall be effective May, 2011- December, 2011.

WORK DUTIES

This contract is for consulting, designing and implementing training of the Intercultural Leadership Project at East High School by Paula Pedersen.

- Training will take place at the former Lakeview Castle.
- Training design will include 32 hours of training, plus preparation, assessment, data summary, follow up with staff
- Intended audience will consist of East High School Staff. (Cohort #2)

WORK PERIOD

Consulting/designing will take place May, 2011-December, 2011

FEES FOR SERVICES

CONSULTANT will be reimbursed for \$5,400 for 4 1/2 days of training, preparation, assessment, summaries of data and follow up with staff.

INVOICING

CONSULTANT will invoice the DISTRICT upon completion of training. Invoices should outline work performed during the invoice period and final invoicing should be submitted within 30 days after the ending date of the contract.

ONE TIME PAYMENT

CONSULTANT will receive full and final payment upon satisfactory completion of the work and receipt and submission of the invoice from the CONSULTANT.

ADDITIONAL CONDITIONS

1. CONSULTANT will comply with all state and federal reporting requirements. CONSULTANT will comply with MN Government Data Practices Act, Minnesota Statutes Chapter 13, as applied to all data.
2. CONSULTANT consents to disclosure of its social security number, federal employer tax ID number and/or Minnesota Tax ID number already provided to the district.
3. The numbers may be used in the enforcement of federal and state laws resulting in action requiring the contractor to file tax returns, pay delinquent taxes or other

4. Services must be provided to the satisfaction of the DISTRICT and not in violation of any federal, state or local laws, ordinances, rules and regulations. CONSULTANT will not be paid for work considered in violation of any of those laws or if work is found unsatisfactory.

CANCELLATION

This agreement may be cancelled by DISTRICT or the CONSULTANT at any time, with or without cause, upon 30 days written notice. In the event of such a cancellation, the contractor shall be entitled to payment, determined on a pro rata basis, for work performed to DISTRICT's satisfaction.

AMENDMENTS

Amendments must be in writing and indicate approval by both parties to the amended terms.

STATE AUDIT

The books, records, documents and accounting procedures of the contractor and its employees relevant to this agreement must be made available by the STATE for a minimum of 6 years from the end of the agreement.

LIABILITY

The contractor agrees to indemnify, save and hold the district/agency; its employees harmless from any and all claims or causes of action, including attorney's fees incurred arising from the performance of this agreement by the contractor and its agents or employees.

Contractor agrees to terms <u>Bobby Pedrum</u>	<u>5/9/11</u>
Contractor signature	Date signed
District agrees to the terms <u>[Signature]</u>	<u>5/9/11</u>
District approval	Date signed
Additional signature required <u>W. Hanson</u>	<u>8/18/11</u>
	Date signed





Engagement. Voice. Success.



## Host Site Agreement AmeriCorps Promise Fellows

<b>Name of Host Site:</b> Duluth Public Schools – Morgan Park Middle School	<b>Total # of Fellows:</b> 3
<b>Lead Contact Name:</b> Bill Gronseth	<b>Email:</b> William.Gronseth@duluth.k12.mn.us

The purpose of this agreement is to establish the basic parameters of relationship between Promise Fellow Host Site and the Minnesota Alliance With Youth for the 2011-2012 program year.

*Please complete this agreement and fax/mail to the Alliance Offices (651-528-8588).*

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### General Information

The Minnesota Alliance With Youth (the Alliance) is the leading convener, collaborator and capacity-builder for youth development in Minnesota. Our mission is to ignite the spark in all young people to become actively engaged, develop strong voices, and acquire the skills needed for success in school, work, and life.

In order to ensure all youth achieve success in school, work, and life, we focus on four strategies: 1) strengthening youth success in school and learning, 2) increasing youth contribution through service & leadership opportunities, 3) developing and magnifying youth voice, and 4) promoting collaboration and innovation. As a leading affiliate of America’s Promise Alliance, we actively participate in the Grad Nation movement, a national effort to end the high school dropout crisis and prepare young people for college and the 21<sup>st</sup> century workforce. We believe AmeriCorps Promise Fellows can be part of Minnesota’s long-term strategy to address our graduation crisis by providing data-driven, evidenced-based supports to youth in grades 6-10.

### Key Players

- Minnesota Alliance With Youth is responsible for statewide program management.
- Duluth Public Schools (DPS) is the fiscal host for the Alliance.
- ServeMinnesota is the funder for the Promise Fellows, providing federal and state AmeriCorps funding to the Alliance to operate the program.
- Host Site: is the organization/school/district/agency who will lead the efforts to support and ensure all Alliance and AmeriCorps requirements are met by their AmeriCorps Promise Fellows. The Host Site may be an individual organization looking to create or strengthen

partnerships with one or more schools and one or more community-based organizations to increase the number of youth served.

- **Host Community:** Host Communities refers to a cluster of organizations and schools within a neighborhood, town, city, county or region that are ready to create or deepen their school-community partnership and intensify their school-reform efforts. They may apply to host clusters of 2 or more Promise Fellows across several organizations. These organizations and school(s) commit to providing integrated wrap-around support to identified groups of youth. The goal of the Host Community model is to avoid duplication and allow for more effective sharing of information and resources to support youth in and out of school. Each Host Community must identify their lead contact along with the supervisor(s) for the Promise Fellow(s).

**Please complete this agreement and fax/mail to the Alliance Offices (651-528-8588).**

## **Host Site Expectations**

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### **I. ROLE**

The Host Site provides both the location and support for AmeriCorps members (also known as **AmeriCorps Promise Fellows** or simply, members). Host sites provide space for members to perform their service as well as provide direct supervision and coaching for the members.

### **II. WHO PLAYS THE PART**

Administration and staff of the Host Site.

### **III. RESPONSIBILITIES**

The Host Site will be responsible for the following:

#### **A. Commitment to Addressing our Dropout Crisis & Academic Achievement Gap in Minnesota**

The Host Site agrees to make a commitment to fight the dropout crisis in their home community. The backgrounds of youth at-risk of dropping out are also mirrored in Minnesota's growing academic achievement gap, one of the largest in the nation. The Minnesota Alliance With Youth joins with schools and public and private non-profit community organizations across Minnesota to strengthen the community's ability to address the dropout crisis & academic achievement gap through national service; to develop leaders with a lifelong commitment to an ethic of service; and to build a system of community service that involves community-wide collaboration with and for youth. In particular, the Alliance Promise Fellows use data driven, multi-tiered, evidence-based best practices to support youth who are falling behind and not on track to graduate on time. Fellows, along with their host sites, are working to provide the right support to the right youth at the right time.

The Alliance AmeriCorps Promise Fellows are currently funded by Federal AmeriCorps and ServeMinnesota (including State funding through the National Service Trust Act and Minnesota AmeriCorps Innovation Fund legislation). Host Sites must be recognized as a school or public or private non-profit organization or institution, having been in official existence for at least one year. Host Sites must clearly identify how a member will address unmet needs through capacity building and direct service activities in the priority areas identified and have a strong commitment to the framework of the Five Promises and the Grad Nation Movement in Minnesota.

**B. Overview of AmeriCorps Promise Fellow Service**

Each Promise Fellow follows a position description, which was submitted with the Site's Application to host a Fellow. The Position Description provides an outline of proposed service activities.

For Fellows serving at School and Community-Based Organization Sites, they work towards the following goals:

- Coordinate programs and volunteers so that at least 30 youth (approx. 6<sup>th</sup> – 10<sup>th</sup> graders) will demonstrate improvement in the grades in core academic subjects (math, reading); improve attendance; decrease behavioral referrals.
- Engage youth, specifically those on the Focus List, in at least 20 hours of civic engagement activities during the year.
- Recruit and/or support community volunteers to give 30 hours (appx) to support youth; volunteers, including family members, work with youth participants in areas such as mentoring, tutoring, civic engagement, and college/career exploration.

For Fellows serving at Statewide Organizations, they work towards the following goals:

- Build the capacity of their host organization to support schools and communities in addressing the achievement gap, graduation and dropout prevention efforts (for example, by researching best practices, developing programs, building relationships, etc.)
- Develop a plan with their supervisor to share organizational resources with local communities and sites. Examples include training/expertise/written resources on youth development, civic engagement, and volunteer retention.

**C. Provide Host Site Cash Match –\$6,500 per Fellow**

1. Host Sites will be required to provide Duluth Public Schools/Minnesota Alliance With Youth with the appropriate cash match of \$6,500 per Fellow. The Cash Match is determined by the number of Fellows hosted at a particular site.
2. The cash match is due within thirty days of the beginning of the program year (due date: September 15<sup>th</sup>). However, sites may choose to pay half of the cash match by September 15<sup>th</sup> and the other half of the cash match by March 15<sup>th</sup> of the program year, if arrangements are made in writing to the Alliance staff prior to September 15<sup>th</sup>.
3. ***There will be no refunds if a member decides to end his/her term of service early for whatever reason (ex. for compelling reasons or for cause) after 2 months.*** Before that time, arrangements will be reviewed on a case-by-case basis. Please note: there is the possibility to rehire if the Fellow has served less than 30% of their hours. This will be determined on a case by case basis.
4. The Minnesota Alliance With Youth is a federally funded program through the Corporation for National and Community Service. Federal dollars are typically not allowed to be used as cash match for another federal grant without prior certification. If you are using federal dollars as match, you will be required to provide written authorization from your grantee giving authorization to do so.

***Please sign and initial the following statement:***

WJH have read and understand the provisions regarding the Host Site Cash Match

Signed by Organizational Representative: \_\_\_\_\_

WJHanson

**D. AmeriCorps service environment**

The Host Site agrees to provide the member with a suitable service environment:

- Non-displacement:** At no time should an AmeriCorps Promise Fellow (also known as a member) be used to displace an employee or paid position.
- Meaningful Service:** Members service should focus on capacity building and other meaningful service activities. Appropriate activities for members are outlined in each member's position description. In addition, the Host Site agrees to monitor the Fellow's service so that members do not engage in prohibited or inappropriate service activities (see list of prohibited activities for details). Examples of inappropriate direct service may include food preparation, classroom substitutes, office photocopying, answering phones, running errands, etc.
- Safe environment:** Provide the member with a safe service environment. Provide training and details on health and safety procedures specific to host site environment.
- Computer access:** Provide the Fellow access to a computer with Internet for Alliance related purposes (i.e. checking e-mail, using Alliance online reporting systems, using the Alliance website, etc.) Provide a school/organization email address to ensure prompt communication with school and Alliance staff, if possible.
- Work space:** Provide reasonable space, technology and materials for the member to fulfill his or her responsibilities. This includes a desk, phone, computer, access to office supplies, access to a copy machine, etc.
- Provide mileage reimbursement:** Provide member appropriate mileage reimbursement for required Alliance/AmeriCorps meetings as well as reimbursement for other required expenses incurred by member while conducting Host Site related work (ex. bus/parking pass reimbursement, reimbursement for supplies, etc). The rate and process for member's receiving reimbursement is determined by the site.
- Insurance:** Sites must provide liability insurance that covers the Promise Fellow while performing **ALL** duties assigned by the site. While the Alliance covers workers compensation claims for the Fellow(s), the site is expected to cover the Fellow while they are serving. A copy of the insurance must be made available upon request.

Please sign and initial the following statement:

WCH I have read and understand the provisions regarding the Host Site Insurance Requirement.

Signed by Organizational Representative: \_\_\_\_\_

WCHanson

**E. Staff support**

The Host Site agrees to fill the following roles to support the member:

- Site supervisor:** Assign a staff person(s) who provides daily, regular, ongoing supervision to the member(s); may approve timesheets and progress reports.
- Site Coordinator:** Assign a staff member who helps the Fellow in accessing and analyzing data regarding students in the cohort; may support the completion of progress reports and other evaluation requirements.
- Lead Contact:** A staff person who serves as the main contact for the Alliance program staff. This person will be the link between Alliance program staff and the Host Site and be charged with completing all required paperwork (including progress reports, timesheets, fulfilling host site cash match requirements, etc).

- ❑ **Youth Success Team:** The Youth Success Team refers to the school personnel and community partners identified on the MOU who will provide support and assistance in getting the right supports to the right students at the right time. Examples: School Social Worker, Family Liaison, Community Education, 4-H Extension, Girl Scouts, Boys & Girls Clubs, etc.

**Please note:** These positions do not necessarily need to be three different people. Some sites have found it helpful to separate out who provides direct, daily support to the member from who is in charge of the reporting functions.

#### **F. Member Recruitment**

The Host Site agrees to take the lead in member recruitment in its local community. It is the responsibility of the Host Site to ensure its complete MSY (member service year) award is filled – reaching a 100% enrollment rate.

There exists no guarantee of successful placement of a member at a Host Site. If the agency does not fulfill a 100% enrollment rate, this will be taken into consideration if the agency re-applies for the program the following year. The goal is to have each Promise Fellow slot filled by August 1st. Members may begin accruing hours once they have successfully completed the enrollment process (including submitting eligibility documents, passing background check including FBI finger printing, and completing a member agreement).

#### **G. Member Selection Process**

The Host Site agrees to work jointly with Alliance staff in interviewing, selecting, and placing AmeriCorps Promise Fellows with host sites. Please note that the Alliance MUST complete a final interview with the potential Fellow before an offer can be made. The Minnesota Alliance With Youth is an equal opportunity employer and is committed to recruiting and engaging individuals without regard to disability, gender, race, religion or sexual orientation. In addition, sites must commit to recruiting a diverse, qualified pool of applicants. Please note that accommodations must be made available to all qualified applicants and members. The Alliance partners with host sites to achieve our goal of 100% retention of Promise Fellows.

**Please Note:** The Host Site may not hire an AmeriCorps member as a staff person during his or her term of service, if doing so would not allow the member to fulfill his or her responsibilities as an AmeriCorps member.

#### **H. On-Site Member Training and Support**

The Host Site agrees to provide training for its Promise Fellow:

- ❑ **Staff Training:** The Host Site will invite all AmeriCorps members to participate in any relevant on-site training and staff meetings. Promise Fellows may record this time towards their service hours.
- ❑ **Coordinating Member Hours:** The Host Site will be responsible for coordinating the service component and service-readiness training of member service which will be no less than 1725 hours, served Monday – Friday and optional weekends and evenings.
- ❑ **Member's Term of Service:** The member's term of service with the Program begins on August 15, 2011. The member will begin service at their placement site on or before that date (Approximately). The planned last date for service is August 14, 2012. These dates can only be altered under extreme circumstances and only once

arrangements are agreed upon, in writing, by the program, site, and member. The Host Site is responsible for providing orientation, service specific training, supervision, direction, evaluation and organization of the site service activities performed by the member during this time.

I. Evaluation

- The host site agrees to complete all program evaluation requirements including weekly data collection, monthly progress reports, mid-year and end of the year member performance evaluations and other evaluation requirements that may be requested by the Alliance throughout the year (ex. program feedback surveys, recruiting surveys, etc). All evaluation procedures and documentation will be provided to the host sites by the Alliance.
- The Host Site commits to monitoring the Fellow in tracking & completing **Monthly Progress Reports** to ensure program is aligned with evaluation goals. They will assist Fellow in maintaining and collecting data on a **weekly basis** (ex. grades/NWEA, attendance, behavioral referrals, etc). In addition, the host site will support the Fellow and Site Coordinator in using data to identify students for Focus Lists.

- J. **Member Unemployment Insurance and Support** - Please note that AmeriCorps members are not eligible for Unemployment insurance and may not make claims for support. Pursuant to the AmeriCorps Provisions, Section B.11.div. (page 25) "The U.S. Department of Labor ruled on April 20, 1995 that federal unemployment compensation law does not require coverage for members because no employer-employee relationship exists." In the National and Community Service Trust Act of 1993, Congress included the following provision: "(B) RULE. A participant shall not be considered to be an employee of the program in which the participant is enrolled." 42 U.S.C. 12511(17) (B). *Therefore, an AmeriCorps participant is not an employee of the program for purposes of the Fair Labor Standards Act.*

Further, Minnesota Economic Security law, Section 268.04 Subd. 12 (10) (d). provides that the term "employment" does not apply to service performed (d)"as part of an unemployment work relief or work training program assisted or financed in whole or in part by any federal agency or an agency of a state of political subdivision thereof, by an individual receiving such work relief or work training." The provision applies to participants who perform the services for the state of Minnesota or an instrumentality of the state, including a charitable or educational organization.

*Therefore, according to the provisions and laws stated above, the member and host site understands that they are not eligible to receive unemployment compensation benefits from their AmeriCorps term of service, regardless of exit status.*

Please sign and initial the following statement:

WCH I have read and understand the provisions regarding Member Unemployment Benefits.

Signed by Organizational Representative: \_\_\_\_\_

W. Chanson

## **Site Coordinator Responsibilities**

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### **I. ROLE**

The Site Coordinator acts as the key contact person regarding access to data and information related to the students on the Focus List. He/she may or may not be the direct supervisor of the Fellow.

### **II. WHO PLAYS THE PART**

The Site Coordinator should be a full or part-time staff member placed within a school who will be able to provide 4-6 hours per week to review weekly student data using the early warning indicators (less than 80% attendance, one or more behavior referrals, or poor course performance in English or Math) and identify youth who are heading off track.

### **III. RESPONSIBILITIES**

Site Coordinators are responsible for the following functions:

- A. **Data Access:** The Site Coordinator gathers and tracks student data on a weekly basis using the early warning indicators which is used to identify students on the Fellow's Focus List. The Site Coordinator will share this information with the Fellow(s).
- B. **Youth Success Team Meetings:** The Site Coordinator convenes a weekly meeting with the Fellow(s) and the Youth Success Team consisting of Promise Fellows, teachers, school social workers, school personnel and community members who use data to determine appropriate interventions for each youth and monitor participant involvement and improvement over time.
- C. **Progress Reporting:** Assist the Promise Fellow in completing monthly progress reports by providing timely, accurate information regarding students on the Focus List.

### **IV. ADDITIONAL DUTIES**

- To participate fully as a partner of Minnesota Alliance With Youth by attending planning meetings, trainings, special events, and other activities as appropriate;
- To attend regularly scheduled site coordinator and site supervisor meetings (appx. 3 per year);
- To encourage and support member efforts to develop and implement collaborative programs involving other member(s) and Host Site(s) to address community needs.

Name of Site Coordinator: \_\_\_\_\_

*Denise Clairmont*

Please sign and date the following statement:

I understand and will fulfill the responsibilities of the Site Coordinator Role.

Signature of Site Coordinator: \_\_\_\_\_

*Denise Clairmont*

## **Site Supervisor Responsibilities**

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### **I. ROLE**

The site supervisor will provide direct supervision to the AmeriCorps Promise Fellow.

### **II. WHO PLAYS THE PART**

The site supervisor is a staff person who will be able to provide the most direct supervision to the member. Principals are strongly encouraged to assign another staff member (ex. School social worker, counselor, dean of students) to fulfill this responsibility.

Note: An AmeriCorps member cannot serve as a site supervisor to another member.

### III. RESPONSIBILITIES

Site supervisors are responsible for the following Alliance functions:

#### A. Support & Collaborate with the Alliance

- To participate fully as a partner of Minnesota Alliance With Youth by attending planning meetings, trainings, special events, displaying Alliance Promise Fellows/AmeriCorps signage, and other activities as appropriate;
- To ensure that the host site follows through on the program design and works to meet each performance measure as outlined in the Host Site Application.
- To attend regularly scheduled host site supervisor meetings (appx. 3 per year).
- To participate in regularly scheduled site visits (2 per year, appx.)
- To encourage and support member efforts to develop and implement collaborative programs involving other member(s) and Host Site(s) to address community needs;
- To communicate regularly with the Alliance staff and notify them immediately if a member is in violation of their member agreement.

#### B. Initial Duties

The site supervisor is responsible for the following at the start of the program year:

- ❑ **Site Supervisor Orientation:** The site supervisor will attend the Site Supervisor Orientation facilitated by Alliance staff to understand the supervisor role and the member's role in the program. This will be held regionally during the spring/summer.
- ❑ **Member orientation:** The site supervisor will orient the member to the Host Site organization, including the Youth Success team. Topics should include but not be limited to mission, structure, expectations, space, staff, resources for support, personnel policies, and procedures, etc. Supervisors are expected to attend one day of the member orientation which is typically within the first month of service.

#### C. Ongoing Duties

The site supervisor will perform the following duties on an ongoing basis:

- ❑ **Supervision and support:** Provide daily supervision and support to the member. Maintain an environment that will allow the member to feel valued and part of the team. Maintain open lines of communication with the Promise Fellow, Alliance staff, and organization staff in relation to the member's role and performance.
- ❑ **Communicate Regularly with the Alliance:** To provide and maintain supervision and open communications with member and Alliance staff;
  - i. **Mediation & Progressive Discipline Process:** The site supervisor will work closely with the Alliance if disciplinary action is needed or if the member's service activities need to be accommodated for any reason. The Site Supervisor understands that he/she will notify the Alliance immediately of any problems or concerns with the member or their service (Staff and other resources are available to assist in resolving such challenges). The Site



Supervisor will include Alliance in the development of any action plan designed to improve and/or correct the performance of the member;

- ❑ **Member Training:** To provide member on-the-job training and involve the member in appropriate staff meetings, retreats, and training events; AmeriCorps members are expected to adhere to Host Site policies regarding such issues as confidentiality, safety, classroom participation, discipline, etc.
  - ❑ **Member Development:** To allow and positively support member development during the week for on-site AmeriCorps related research, reporting and evaluative activities, off-site training, education and other relevant meetings or activities. The Site Supervisor will provide the Fellow with support and time to attend Alliance-required retreats and monthly meetings as outlined on the program calendar and updated throughout the year. The Site Supervisor understands that this will mean the Fellow(s) will occasionally be absent from the site and will need to be released from their site to attend required Alliance meetings.
  - ❑ To develop service activities with member throughout the service year allowing for leadership development opportunities;
  - ❑ To understand if for any reason the member withdraws or is released from the Host Site or the MN Alliance With Youth there exists no guarantee of the assignment of another member; Please contact Alliance staff to determine if your site is eligible to refill your Promise Fellow slot.
  - ❑ To report any injuries that a member obtained while providing AmeriCorps service hours at the partner site. Contact Alliance staff for information on how to report an injury within 24 hours of the incident.
- D. Time sheet verification:** The site supervisor will be responsible for working with the member to coordinate and verify the member's service hours each week using the AmeriCorps and Alliance online system called OnCorps. This includes approving all timesheets on a regular and timely basis. Failure to do so could result in the member's living allowance being held until all timesheets are approved.
- E. Evaluation**  
Site Supervisors commits to supporting the Fellow and site coordinator in completing all evaluation requirements.
- ❑ **Monthly Progress Reports:** Supervisors will assist the member in completing monthly progress reports during the course of the year along with tracking student data on a weekly basis. These reports help establish measures for evaluation of member service impact and communicate with the Alliance concerning development and attainment of those measures and impact. Supervisors work **with** the member to complete the required Alliance progress reports. The reports will include tracking the quantitative progress of students on the focus list on a **weekly basis** (using the early warning indicators) along with narrative sections reporting on the Fellow's personal and professional growth. Reports will be submitted using the OnCorps system.
  - ❑ **Member performance evaluations:** The member performance evaluation provides an opportunity for site supervisors to evaluate the member's strengths and areas for growth. This evaluation is due in January and again in June. It is an AmeriCorps requirement that the host site completes an evaluation for each member. Failure to complete the documents could lead to the Fellow not receiving their Education

Award. A copy of the most current evaluation form is available on the OnCorps website under resources or may be obtained from Alliance staff. Sites may use the form throughout the member's term of service but only need to submit the documents at the mid-point and end of the year.

Name of Site Supervisor: Deborah DeVaney

Please sign and date the following statement:

I understand and will fulfill the responsibilities of the Site Supervisor Role.

Signature of Site Supervisor: [Signature]

## **Minnesota Alliance With Youth Responsibilities**

### **I. ROLE**

The Minnesota Alliance With Youth (the Alliance) serves as the host for the AmeriCorps Promise Fellows with Duluth Public Schools serving as the fiscal host. The Alliance is also responsible for the supervision of the program statewide. This includes member management, site management, fiscal and programmatic reporting, and compliance with all AmeriCorps provisions and regulations.

### **II. WHO PLAYS THE PART**

All Alliance staff work with Promise Fellows and host sites. For contact information, visit our website at [www.mnyouth.net](http://www.mnyouth.net).

### **III. RESPONSIBILITIES**

Alliance staff are responsible for the following:

#### **A. Member Recruitment**

Alliance staff will conduct broad-based, statewide recruitment. The Alliance will develop recruitment materials to distribute to Host Sites for their local recruitment efforts. The Alliance will accept applications and forward applicants to the Host Sites during the interview process. Once a final candidate is selected, the Alliance will interview the applicant and also will need to have on file a copy of his/her AmeriCorps application, including references.

#### **B. Member Selection Process**

Alliance program staff will work in conjunction with the partnering the Host Site in interviewing, selecting and placing AmeriCorps members.

*The Minnesota Alliance With Youth staff reserves the right to make the final decision regarding the selection of AmeriCorps members.*

As part of the screening process of applicants, the Alliance staff will conduct state and county criminal background checks on applicants prior to their official acceptance into the program. The Alliance reserves the right to disqualify a member for not disclosing past criminal history on the application or for not clearing the background check. At the request of the Host Site (in writing) and with permission from the member in writing, the Alliance will share the results of an applicant's criminal FBI background check, which includes fingerprinting.

*The Alliance is an equal opportunity employer and is committed to recruiting and engaging individuals without regard to disability, gender, race, religion or sexual orientation.*

**C. Member Training and Events**

The Alliance staff will be responsible for coordinating and sponsoring Promise Fellow trainings and events. Alliance trainings are required for all members. Training occurs monthly. A calendar of training and events is made available at the beginning of the year and is updated as needs arise. In addition, Fellows may be asked to attend in special events which may include evening or weekend attendance. Adequate notice will be given electronically so arrangements can be made.

**D. Member Support**

Alliance program staff will be responsible for providing support to members:

- ❑ **Site visits:** Alliance staff will conduct a minimum of two site visits during the year to check-in with the member in relation to their AmeriCorps service. Site visits will be scheduled by Alliance staff, site supervisor, and the member.
- ❑ **Monitoring program requirements:** the Alliance program staff will monitor and track program requirements, as well as provide support for members as they work to complete these requirements, which include community service, civic engagement, service hours, reporting, etc. Members and sites will report on the grades, attendance, and behavior referral for students identified as being on the Focus List on a regular basis.

Promise Fellows and site supervisors (and site coordinators as needed) will be given access to an online database to monitor the member's progress in completing his or her service hours.

- ❑ **Regular Communication:** Staff will communicate with members and host sites through phone calls, email updates, newsletters, etc to inform partners of upcoming events, training, and other program requirements. Alliance staff also mentor and meet with member, host site and staff to provide additional, informal support, coaching, and problem-solving as needed.

**E. Program Management**

Alliance staff will be responsible for managing the program:

- ❑ **Member personnel file:** Alliance staff maintain a personnel file for each member, which includes pre-service paperwork and eligibility documents required by CNCS and the Duluth Public Schools.
- ❑ **Member Benefits:** Alliance provides monthly living allowance of approximately \$1,000 per month; Health Insurance; Workers Compensation; and FICA.
- ❑ **Time sheets:** Alliance staff will record and track members' service hours as reported on their time sheets using an online system.
- ❑ **Data collection:** Alliance staff will collect and report program data weekly, monthly & quarterly, including in-kind reports, member performance evaluations, and progress monitoring reports as those outlined by AmeriCorps regulations and agreed upon by ServeMinnesota and the Alliance.
- ❑ **Conflict resolution:** The Alliance staff will work in conjunction with the site supervisor in resolving any Promise Fellow-related issues that may occur during the program year.

## Prohibited Activities for AmeriCorps Members

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- Attempting to influence legislation
- Organizing or engaging in protests, petitions, boycotts, or strikes.
- Assisting, promoting or deterring union organizing.
- Impairing existing contracts for services or collective bargaining agreements.
- Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
- Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
- Engaging in religious instruction; conducting worship services; providing instruction as part of a Program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.
- Providing a direct benefit to:
  - A for-profit entity;
  - A labor union;
  - A partisan political organization;
  - An organization engaged in the religious activities described in the preceding subclause, unless Grant funds are not used to support the religious activities; or
  - A nonprofit entity that fails to comply with the restrictions contained in section 501(c)(3) of U.S. Code Title 26.
- Fund-raising in the following ways:
  - Raising funds for his or her living allowance.
  - Raising funds for an organization's operating expenses or endowment.
  - Writing grant applications for AmeriCorps funding or for any other funding provided by the Corporation for National and Community Service.
  - Writing grant applications for funding provided by any other federal agencies.
- Voter registration drives by AmeriCorps members is an unacceptable service activity. In addition, Corporation funds may not be used to conduct a voter registration drive.
- Other activities as the Corporation determines will be prohibited, upon notice to the Grantee.
- Note:** Individuals may exercise their rights as private citizens and may participate in the above activities on their initiative, on non-AmeriCorps time, and using non-Corporation funds. The AmeriCorps logo should not be worn while doing so.

## Non-Displacement Policy

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**Prohibition on Displacing an Employee or a Position.** The Grantee (the Alliance) may not displace an employee or position, including partial displacement such as reduction in hours, wages or employment benefits, as a result of the use by such employer (Host Site) of an AmeriCorps Promise Fellow.

**Prohibition on Displacing a Volunteer.** The Grantee (the Alliance) may not displace a volunteer, including partial displacement such as reducing a volunteer's hours, by using an AmeriCorps member.

**Prohibition on Promotional Infringement.** The Grantee (the Alliance) may not create a community service opportunity that will infringe in any manner on the promotional opportunity of an employed individual.

**Prohibition on Displacing Employee Services, Duties or Activities.** An AmeriCorps Promise Fellow may not perform any services or duties, or engage in activities that would otherwise be performed by an employee, as part of the assigned duties of such employee.

**Prohibition on Supplanting, Hiring or Infringing on Recall Rights.** A Promise Fellow may not perform any services or duties, or engage in activities, that:

- a) will supplant the hiring of employed workers; or
- b) are services, duties or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.

**Other Prohibitions.** An AmeriCorps member may not perform services or duties that have been performed by or were assigned to any:

- a. Currently employed worker;
- b. Employee who recently resigned or was discharged;
- c. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
- d. Employee who is on leave (terminal, temporary, vacation, emergency or sick); or
- e. Employee who is on strike or is being locked out.

## **Non-Discrimination & Sexual Harassment Policy**

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The Minnesota Alliance With Youth does not discriminate in program admission based on race, color, sexual orientation, military discharge, sex, national origin, age, disability, or any other characteristic unrelated to the ability to perform the essential functions or basic tenets of the Alliance, or any bona fide occupational qualifications.

It is unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint to the attention of the Corporation for National and Community Service. If you believe that you or others have been discriminated against, or if you want more information, contact:

Minnesota Alliance With Youth  
2233 University Ave W  
Suite 235  
St. Paul, MN 55114

or

Office of Civil Right and Inclusiveness, Corporation for National and Community Service  
1201 New York Avenue, NW  
Washington, D.C. 20525  
(202) 606-7503 (voice); (202) 565-2799 (TTY); eo@cns.gov (e-mail)

The Alliance makes every effort to ensure that its host sites have similar non-discrimination policies. Members with questions or concerns about any type of discrimination in their service host site are encouraged to bring these issues to the attention of their immediate supervisor, superior, and/or Alliance staff. If the host site is found to be engaging in such activities, removal of current member(s) and denial of future members at that agency may result.

Discrimination on the part of fellow Alliance staff, members and host sites will also not be tolerated. Anyone found to be engaging in any type of unlawful or harassing discrimination will be subject to

disciplinary action, up to and including dismissal from the program. The Alliance will not tolerate harassment of any kind. Harassment includes threatening or insinuating that the refusal to submit to sexual advances will adversely affect admission or program benefits. Harassment may also include conduct such as unwanted sexual flirtation or touches; abusive or degrading language; graphic or suggestive comments; or displaying inappropriate objects or pictures. Any member who believes that he or she has been subject to harassment of any kind, or who has knowledge about harassment of others, should report the harassment to an immediate supervisor, superior, and/or Alliance program staff. Any member who is found to have engaged in harassment will be subject to appropriate discipline, up to and including expulsion from the Minnesota Alliance With Youth Promise Fellows.

This site agreement serves as a binding contract between the Host Site and the Minnesota Alliance With Youth for the 2011-2012 program year. The terms of this agreement will end on August 14, 2012.

Amendments to this agreement can be made only with the consent of both parties and shall be done in writing.

I understand that failure to fulfill the responsibilities outlined in this agreement will be noted during the year. Failure to fulfill responsibilities outlined in this agreement will become part of the selection criteria in the re-application process for selecting sites and awarding members for the following program year. Failure to comply with this agreement could result in immediate removal of the Fellow from the Host Site.

***The Alliance reserves the right to make adjustments to this agreement as needed.***

By signing this agreement, I acknowledge that I have read, understand and agree to all terms and conditions of this agreement.

**A. NAME OF HOST SITE DULUTH PUBLIC SCHOOLS**

William Hanson, Director of Business Services

Host Site Representative Name

  
Host Site Representative Signature

8/18/11  
Date

Denise Clairmont, Principal

Site Coordinator Name

  
Site Coordinator Signature

8/22/11  
Date

Deb Devaney

Site Supervisor Name

  
Site Supervisor Signature

8/26/11  
Date

**B. MINNESOTA ALLIANCE WITH YOUTH**

Sarah Dixon

Chief Executive Officer

  
Chief Executive Officer signature

8/26/11  
Date



Engagement. Voice. Success.



## Host Site Agreement AmeriCorps Promise Fellows

<b>Name of Host Site:</b> Duluth Public Schools - East High School	<b>Total # of Fellows:</b> 2
<b>Lead Contact Name:</b> Bill Gronseth	<b>Email:</b> William.Gronseth@duluth.k12.mn.us

The purpose of this agreement is to establish the basic parameters of relationship between Promise Fellow Host Site and the Minnesota Alliance With Youth for the 2011-2012 program year.

*Please complete this agreement and fax/mail to the Alliance Offices (651-528-8588).*

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### General Information

The Minnesota Alliance With Youth (the Alliance) is the leading convener, collaborator and capacity-builder for youth development in Minnesota. Our mission is to ignite the spark in all young people to become actively engaged, develop strong voices, and acquire the skills needed for success in school, work, and life.

In order to ensure all youth achieve success in school, work, and life, we focus on four strategies: 1) strengthening youth success in school and learning, 2) increasing youth contribution through service & leadership opportunities, 3) developing and magnifying youth voice, and 4) promoting collaboration and innovation. As a leading affiliate of America's Promise Alliance, we actively participate in the Grad Nation movement, a national effort to end the high school dropout crisis and prepare young people for college and the 21<sup>st</sup> century workforce. We believe AmeriCorps Promise Fellows can be part of Minnesota's long-term strategy to address our graduation crisis by providing data-driven, evidenced-based supports to youth in grades 6-10.

### Key Players

- Minnesota Alliance With Youth is responsible for statewide program management.
- Duluth Public Schools (DPS) is the fiscal host for the Alliance.
- ServeMinnesota is the funder for the Promise Fellows, providing federal and state AmeriCorps funding to the Alliance to operate the program.
- Host Site: is the organization/school/district/agency who will lead the efforts to support and ensure all Alliance and AmeriCorps requirements are met by their AmeriCorps Promise Fellows. The Host Site may be an individual organization looking to create or strengthen



partnerships with one or more schools and one or more community-based organizations to increase the number of youth served.

- **Host Community:** Host Communities refers to a cluster of organizations and schools within a neighborhood, town, city, county or region that are ready to create or deepen their school-community partnership and intensify their school-reform efforts. They may apply to host clusters of 2 or more Promise Fellows across several organizations. These organizations and school(s) commit to providing integrated wrap-around support to identified groups of youth. The goal of the Host Community model is to avoid duplication and allow for more effective sharing of information and resources to support youth in and out of school. Each Host Community must identify their lead contact along with the supervisor(s) for the Promise Fellow(s).

**Please complete this agreement and fax/mail to the Alliance Offices (651-528-8588).**

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## **Host Site Expectations**

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### **I. ROLE**

The Host Site provides both the location and support for AmeriCorps members (also known as **AmeriCorps Promise Fellows** or simply, members). Host sites provide space for members to perform their service as well as provide direct supervision and coaching for the members.

### **II. WHO PLAYS THE PART**

Administration and staff of the Host Site.

### **III. RESPONSIBILITIES**

The Host Site will be responsible for the following:

#### **A. Commitment to Addressing our Dropout Crisis & Academic Achievement Gap in Minnesota**

The Host Site agrees to make a commitment to fight the dropout crisis in their home community. The backgrounds of youth at-risk of dropping out are also mirrored in Minnesota's growing academic achievement gap, one of the largest in the nation. The Minnesota Alliance With Youth joins with schools and public and private non-profit community organizations across Minnesota to strengthen the community's ability to address the dropout crisis & academic achievement gap through national service; to develop leaders with a lifelong commitment to an ethic of service; and to build a system of community service that involves community-wide collaboration with and for youth. In particular, the Alliance Promise Fellows use data driven, multi-tiered, evidence-based best practices to support youth who are falling behind and not on track to graduate on time. Fellows, along with their host sites, are working to provide the right support to the right youth at the right time.

The Alliance AmeriCorps Promise Fellows are currently funded by Federal AmeriCorps and ServeMinnesota (including State funding through the National Service Trust Act and Minnesota AmeriCorps Innovation Fund legislation). Host Sites must be recognized as a school or public or private non-profit organization or institution, having been in official existence for at least one year. Host Sites must clearly identify how a member will address unmet needs through capacity building and direct service activities in the priority areas identified and have a strong commitment to the framework of the Five Promises and the Grad Nation Movement in Minnesota.

**B. Overview of AmeriCorps Promise Fellow Service**

Each Promise Fellow follows a position description, which was submitted with the Site's Application to host a Fellow. The Position Description provides an outline of proposed service activities.

For Fellows serving at School and Community-Based Organization Sites, they work towards the following goals:

- Coordinate programs and volunteers so that at least 30 youth (approx. 6<sup>th</sup> – 10<sup>th</sup> graders) will demonstrate improvement in the grades in core academic subjects (math, reading); improve attendance; decrease behavioral referrals.
- Engage youth, specifically those on the Focus List, in at least 20 hours of civic engagement activities during the year.
- Recruit and/or support community volunteers to give 30 hours (appx) to support youth; volunteers, including family members, work with youth participants in areas such as mentoring, tutoring, civic engagement, and college/career exploration.

For Fellows serving at Statewide Organizations, they work towards the following goals:

- Build the capacity of their host organization to support schools and communities in addressing the achievement gap, graduation and dropout prevention efforts (for example, by researching best practices, developing programs, building relationships, etc.)
- Develop a plan with their supervisor to share organizational resources with local communities and sites. Examples include training/expertise/written resources on youth development, civic engagement, and volunteer retention.

**C. Provide Host Site Cash Match –\$6,500 per Fellow**

1. Host Sites will be required to provide Duluth Public Schools/Minnesota Alliance With Youth with the appropriate cash match of \$6,500 per Fellow. The Cash Match is determined by the number of Fellows hosted at a particular site.
2. The cash match is due within thirty days of the beginning of the program year (due date: September 15<sup>th</sup>). However, sites may choose to pay half of the cash match by September 15<sup>th</sup> and the other half of the cash match by March 15<sup>th</sup> of the program year, if arrangements are made in writing to the Alliance staff prior to September 15<sup>th</sup>.
3. ***There will be no refunds if a member decides to end his/her term of service early for whatever reason (ex. for compelling reasons or for cause) after 2 months.*** Before that time, arrangements will be reviewed on a case-by-case basis. ***Please note:*** there is the possibility to rehire if the Fellow has served less than 30% of their hours. This will be determined on a case by case basis.
4. The Minnesota Alliance With Youth is a federally funded program through the Corporation for National and Community Service. Federal dollars are typically not allowed to be used as cash match for another federal grant without prior certification. If you are using federal dollars as match, you will be required to provide written authorization from your grantee giving authorization to do so.

***Please sign and initial the following statement:***

WCH I have read and understand the provisions regarding the Host Site Cash Match

Signed by Organizational Representative: \_\_\_\_\_

WCHanson

**D. AmeriCorps service environment**

The Host Site agrees to provide the member with a suitable service environment:

- ❑ **Non-displacement:** At no time should an AmeriCorps Promise Fellow (also known as a member) be used to displace an employee or paid position.
- ❑ **Meaningful Service:** Members service should focus on capacity building and other meaningful service activities. Appropriate activities for members are outlined in each member's position description. In addition, the Host Site agrees to monitor the Fellow's service so that members do not engage in prohibited or inappropriate service activities (see list of prohibited activities for details). Examples of inappropriate direct service may include food preparation, classroom substitutes, office photocopying, answering phones, running errands, etc.
- ❑ **Safe environment:** Provide the member with a safe service environment. Provide training and details on health and safety procedures specific to host site environment.
- ❑ **Computer access:** Provide the Fellow access to a computer with Internet for Alliance related purposes (i.e. checking e-mail, using Alliance online reporting systems, using the Alliance website, etc.) Provide a school/organization email address to ensure prompt communication with school and Alliance staff, if possible.
- ❑ **Work space:** Provide reasonable space, technology and materials for the member to fulfill his or her responsibilities. This includes a desk, phone, computer, access to office supplies, access to a copy machine, etc.
- ❑ **Provide mileage reimbursement:** Provide member appropriate mileage reimbursement for required Alliance/AmeriCorps meetings as well as reimbursement for other required expenses incurred by member while conducting Host Site related work (ex. bus/parking pass reimbursement, reimbursement for supplies, etc). The rate and process for member's receiving reimbursement is determined by the site.
- ❑ **Insurance:** Sites must provide liability insurance that covers the Promise Fellow while performing **ALL** duties assigned by the site. While the Alliance covers workers compensation claims for the Fellow(s), the site is expected to cover the Fellow while they are serving. A copy of the insurance must be made available upon request.

*Please sign and initial the following statement:*

WCH have read and understand the provisions regarding the Host Site Insurance Requirement.

Signed by Organizational Representative: \_\_\_\_\_

*WCHanson*

**E. Staff support**

The Host Site agrees to fill the following roles to support the member:

- ❑ **Site supervisor:** Assign a staff person(s) who provides daily, regular, ongoing supervision to the member(s); may approve timesheets and progress reports.
- ❑ **Site Coordinator:** Assign a staff member who helps the Fellow in accessing and analyzing data regarding students in the cohort; may support the completion of progress reports and other evaluation requirements.
- ❑ **Lead Contact:** A staff person who serves as the main contact for the Alliance program staff. This person will be the link between Alliance program staff and the Host Site and be charged with completing all required paperwork (including progress reports, timesheets, fulfilling host site cash match requirements, etc).

- ❑ **Youth Success Team:** The Youth Success Team refers to the school personnel and community partners identified on the MOU who will provide support and assistance in getting the right supports to the right students at the right time. Examples: School Social Worker, Family Liaison, Community Education, 4-H Extension, Girl Scouts, Boys & Girls Clubs, etc.

**Please note:** These positions do not necessarily need to be three different people. Some sites have found it helpful to separate out who provides direct, daily support to the member from who is in charge of the reporting functions.

#### **F. Member Recruitment**

The Host Site agrees to take the lead in member recruitment in its local community. It is the responsibility of the Host Site to ensure its complete MSY (member service year) award is filled – reaching a 100% enrollment rate.

There exists no guarantee of successful placement of a member at a Host Site. If the agency does not fulfill a 100% enrollment rate, this will be taken into consideration if the agency re-applies for the program the following year. The goal is to have each Promise Fellow slot filled by August 1st. Members may begin accruing hours once they have successfully completed the enrollment process (including submitting eligibility documents, passing background check including FBI finger printing, and completing a member agreement).

#### **G. Member Selection Process**

The Host Site agrees to work jointly with Alliance staff in interviewing, selecting, and placing AmeriCorps Promise Fellows with host sites. Please note that the Alliance MUST complete a final interview with the potential Fellow before an offer can be made. The Minnesota Alliance With Youth is an equal opportunity employer and is committed to recruiting and engaging individuals without regard to disability, gender, race, religion or sexual orientation. In addition, sites must commit to recruiting a diverse, qualified pool of applicants. Please note that accommodations must be made available to all qualified applicants and members. The Alliance partners with host sites to achieve our goal of 100% retention of Promise Fellows.

**Please Note:** *The Host Site may not hire an AmeriCorps member as a staff person during his or her term of service, if doing so would not allow the member to fulfill his or her responsibilities as an AmeriCorps member.*

#### **H. On-Site Member Training and Support**

The Host Site agrees to provide training for its Promise Fellow:

- ❑ **Staff Training:** The Host Site will invite all AmeriCorps members to participate in any relevant on-site training and staff meetings. Promise Fellows may record this time towards their service hours.
- ❑ **Coordinating Member Hours:** The Host Site will be responsible for coordinating the service component and service-readiness training of member service which will be no less than 1725 hours, served Monday – Friday and optional weekends and evenings.
- ❑ **Member's Term of Service:** The member's term of service with the Program begins on August 15, 2011. The member will begin service at their placement site on or before that date (Approximately). The planned last date for service is August 14, 2012. These dates can only be altered under extreme circumstances and only once

arrangements are agreed upon, in writing, by the program, site, and member. The Host Site is responsible for providing orientation, service specific training, supervision, direction, evaluation and organization of the site service activities performed by the member during this time.

I. Evaluation

- The host site agrees to complete all program evaluation requirements including weekly data collection, monthly progress reports, mid-year and end of the year member performance evaluations and other evaluation requirements that may be requested by the Alliance throughout the year (ex. program feedback surveys, recruiting surveys, etc). All evaluation procedures and documentation will be provided to the host sites by the Alliance.
- The Host Site commits to monitoring the Fellow in tracking & completing **Monthly Progress Reports** to ensure program is aligned with evaluation goals. They will assist Fellow in maintaining and collecting data on a **weekly** basis (ex. grades/NWEA, attendance, behavioral referrals, etc). In addition, the host site will support the Fellow and Site Coordinator in using data to identify students for Focus Lists.

J. **Member Unemployment Insurance and Support** – Please note that AmeriCorps members are not eligible for Unemployment insurance and may not make claims for support.

Pursuant to the AmeriCorps Provisions, Section B.11.div. (page 25) "The U.S. Department of Labor ruled on April 20, 1995 that federal unemployment compensation law does not require coverage for members because no employer-employee relationship exists." In the National and Community Service Trust Act of 1993, Congress included the following provision: "(B) RULE. A participant shall not be considered to be an employee of the program in which the participant is enrolled." 42 U.S.C. 12511(17) (B). *Therefore, an AmeriCorps participant is not an employee of the program for purposes of the Fair Labor Standards Act.*

Further, Minnesota Economic Security law, Section 268.04 Subd. 12 (10) (d). provides that the term "employment" does not apply to service performed (d)"as part of an unemployment work relief or work training program assisted or financed in whole or in part by any federal agency or an agency of a state of political subdivision thereof, by an individual receiving such work relief or work training." The provision applies to participants who perform the services for the state of Minnesota or an instrumentality of the state, including a charitable or educational organization.

*Therefore, according to the provisions and laws stated above, the member and host site understands that they are not eligible to receive unemployment compensation benefits from their AmeriCorps term of service, regardless of exit status.*

Please sign and initial the following statement:

WCH I have read and understand the provisions regarding Member Unemployment Benefits.

Signed by Organizational Representative: \_\_\_\_\_

WCHanson

## **Site Coordinator Responsibilities**

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### **I. ROLE**

The Site Coordinator acts as the key contact person regarding access to data and information related to the students on the Focus List. He/she may or may not be the direct supervisor of the Fellow.

### **II. WHO PLAYS THE PART**

The Site Coordinator should be a full or part-time staff member placed within a school who will be able to provide 4-6 hours per week to review weekly student data using the early warning indicators (less than 80% attendance, one or more behavior referrals, or poor course performance in English or Math) and identify youth who are heading off track.

### **III. RESPONSIBILITIES**

Site Coordinators are responsible for the following functions:

- A. **Data Access:** The Site Coordinator gathers and tracks student data on a weekly basis using the early warning indicators which is used to identify students on the Fellow's Focus List. The Site Coordinator will share this information with the Fellow(s).
- B. **Youth Success Team Meetings:** The Site Coordinator convenes a weekly meeting with the Fellow(s) and the Youth Success Team consisting of Promise Fellows, teachers, school social workers, school personnel and community members who use data to determine appropriate interventions for each youth and monitor participant involvement and improvement over time.
- C. **Progress Reporting:** Assist the Promise Fellow in completing monthly progress reports by providing timely, accurate information regarding students on the Focus List.

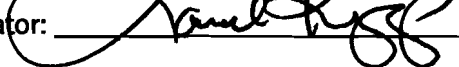
### **IV. ADDITIONAL DUTIES**

- To participate fully as a partner of Minnesota Alliance With Youth by attending planning meetings, trainings, special events, and other activities as appropriate;
- To attend regularly scheduled site coordinator and site supervisor meetings (appx. 3 per year);
- To encourage and support member efforts to develop and implement collaborative programs involving other member(s) and Host Site(s) to address community needs.

Name of Site Coordinator: LAURIE KNAPP

Please sign and date the following statement:

X I understand and will fulfill the responsibilities of the Site Coordinator Role.

Signature of Site Coordinator: 

## **Site Supervisor Responsibilities**

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### **I. ROLE**

The site supervisor will provide direct supervision to the AmeriCorps Promise Fellow.

### **II. WHO PLAYS THE PART**

The site supervisor is a staff person who will be able to provide the most direct supervision to the member. Principals are strongly encouraged to assign another staff member (ex. School social worker, counselor, dean of students) to fulfill this responsibility.

Note: An AmeriCorps member cannot serve as a site supervisor to another member.

### III. RESPONSIBILITIES

Site supervisors are responsible for the following Alliance functions:

#### A. Support & Collaborate with the Alliance

- To participate fully as a partner of Minnesota Alliance With Youth by attending planning meetings, trainings, special events, displaying Alliance Promise Fellows/AmeriCorps signage, and other activities as appropriate;
- To ensure that the host site follows through on the program design and works to meet each performance measure as outlined in the Host Site Application.
- To attend regularly scheduled host site supervisor meetings (appx. 3 per year).
- To participate in regularly scheduled site visits (2 per year, appx.)
- To encourage and support member efforts to develop and implement collaborative programs involving other member(s) and Host Site(s) to address community needs;
- To communicate regularly with the Alliance staff and notify them immediately if a member is in violation of their member agreement.

#### B. Initial Duties

The site supervisor is responsible for the following at the start of the program year:

- **Site Supervisor Orientation:** The site supervisor will attend the Site Supervisor Orientation facilitated by Alliance staff to understand the supervisor role and the member's role in the program. This will be held regionally during the spring/summer.
- **Member orientation:** The site supervisor will orient the member to the Host Site organization, including the Youth Success team. Topics should include but not be limited to mission, structure, expectations, space, staff, resources for support, personnel policies, and procedures, etc. Supervisors are expected to attend one day of the member orientation which is typically within the first month of service.

#### C. Ongoing Duties

The site supervisor will perform the following duties on an ongoing basis:

- **Supervision and support:** Provide daily supervision and support to the member. Maintain an environment that will allow the member to feel valued and part of the team. Maintain open lines of communication with the Promise Fellow, Alliance staff, and organization staff in relation to the member's role and performance.
- **Communicate Regularly with the Alliance:** To provide and maintain supervision and open communications with member and Alliance staff;
  - i. **Mediation & Progressive Discipline Process:** The site supervisor will work closely with the Alliance if disciplinary action is needed or if the member's service activities need to be accommodated for any reason. The Site Supervisor understands that he/she will notify the Alliance immediately of any problems or concerns with the member or their service (Staff and other resources are available to assist in resolving such challenges). The Site

Supervisor will include Alliance in the development of any action plan designed to improve and/or correct the performance of the member;

- ❑ **Member Training:** To provide member on-the-job training and involve the member in appropriate staff meetings, retreats, and training events; AmeriCorps members are expected to adhere to Host Site policies regarding such issues as confidentiality, safety, classroom participation, discipline, etc.
  - ❑ **Member Development:** To allow and positively support member development during the week for on-site AmeriCorps related research, reporting and evaluative activities, off-site training, education and other relevant meetings or activities. **The Site Supervisor will provide the Fellow with support and time to attend Alliance-required retreats and monthly meetings as outlined on the program calendar and updated throughout the year.** The Site Supervisor understands that this will mean the Fellow(s) will occasionally be absent from the site and will need to be released from their site to attend required Alliance meetings.
  - ❑ To develop service activities with member throughout the service year allowing for leadership development opportunities;
  - ❑ To understand if for any reason the member withdraws or is released from the Host Site or the MN Alliance With Youth there exists no guarantee of the assignment of another member; Please contact Alliance staff to determine if your site is eligible to refill your Promise Fellow slot.
  - ❑ To report any injuries that a member obtained while providing AmeriCorps service hours at the partner site. Contact Alliance staff for information on how to report an injury within 24 hours of the incident.
- D. Time sheet verification:** The site supervisor will be responsible for working with the member to coordinate and verify the member's service hours each week using the AmeriCorps and Alliance online system called OnCorps. This includes approving all timesheets on a regular and timely basis. **Failure to do so could result in the member's living allowance being held until all timesheets are approved.**
- E. Evaluation**  
Site Supervisors commits to supporting the Fellow and site coordinator in completing all evaluation requirements.
- ❑ **Monthly Progress Reports:** Supervisors will assist the member in completing monthly progress reports during the course of the year along with tracking student data on a weekly basis. These reports help establish measures for evaluation of member service impact and communicate with the Alliance concerning development and attainment of those measures and impact. Supervisors work **with** the member to complete the required Alliance progress reports. The reports will include tracking the quantitative progress of students on the focus list on a **weekly basis** (using the early warning indicators) along with narrative sections reporting on the Fellow's personal and professional growth. Reports will be submitted using the OnCorps system.
  - ❑ **Member performance evaluations:** The member performance evaluation provides an opportunity for site supervisors to evaluate the member's strengths and areas for growth. This evaluation is due in January and again in June. It is an AmeriCorps requirement that the host site completes an evaluation for each member. **Failure to complete the documents could lead to the Fellow not receiving their Education**



Award. A copy of the most current evaluation form is available on the OnCorps website under resources or may be obtained from Alliance staff. Sites may use the form throughout the member's term of service but only need to submit the documents at the mid-point and end of the year.

Name of Site Supervisor: LAURIE KNAPP

Please sign and date the following statement:

I understand and will fulfill the responsibilities of the Site Supervisor Role.

Signature of Site Supervisor: 

## **Minnesota Alliance With Youth Responsibilities**

### **I. ROLE**

The Minnesota Alliance With Youth (the Alliance) serves as the host for the AmeriCorps Promise Fellows with Duluth Public Schools serving as the fiscal host. The Alliance is also responsible for the supervision of the program statewide. This includes member management, site management, fiscal and programmatic reporting, and compliance with all AmeriCorps provisions and regulations.

### **II. WHO PLAYS THE PART**

All Alliance staff work with Promise Fellows and host sites. For contact information, visit our website at [www.mnyouth.net](http://www.mnyouth.net).

### **III. RESPONSIBILITIES**

Alliance staff are responsible for the following:

#### **A. Member Recruitment**

Alliance staff will conduct broad-based, statewide recruitment. The Alliance will develop recruitment materials to distribute to Host Sites for their local recruitment efforts. The Alliance will accept applications and forward applicants to the Host Sites during the interview process. Once a final candidate is selected, the Alliance will interview the applicant and also will need to have on file a copy of his/her AmeriCorps application, including references.

#### **B. Member Selection Process**

Alliance program staff will work in conjunction with the partnering the Host Site in interviewing, selecting and placing AmeriCorps members.

*The Minnesota Alliance With Youth staff reserves the right to make the final decision regarding the selection of AmeriCorps members.*

As part of the screening process of applicants, the Alliance staff will conduct state and county criminal background checks on applicants prior to their official acceptance into the program. The Alliance reserves the right to disqualify a member for not disclosing past criminal history on the application or for not clearing the background check. At the request of the Host Site (in writing) and with permission from the member in writing, the Alliance will share the results of an applicant's criminal FBI background check, which includes fingerprinting.

## Prohibited Activities for AmeriCorps Members

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- Attempting to influence legislation
- Organizing or engaging in protests, petitions, boycotts, or strikes.
- Assisting, promoting or deterring union organizing.
- Impairing existing contracts for services or collective bargaining agreements.
- Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
- Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
- Engaging in religious instruction; conducting worship services; providing instruction as part of a Program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious prostylization.
- Providing a direct benefit to:
  - A for-profit entity;
  - A labor union;
  - A partisan political organization;
  - An organization engaged in the religious activities described in the preceding subclause, unless Grant funds are not used to support the religious activities; or
  - A nonprofit entity that fails to comply with the restrictions contained in section 501(c)(3) of U.S. Code Title 26.
- Fund-raising in the following ways:
  - Raising funds for his or her living allowance.
  - Raising funds for an organization's operating expenses or endowment.
  - Writing grant applications for AmeriCorps funding or for any other funding provided by the Corporation for National and Community Service.
  - Writing grant applications for funding provided by any other federal agencies.
- Voter registration drives by AmeriCorps members is an unacceptable service activity. In addition, Corporation funds may not be used to conduct a voter registration drive.
- Other activities as the Corporation determines will be prohibited, upon notice to the Grantee.
- Note:** Individuals may exercise their rights as private citizens and may participate in the above activities on their initiative, on non-AmeriCorps time, and using non-Corporation funds. The AmeriCorps logo should not be worn while doing so.

## Non-Displacement Policy

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**Prohibition on Displacing an Employee or a Position.** The Grantee (the Alliance) may not displace an employee or position, including partial displacement such as reduction in hours, wages or employment benefits, as a result of the use by such employer (Host Site) of an AmeriCorps Promise Fellow.

**Prohibition on Displacing a Volunteer.** The Grantee (the Alliance) may not displace a volunteer, including partial displacement such as reducing a volunteer's hours, by using an AmeriCorps member.

**Prohibition on Promotional Infringement.** The Grantee (the Alliance) may not create a community service opportunity that will infringe in any manner on the promotional opportunity of an employed individual.

**Prohibition on Displacing Employee Services, Duties or Activities.** An AmeriCorps Promise Fellow may not perform any services or duties, or engage in activities that would otherwise be performed by an employee, as part of the assigned duties of such employee.

**Prohibition on Supplanting, Hiring or Infringing on Recall Rights.** A Promise Fellow may not perform any services or duties, or engage in activities, that:

- a) will supplant the hiring of employed workers; or
- b) are services, duties or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.

**Other Prohibitions.** An AmeriCorps member may not perform services or duties that have been performed by or were assigned to any:

- a. Currently employed worker;
- b. Employee who recently resigned or was discharged;
- c. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
- d. Employee who is on leave (terminal, temporary, vacation, emergency or sick); or
- e. Employee who is on strike or is being locked out.

## **Non-Discrimination & Sexual Harassment Policy**

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The Minnesota Alliance With Youth does not discriminate in program admission based on race, color, sexual orientation, military discharge, sex, national origin, age, disability, or any other characteristic unrelated to the ability to perform the essential functions or basic tenets of the Alliance, or any bona fide occupational qualifications.

It is unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint to the attention of the Corporation for National and Community Service. If you believe that you or others have been discriminated against, or if you want more information, contact:

Minnesota Alliance With Youth  
2233 University Ave W  
Suite 235  
St. Paul, MN 55114

or

Office of Civil Right and Inclusiveness, Corporation for National and Community Service  
1201 New York Avenue, NW  
Washington, D.C. 20525  
(202) 606-7503 (voice); (202) 565-2799 (TTY); eo@cns.gov (e-mail)

The Alliance makes every effort to ensure that its host sites have similar non-discrimination policies. Members with questions or concerns about any type of discrimination in their service host site are encouraged to bring these issues to the attention of their immediate supervisor, superior, and/or Alliance staff. If the host site is found to be engaging in such activities, removal of current member(s) and denial of future members at that agency may result.

Discrimination on the part of fellow Alliance staff, members and host sites will also not be tolerated. Anyone found to be engaging in any type of unlawful or harassing discrimination will be subject to

disciplinary action, up to and including dismissal from the program. The Alliance will not tolerate harassment of any kind. Harassment includes threatening or insinuating that the refusal to submit to sexual advances will adversely affect admission or program benefits. Harassment may also include conduct such as unwanted sexual flirtation or touches; abusive or degrading language; graphic or suggestive comments; or displaying inappropriate objects or pictures. Any member who believes that he or she has been subject to harassment of any kind, or who has knowledge about harassment of others, should report the harassment to an immediate supervisor, superior, and/or Alliance program staff. Any member who is found to have engaged in harassment will be subject to appropriate discipline, up to and including expulsion from the Minnesota Alliance With Youth Promise Fellows.

## CERTIFICATION

This site agreement serves as a binding contract between the Host Site and the Minnesota Alliance With Youth for the 2011-2012 program year. The terms of this agreement will end on August 14, 2012.

Amendments to this agreement can be made only with the consent of both parties and shall be done in writing.

I understand that failure to fulfill the responsibilities outlined in this agreement will be noted during the year. Failure to fulfill responsibilities outlined in this agreement will become part of the selection criteria in the re-application process for selecting sites and awarding members for the following program year. Failure to comply with this agreement could result in immediate removal of the Fellow from the Host Site.

*The Alliance reserves the right to make adjustments to this agreement as needed.*

By signing this agreement, I acknowledge that I have read, understand and agree to all terms and conditions of this agreement.

**A. NAME OF HOST SITE DULUTH PUBLIC SCHOOLS**

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William Hanson, Director of Business Services

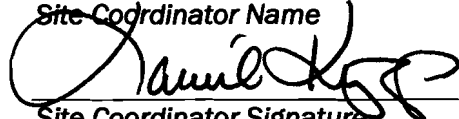
Host Site Representative Name

  
Host Site Representative Signature

8/18/11  
Date

Laurie Knapp, Principal

Site Coordinator Name

  
Site Coordinator Signature

08/22/11  
Date

Laurie Knapp, Principal

Site Supervisor Name

  
Site Supervisor Signature

08/22/11  
Date

**B. MINNESOTA ALLIANCE WITH YOUTH**

Sarah Dixon

Chief Executive Officer

  
Chief Executive Officer signature

8/26/11  
Date



Engagement. Voice. Success.



## Host Site Agreement AmeriCorps Promise Fellows

<b>Name of Host Site:</b> Duluth Public Schools - Denfeld High School	<b>Total # of Fellows:</b> 2
<b>Lead Contact Name:</b> Bill Gronseth	<b>Email:</b> William.Gronseth@duluth.k12.mn.us

The purpose of this agreement is to establish the basic parameters of relationship between Promise Fellow Host Site and the Minnesota Alliance With Youth for the 2011-2012 program year.

*Please complete this agreement and fax/mail to the Alliance Offices (651-528-8588).*

Key Players .....	1
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### General Information

The Minnesota Alliance With Youth (the Alliance) is the leading convener, collaborator and capacity-builder for youth development in Minnesota. Our mission is to ignite the spark in all young people to become actively engaged, develop strong voices, and acquire the skills needed for success in school, work, and life.

In order to ensure all youth achieve success in school, work, and life, we focus on four strategies: 1) strengthening youth success in school and learning, 2) increasing youth contribution through service & leadership opportunities, 3) developing and magnifying youth voice, and 4) promoting collaboration and innovation. As a leading affiliate of America's Promise Alliance, we actively participate in the Grad Nation movement, a national effort to end the high school dropout crisis and prepare young people for college and the 21<sup>st</sup> century workforce. We believe AmeriCorps Promise Fellows can be part of Minnesota's long-term strategy to address our graduation crisis by providing data-driven, evidenced-based supports to youth in grades 6-10.

### Key Players

- Minnesota Alliance With Youth is responsible for statewide program management.
- Duluth Public Schools (DPS) is the fiscal host for the Alliance.
- ServeMinnesota is the funder for the Promise Fellows, providing federal and state AmeriCorps funding to the Alliance to operate the program.
- Host Site: is the organization/school/district/agency who will lead the efforts to support and ensure all Alliance and AmeriCorps requirements are met by their AmeriCorps Promise Fellows. The Host Site may be an individual organization looking to create or strengthen

partnerships with one or more schools and one or more community-based organizations to increase the number of youth served.

- **Host Community:** Host Communities refers to a cluster of organizations and schools within a neighborhood, town, city, county or region that are ready to create or deepen their school-community partnership and intensify their school-reform efforts. They may apply to host clusters of 2 or more Promise Fellows across several organizations. These organizations and school(s) commit to providing integrated wrap-around support to identified groups of youth. The goal of the Host Community model is to avoid duplication and allow for more effective sharing of information and resources to support youth in and out of school. Each Host Community must identify their lead contact along with the supervisor(s) for the Promise Fellow(s).

***Please complete this agreement and fax/mail to the Alliance Offices (651-528-8588).***

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## **Host Site Expectations**

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### **I. ROLE**

The Host Site provides both the location and support for AmeriCorps members (also known as AmeriCorps *Promise Fellows* or simply, members). Host sites provide space for members to perform their service as well as provide direct supervision and coaching for the members.

### **II. WHO PLAYS THE PART**

Administration and staff of the Host Site.

### **III. RESPONSIBILITIES**

The Host Site will be responsible for the following:

#### **A. Commitment to Addressing our Dropout Crisis & Academic Achievement Gap in Minnesota**

The Host Site agrees to make a commitment to fight the dropout crisis in their home community. The backgrounds of youth at-risk of dropping out are also mirrored in Minnesota's growing academic achievement gap, one of the largest in the nation. The Minnesota Alliance With Youth joins with schools and public and private non-profit community organizations across Minnesota to strengthen the community's ability to address the dropout crisis & academic achievement gap through national service; to develop leaders with a lifelong commitment to an ethic of service; and to build a system of community service that involves community-wide collaboration with and for youth. In particular, the Alliance Promise Fellows use data driven, multi-tiered, evidence-based best practices to support youth who are falling behind and not on track to graduate on time. Fellows, along with their host sites, are working to provide the right support to the right youth at the right time.

The Alliance AmeriCorps Promise Fellows are currently funded by Federal AmeriCorps and ServeMinnesota (including State funding through the National Service Trust Act and Minnesota AmeriCorps Innovation Fund legislation). Host Sites must be recognized as a school or public or private non-profit organization or institution, having been in official existence for at least one year. Host Sites must clearly identify how a member will address unmet needs through capacity building and direct service activities in the priority areas identified and have a strong commitment to the framework of the Five Promises and the Grad Nation Movement in Minnesota.

**B. Overview of AmeriCorps Promise Fellow Service**

Each Promise Fellow follows a position description, which was submitted with the Site's Application to host a Fellow. The Position Description provides an outline of proposed service activities.

For Fellows serving at School and Community-Based Organization Sites, they work towards the following goals:

- Coordinate programs and volunteers so that at least 30 youth (approx. 6<sup>th</sup> – 10<sup>th</sup> graders) will demonstrate improvement in the grades in core academic subjects (math, reading); improve attendance; decrease behavioral referrals.
- Engage youth, specifically those on the Focus List, in at least 20 hours of civic engagement activities during the year.
- Recruit and/or support community volunteers to give 30 hours (appx) to support youth; volunteers, including family members, work with youth participants in areas such as mentoring, tutoring, civic engagement, and college/career exploration.

For Fellows serving at Statewide Organizations, they work towards the following goals:

- Build the capacity of their host organization to support schools and communities in addressing the achievement gap, graduation and dropout prevention efforts (for example, by researching best practices, developing programs, building relationships, etc.)
- Develop a plan with their supervisor to share organizational resources with local communities and sites. Examples include training/expertise/written resources on youth development, civic engagement, and volunteer retention.

**C. Provide Host Site Cash Match –\$6,500 per Fellow**

1. Host Sites will be required to provide Duluth Public Schools/Minnesota Alliance With Youth with the appropriate cash match of \$6,500 per Fellow. The Cash Match is determined by the number of Fellows hosted at a particular site.
2. The cash match is due within thirty days of the beginning of the program year (due date: September 15<sup>th</sup>). However, sites may choose to pay half of the cash match by September 15<sup>th</sup> and the other half of the cash match by March 15<sup>th</sup> of the program year, if arrangements are made in writing to the Alliance staff prior to September 15<sup>th</sup>.
3. ***There will be no refunds if a member decides to end his/her term of service early for whatever reason (ex. for compelling reasons or for cause) after 2 months.*** Before that time, arrangements will be reviewed on a case-by-case basis. ***Please note:*** there is the possibility to rehire if the Fellow has served less than 30% of their hours. This will be determined on a case by case basis.
4. The Minnesota Alliance With Youth is a federally funded program through the Corporation for National and Community Service. Federal dollars are typically not allowed to be used as cash match for another federal grant without prior certification. If you are using federal dollars as match, you will be required to provide written authorization from your grantee giving authorization to do so.

***Please sign and initial the following statement:***

WCH ***I have read and understand the provisions regarding the Host Site Cash Match***

**Signed by Organizational Representative:** \_\_\_\_\_

*WCHanson*



**D. AmeriCorps service environment**

The Host Site agrees to provide the member with a suitable service environment:

- Non-displacement:** At no time should an AmeriCorps Promise Fellow (also known as a member) be used to displace an employee or paid position.
- Meaningful Service:** Members service should focus on capacity building and other meaningful service activities. Appropriate activities for members are outlined in each member's position description. In addition, the Host Site agrees to monitor the Fellow's service so that members do not engage in prohibited or inappropriate service activities (see list of prohibited activities for details). Examples of inappropriate direct service may include food preparation, classroom substitutes, office photocopying, answering phones, running errands, etc.
- Safe environment:** Provide the member with a safe service environment. Provide training and details on health and safety procedures specific to host site environment.
- Computer access:** Provide the Fellow access to a computer with Internet for Alliance related purposes (i.e. checking e-mail, using Alliance online reporting systems, using the Alliance website, etc.) Provide a school/organization email address to ensure prompt communication with school and Alliance staff, if possible.
- Work space:** Provide reasonable space, technology and materials for the member to fulfill his or her responsibilities. This includes a desk, phone, computer, access to office supplies, access to a copy machine, etc.
- Provide mileage reimbursement:** Provide member appropriate mileage reimbursement for required Alliance/AmeriCorps meetings as well as reimbursement for other required expenses incurred by member while conducting Host Site related work (ex. bus/parking pass reimbursement, reimbursement for supplies, etc). The rate and process for member's receiving reimbursement is determined by the site.
- Insurance:** Sites must provide liability insurance that covers the Promise Fellow while performing ALL duties assigned by the site. While the Alliance covers workers compensation claims for the Fellow(s), the site is expected to cover the Fellow while they are serving. A copy of the insurance must be made available upon request.

*Please sign and initial the following statement:*

WCH I have read and understand the provisions regarding the Host Site Insurance Requirement.

Signed by Organizational Representative: \_\_\_\_\_

WCHanson

**E. Staff support**

The Host Site agrees to fill the following roles to support the member:

- Site supervisor:** Assign a staff person(s) who provides daily, regular, ongoing supervision to the member(s); may approve timesheets and progress reports.
- Site Coordinator:** Assign a staff member who helps the Fellow in accessing and analyzing data regarding students in the cohort; may support the completion of progress reports and other evaluation requirements.
- Lead Contact:** A staff person who serves as the main contact for the Alliance program staff. This person will be the link between Alliance program staff and the Host Site and be charged with completing all required paperwork (including progress reports, timesheets, fulfilling host site cash match requirements, etc).

- ❑ **Youth Success Team:** The Youth Success Team refers to the school personnel and community partners identified on the MOU who will provide support and assistance in getting the right supports to the right students at the right time. Examples: School Social Worker, Family Liaison, Community Education, 4-H Extension, Girl Scouts, Boys & Girls Clubs, etc.

**Please note:** These positions do not necessarily need to be three different people. Some sites have found it helpful to separate out who provides direct, daily support to the member from who is in charge of the reporting functions.

**F. Member Recruitment**

The Host Site agrees to take the lead in member recruitment in its local community. It is the responsibility of the Host Site to ensure its complete MSY (member service year) award is filled – reaching a 100% enrollment rate.

There exists no guarantee of successful placement of a member at a Host Site. If the agency does not fulfill a 100% enrollment rate, this will be taken into consideration if the agency re-applies for the program the following year. The goal is to have each Promise Fellow slot filled by August 1st. Members may begin accruing hours once they have successfully completed the enrollment process (including submitting eligibility documents, passing background check including FBI finger printing, and completing a member agreement).

**G. Member Selection Process**

The Host Site agrees to work jointly with Alliance staff in interviewing, selecting, and placing AmeriCorps Promise Fellows with host sites. Please note that the Alliance MUST complete a final interview with the potential Fellow before an offer can be made. The Minnesota Alliance With Youth is an equal opportunity employer and is committed to recruiting and engaging individuals without regard to disability, gender, race, religion or sexual orientation. In addition, sites must commit to recruiting a diverse, qualified pool of applicants. Please note that accommodations must be made available to all qualified applicants and members. The Alliance partners with host sites to achieve our goal of 100% retention of Promise Fellows.

**Please Note:** *The Host Site may not hire an AmeriCorps member as a staff person during his or her term of service, if doing so would not allow the member to fulfill his or her responsibilities as an AmeriCorps member.*

**H. On-Site Member Training and Support**

The Host Site agrees to provide training for its Promise Fellow:

- ❑ **Staff Training:** The Host Site will invite all AmeriCorps members to participate in any relevant on-site training and staff meetings. Promise Fellows may record this time towards their service hours.
- ❑ **Coordinating Member Hours:** The Host Site will be responsible for coordinating the service component and service-readiness training of member service which will be no less than 1725 hours, served Monday – Friday and optional weekends and evenings.
- ❑ **Member's Term of Service:** The member's term of service with the Program begins on August 15, 2011. The member will begin service at their placement site on or before that date (Approximately). The planned last date for service is August 14, 2012. These dates can only be altered under extreme circumstances and only once

arrangements are agreed upon, in writing, by the program, site, and member. The Host Site is responsible for providing orientation, service specific training, supervision, direction, evaluation and organization of the site service activities performed by the member during this time.

I. Evaluation

- The host site agrees to complete all program evaluation requirements including weekly data collection, monthly progress reports, mid-year and end of the year member performance evaluations and other evaluation requirements that may be requested by the Alliance throughout the year (ex. program feedback surveys, recruiting surveys, etc). All evaluation procedures and documentation will be provided to the host sites by the Alliance.
- The Host Site commits to monitoring the Fellow in tracking & completing **Monthly Progress Reports** to ensure program is aligned with evaluation goals. They will assist Fellow in maintaining and collecting data on a **weekly basis** (ex. grades/NWEA, attendance, behavioral referrals, etc). In addition, the host site will support the Fellow and Site Coordinator in using data to identify students for Focus Lists.

J. Member Unemployment Insurance and Support – Please note that AmeriCorps members are not eligible for Unemployment insurance and may not make claims for support.

Pursuant to the AmeriCorps Provisions, Section B.11.div. (page 25) "The U.S. Department of Labor ruled on April 20, 1995 that federal unemployment compensation law does not require coverage for members because no employer-employee relationship exists." In the National and Community Service Trust Act of 1993, Congress included the following provision: "(B) RULE. A participant shall not be considered to be an employee of the program in which the participant is enrolled." 42 U.S.C. 12511(17) (B). *Therefore, an AmeriCorps participant is not an employee of the program for purposes of the Fair Labor Standards Act.*

Further, Minnesota Economic Security law, Section 268.04 Subd. 12 (10) (d). provides that the term "employment" does not apply to service performed (d)"as part of an unemployment work relief or work training program assisted or financed in whole or in part by any federal agency or an agency of a state of political subdivision thereof, by an individual receiving such work relief or work training." The provision applies to participants who perform the services for the state of Minnesota or an instrumentality of the state, including a charitable or educational organization.

*Therefore, according to the provisions and laws stated above, the member and host site understands that they are not eligible to receive unemployment compensation benefits from their AmeriCorps term of service, regardless of exit status.*

Please sign and initial the following statement:

WCH I have read and understand the provisions regarding Member Unemployment Benefits.

Signed by Organizational Representative: \_\_\_\_\_

WCHanson

## **Site Coordinator Responsibilities**

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### **I. ROLE**

The Site Coordinator acts as the key contact person regarding access to data and information related to the students on the Focus List. He/she may or may not be the direct supervisor of the Fellow.

### **II. WHO PLAYS THE PART**

The Site Coordinator should be a full or part-time staff member placed within a school who will be able to provide 4-6 hours per week to review weekly student data using the early warning indicators (less than 80% attendance, one or more behavior referrals, or poor course performance in English or Math) and identify youth who are heading off track.

### **III. RESPONSIBILITIES**

Site Coordinators are responsible for the following functions:

- A. **Data Access:** The Site Coordinator gathers and tracks student data on a weekly basis using the early warning indicators which is used to identify students on the Fellow's Focus List. The Site Coordinator will share this information with the Fellow(s).
- B. **Youth Success Team Meetings:** The Site Coordinator convenes a weekly meeting with the Fellow(s) and the Youth Success Team consisting of Promise Fellows, teachers, school social workers, school personnel and community members who use data to determine appropriate interventions for each youth and monitor participant involvement and improvement over time.
- C. **Progress Reporting:** Assist the Promise Fellow in completing monthly progress reports by providing timely, accurate information regarding students on the Focus List.

### **IV. ADDITIONAL DUTIES**

- To participate fully as a partner of Minnesota Alliance With Youth by attending planning meetings, trainings, special events, and other activities as appropriate;
- To attend regularly scheduled site coordinator and site supervisor meetings (appx. 3 per year);
- To encourage and support member efforts to develop and implement collaborative programs involving other member(s) and Host Site(s) to address community needs.

Name of Site Coordinator: Ed Crawford

Please sign and date the following statement:

Ed I understand and will fulfill the responsibilities of the Site Coordinator Role.

Signature of Site Coordinator: Ed Crawford

## **Site Supervisor Responsibilities**

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### **I. ROLE**

The site supervisor will provide direct supervision to the AmeriCorps Promise Fellow.

### **II. WHO PLAYS THE PART**

The site supervisor is a staff person who will be able to provide the most direct supervision to the member. Principals are strongly encouraged to assign another staff member (ex. School social worker, counselor, dean of students) to fulfill this responsibility.

*Note: An AmeriCorps member cannot serve as a site supervisor to another member.*

### III. RESPONSIBILITIES

Site supervisors are responsible for the following Alliance functions:

#### A. Support & Collaborate with the Alliance

- To participate fully as a partner of Minnesota Alliance With Youth by attending planning meetings, trainings, special events, displaying Alliance Promise Fellows/AmeriCorps signage, and other activities as appropriate;
- To ensure that the host site follows through on the program design and works to meet each performance measure as outlined in the Host Site Application.
- To attend regularly scheduled host site supervisor meetings (appx. 3 per year).
- To participate in regularly scheduled site visits (2 per year, appx.)
- To encourage and support member efforts to develop and implement collaborative programs involving other member(s) and Host Site(s) to address community needs;
- To communicate regularly with the Alliance staff and notify them immediately if a member is in violation of their member agreement.

#### B. Initial Duties

The site supervisor is responsible for the following at the start of the program year:

- ❑ **Site Supervisor Orientation:** The site supervisor will attend the Site Supervisor Orientation facilitated by Alliance staff to understand the supervisor role and the member's role in the program. This will be held regionally during the spring/summer.
- ❑ **Member orientation:** The site supervisor will orient the member to the Host Site organization, including the Youth Success team. Topics should include but not be limited to mission, structure, expectations, space, staff, resources for support, personnel policies, and procedures, etc. Supervisors are expected to attend one day of the member orientation which is typically within the first month of service.

#### C. Ongoing Duties

The site supervisor will perform the following duties on an ongoing basis:

- ❑ **Supervision and support:** Provide daily supervision and support to the member. Maintain an environment that will allow the member to feel valued and part of the team. Maintain open lines of communication with the Promise Fellow, Alliance staff, and organization staff in relation to the member's role and performance.
- ❑ **Communicate Regularly with the Alliance:** To provide and maintain supervision and open communications with member and Alliance staff;
  - i. **Mediation & Progressive Discipline Process:** The site supervisor will work closely with the Alliance if disciplinary action is needed or if the member's service activities need to be accommodated for any reason. The Site Supervisor understands that he/she will notify the Alliance immediately of any problems or concerns with the member or their service (Staff and other resources are available to assist in resolving such challenges). The Site

Supervisor will include Alliance in the development of any action plan designed to improve and/or correct the performance of the member;

- ❑ **Member Training:** To provide member on-the-job training and involve the member in appropriate staff meetings, retreats, and training events; AmeriCorps members are expected to adhere to Host Site policies regarding such issues as confidentiality, safety, classroom participation, discipline, etc.
  - ❑ **Member Development:** To allow and positively support member development during the week for on-site AmeriCorps related research, reporting and evaluative activities, off-site training, education and other relevant meetings or activities. **The Site Supervisor will provide the Fellow with support and time to attend Alliance-required retreats and monthly meetings as outlined on the program calendar and updated throughout the year.** The Site Supervisor understands that this will mean the Fellow(s) will occasionally be absent from the site and will need to be released from their site to attend required Alliance meetings.
  - ❑ To develop service activities with member throughout the service year allowing for leadership development opportunities;
  - ❑ To understand if for any reason the member withdraws or is released from the Host Site or the MN Alliance With Youth **there exists no guarantee of the assignment of another member;** Please contact Alliance staff to determine if your site is eligible to refill your Promise Fellow slot.
  - ❑ To report any injuries that a member obtained while providing AmeriCorps service hours at the partner site. Contact Alliance staff for information on how to report an injury within 24 hours of the incident.
- D. Time sheet verification:** The site supervisor will be responsible for working with the member to coordinate and verify the member's service hours each week using the AmeriCorps and Alliance online system called OnCorps. This includes approving all timesheets on a regular and timely basis. **Failure to do so could result in the member's living allowance being held until all timesheets are approved.**
- E. Evaluation**  
Site Supervisors commits to supporting the Fellow and site coordinator in completing all evaluation requirements.
- ❑ **Monthly Progress Reports:** Supervisors will assist the member in completing monthly progress reports during the course of the year along with tracking student data on a weekly basis. These reports help establish measures for evaluation of member service impact and communicate with the Alliance concerning development and attainment of those measures and impact. Supervisors work **with** the member to complete the required Alliance progress reports. The reports will include tracking the quantitative progress of students on the focus list on a **weekly** basis (using the early warning indicators) along with narrative sections reporting on the Fellow's personal and professional growth. Reports will be submitted using the OnCorps system.
  - ❑ **Member performance evaluations:** The member performance evaluation provides an opportunity for site supervisors to evaluate the member's strengths and areas for growth. This evaluation is due in January and again in June. It is an AmeriCorps requirement that the host site completes an evaluation for each member. ***Failure to complete the documents could lead to the Fellow not receiving their Education***

Award. A copy of the most current evaluation form is available on the OnCorps website under resources or may be obtained from Alliance staff. Sites may use the form throughout the member's term of service but only need to submit the documents at the mid-point and end of the year.

Name of Site Supervisor: Ed Crawford

Please sign and date the following statement:

Ed I understand and will fulfill the responsibilities of the Site Supervisor Role.

Signature of Site Supervisor: Ed Crawford

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## **Minnesota Alliance With Youth Responsibilities**

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### **I. ROLE**

The Minnesota Alliance With Youth (the Alliance) serves as the host for the AmeriCorps Promise Fellows with Duluth Public Schools serving as the fiscal host. The Alliance is also responsible for the supervision of the program statewide. This includes member management, site management, fiscal and programmatic reporting, and compliance with all AmeriCorps provisions and regulations.

### **II. WHO PLAYS THE PART**

All Alliance staff work with Promise Fellows and host sites. For contact information, visit our website at [www.mnyouth.net](http://www.mnyouth.net).

### **III. RESPONSIBILITIES**

Alliance staff are responsible for the following:

#### **A. Member Recruitment**

Alliance staff will conduct broad-based, statewide recruitment. The Alliance will develop recruitment materials to distribute to Host Sites for their local recruitment efforts. The Alliance will accept applications and forward applicants to the Host Sites during the interview process. Once a final candidate is selected, the Alliance will interview the applicant and also will need to have on file a copy of his/her AmeriCorps application, including references.

#### **B. Member Selection Process**

Alliance program staff will work in conjunction with the partnering the Host Site in interviewing, selecting and placing AmeriCorps members.

*The Minnesota Alliance With Youth staff reserves the right to make the final decision regarding the selection of AmeriCorps members.*

As part of the screening process of applicants, the Alliance staff will conduct state and county criminal background checks on applicants prior to their official acceptance into the program. The Alliance reserves the right to disqualify a member for not disclosing past criminal history on the application or for not clearing the background check. At the request of the Host Site (in writing) and with permission from the member in writing, the Alliance will share the results of an applicant's criminal FBI background check, which includes fingerprinting.

*The Alliance is an equal opportunity employer and is committed to recruiting and engaging individuals without regard to disability, gender, race, religion or sexual orientation.*

**C. Member Training and Events**

The Alliance staff will be responsible for coordinating and sponsoring Promise Fellow trainings and events. Alliance trainings are required for all members. Training occurs monthly. A calendar of training and events is made available at the beginning of the year and is updated as needs arise. In addition, Fellows may be asked to attend in special events which may include evening or weekend attendance. Adequate notice will be given electronically so arrangements can be made.

**D. Member Support**

Alliance program staff will be responsible for providing support to members:

- ❑ **Site visits:** Alliance staff will conduct a minimum of two site visits during the year to check-in with the member in relation to their AmeriCorps service. Site visits will be scheduled by Alliance staff, site supervisor, and the member.
- ❑ **Monitoring program requirements:** the Alliance program staff will monitor and track program requirements, as well as provide support for members as they work to complete these requirements, which include community service, civic engagement, service hours, reporting, etc. Members and sites will report on the grades, attendance, and behavior referral for students identified as being on the Focus List on a regular basis.

Promise Fellows and site supervisors (and site coordinators as needed) will be given access to an online database to monitor the member's progress in completing his or her service hours.

- ❑ **Regular Communication:** Staff will communicate with members and host sites through phone calls, email updates, newsletters, etc to inform partners of upcoming events, training, and other program requirements. Alliance staff also mentor and meet with member, host site and staff to provide additional, informal support, coaching, and problem-solving as needed.

**E. Program Management**

Alliance staff will be responsible for managing the program:

- ❑ **Member personnel file:** Alliance staff maintain a personnel file for each member, which includes pre-service paperwork and eligibility documents required by CNCS and the Duluth Public Schools.
- ❑ **Member Benefits:** Alliance provides monthly living allowance of approximately \$1,000 per month; Health Insurance; Workers Compensation; and FICA.
- ❑ **Time sheets:** Alliance staff will record and track members' service hours as reported on their time sheets using an online system.
- ❑ **Data collection:** Alliance staff will collect and report program data weekly, monthly & quarterly, including in-kind reports, member performance evaluations, and progress monitoring reports as those outlined by AmeriCorps regulations and agreed upon by ServeMinnesota and the Alliance.
- ❑ **Conflict resolution:** The Alliance staff will work in conjunction with the site supervisor in resolving any Promise Fellow-related issues that may occur during the program year.



## Prohibited Activities for AmeriCorps Members

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- Attempting to influence legislation
- Organizing or engaging in protests, petitions, boycotts, or strikes.
- Assisting, promoting or deterring union organizing.
- Impairing existing contracts for services or collective bargaining agreements.
- Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
- Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
- Engaging in religious instruction; conducting worship services; providing instruction as part of a Program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.
- Providing a direct benefit to:
  - A for-profit entity;
  - A labor union;
  - A partisan political organization;
  - An organization engaged in the religious activities described in the preceding subclause, unless Grant funds are not used to support the religious activities; or
  - A nonprofit entity that fails to comply with the restrictions contained in section 501(c)(3) of U.S. Code Title 26.
- Fund-raising in the following ways:
  - Raising funds for his or her living allowance.
  - Raising funds for an organization's operating expenses or endowment.
  - Writing grant applications for AmeriCorps funding or for any other funding provided by the Corporation for National and Community Service.
  - Writing grant applications for funding provided by any other federal agencies.
- Voter registration drives by AmeriCorps members is an unacceptable service activity. In addition, Corporation funds may not be used to conduct a voter registration drive.
- Other activities as the Corporation determines will be prohibited, upon notice to the Grantee.
- Note:** Individuals may exercise their rights as private citizens and may participate in the above activities on their initiative, on non-AmeriCorps time, and using non-Corporation funds. The AmeriCorps logo should not be worn while doing so.

## Non-Displacement Policy

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**Prohibition on Displacing an Employee or a Position.** The Grantee (the Alliance) may not displace an employee or position, including partial displacement such as reduction in hours, wages or employment benefits, as a result of the use by such employer (Host Site) of an AmeriCorps Promise Fellow.

**Prohibition on Displacing a Volunteer.** The Grantee (the Alliance) may not displace a volunteer, including partial displacement such as reducing a volunteer's hours, by using an AmeriCorps member.

**Prohibition on Promotional Infringement.** The Grantee (the Alliance) may not create a community service opportunity that will infringe in any manner on the promotional opportunity of an employed individual.

**Prohibition on Displacing Employee Services, Duties or Activities.** An AmeriCorps Promise Fellow may not perform any services or duties, or engage in activities that would otherwise be performed by an employee, as part of the assigned duties of such employee.

**Prohibition on Supplanting, Hiring or Infringing on Recall Rights.** A Promise Fellow may not perform any services or duties, or engage in activities, that:

- a) will supplant the hiring of employed workers; or
- b) are services, duties or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.

**Other Prohibitions.** An AmeriCorps member may not perform services or duties that have been performed by or were assigned to any:

- a. Currently employed worker;
- b. Employee who recently resigned or was discharged;
- c. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
- d. Employee who is on leave (terminal, temporary, vacation, emergency or sick); or
- e. Employee who is on strike or is being locked out.

## **Non-Discrimination & Sexual Harassment Policy**

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The Minnesota Alliance With Youth does not discriminate in program admission based on race, color, sexual orientation, military discharge, sex, national origin, age, disability, or any other characteristic unrelated to the ability to perform the essential functions or basic tenets of the Alliance, or any bona fide occupational qualifications.

It is unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint to the attention of the Corporation for National and Community Service. If you believe that you or others have been discriminated against, or if you want more information, contact:

Minnesota Alliance With Youth  
2233 University Ave W  
Suite 235  
St. Paul, MN 55114

or

Office of Civil Right and Inclusiveness, Corporation for National and Community Service  
1201 New York Avenue, NW  
Washington, D.C. 20525  
(202) 606-7503 (voice); (202) 565-2799 (TTY); eo@cns.gov (e-mail)

The Alliance makes every effort to ensure that its host sites have similar non-discrimination policies. Members with questions or concerns about any type of discrimination in their service host site are encouraged to bring these issues to the attention of their immediate supervisor, superior, and/or Alliance staff. If the host site is found to be engaging in such activities, removal of current member(s) and denial of future members at that agency may result.

Discrimination on the part of fellow Alliance staff, members and host sites will also not be tolerated. Anyone found to be engaging in any type of unlawful or harassing discrimination will be subject to

disciplinary action, up to and including dismissal from the program. The Alliance will not tolerate harassment of any kind. Harassment includes threatening or insinuating that the refusal to submit to sexual advances will adversely affect admission or program benefits. Harassment may also include conduct such as unwanted sexual flirtation or touches; abusive or degrading language; graphic or suggestive comments; or displaying inappropriate objects or pictures. Any member who believes that he or she has been subject to harassment of any kind, or who has knowledge about harassment of others, should report the harassment to an immediate supervisor, superior, and/or Alliance program staff. Any member who is found to have engaged in harassment will be subject to appropriate discipline, up to and including expulsion from the Minnesota Alliance With Youth Promise Fellows.

August 14, 2012.

Amendments to this agreement can be made only with the consent of both parties and shall be done in writing.

I understand that failure to fulfill the responsibilities outlined in this agreement will be noted during the year. Failure to fulfill responsibilities outlined in this agreement will become part of the selection criteria in the re-application process for selecting sites and awarding members for the following program year. Failure to comply with this agreement could result in immediate removal of the Fellow from the Host Site.

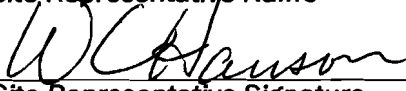
*The Alliance reserves the right to make adjustments to this agreement as needed.*

By signing this agreement, I acknowledge that I have read, understand and agree to all terms and conditions of this agreement.

**A. NAME OF HOST SITE DULUTH PUBLIC SCHOOLS**

William Hanson, Director of Business Services

Host Site Representative Name



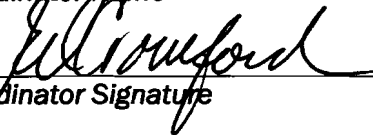
Host Site Representative Signature

8/18/11

Date

Ed Crawford, Principal

Site Coordinator Name



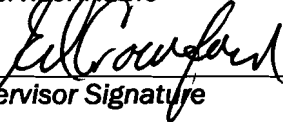
Site Coordinator Signature

8/22/11

Date

Ed Crawford, Principal

Site Supervisor Name



Site Supervisor Signature

8/22/11

Date

**B. MINNESOTA ALLIANCE WITH YOUTH**

Sarah Dixon

Chief Executive Officer



Chief Executive Officer signature

8/26/11

Date



Engagement. Voice. Success.



## Host Site Agreement AmeriCorps Promise Fellows

<b>Name of Host Site:</b> Duluth Public Schools – Woodland Middle School	<b>Total # of Fellows:</b> 3
<b>Lead Contact Name:</b> Bill Gronseth	<b>Email:</b> William.Gronseth@duluth.k12.mn.us

The purpose of this agreement is to establish the basic parameters of relationship between Promise Fellow Host Site and the Minnesota Alliance With Youth for the 2011-2012 program year.

*Please complete this agreement and fax/mail to the Alliance Offices (651-528-8588).*

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### General Information

The Minnesota Alliance With Youth (the Alliance) is the leading convener, collaborator and capacity-builder for youth development in Minnesota. Our mission is to ignite the spark in all young people to become actively engaged, develop strong voices, and acquire the skills needed for success in school, work, and life.

In order to ensure all youth achieve success in school, work, and life, we focus on four strategies: 1) strengthening youth success in school and learning, 2) increasing youth contribution through service & leadership opportunities, 3) developing and magnifying youth voice, and 4) promoting collaboration and innovation. As a leading affiliate of America’s Promise Alliance, we actively participate in the Grad Nation movement, a national effort to end the high school dropout crisis and prepare young people for college and the 21<sup>st</sup> century workforce. We believe AmeriCorps Promise Fellows can be part of Minnesota’s long-term strategy to address our graduation crisis by providing data-driven, evidenced-based supports to youth in grades 6-10.

### Key Players

- Minnesota Alliance With Youth is responsible for statewide program management.
- Duluth Public Schools (DPS) is the fiscal host for the Alliance.
- ServeMinnesota is the funder for the Promise Fellows, providing federal and state AmeriCorps funding to the Alliance to operate the program.
- Host Site: is the organization/school/district/agency who will lead the efforts to support and ensure all Alliance and AmeriCorps requirements are met by their AmeriCorps Promise Fellows. The Host Site may be an individual organization looking to create or strengthen

partnerships with one or more schools and one or more community-based organizations to increase the number of youth served.

- **Host Community:** Host Communities refers to a cluster of organizations and schools within a neighborhood, town, city, county or region that are ready to create or deepen their school-community partnership and intensify their school-reform efforts. They may apply to host clusters of 2 or more Promise Fellows across several organizations. These organizations and school(s) commit to providing integrated wrap-around support to identified groups of youth. The goal of the Host Community model is to avoid duplication and allow for more effective sharing of information and resources to support youth in and out of school. Each Host Community must identify their lead contact along with the supervisor(s) for the Promise Fellow(s).

**Please complete this agreement and fax/mail to the Alliance Offices (651-528-8588).**

## **Host Site Expectations**

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### **I. ROLE**

The Host Site provides both the location and support for AmeriCorps members (also known as **AmeriCorps Promise Fellows** or simply, members). Host sites provide space for members to perform their service as well as provide direct supervision and coaching for the members.

### **II. WHO PLAYS THE PART**

Administration and staff of the Host Site.

### **III. RESPONSIBILITIES**

The Host Site will be responsible for the following:

#### **A. Commitment to Addressing our Dropout Crisis & Academic Achievement Gap in Minnesota**

The Host Site agrees to make a commitment to fight the dropout crisis in their home community. The backgrounds of youth at-risk of dropping out are also mirrored in Minnesota's growing academic achievement gap, one of the largest in the nation. The Minnesota Alliance With Youth joins with schools and public and private non-profit community organizations across Minnesota to strengthen the community's ability to address the dropout crisis & academic achievement gap through national service; to develop leaders with a lifelong commitment to an ethic of service; and to build a system of community service that involves community-wide collaboration with and for youth. In particular, the Alliance Promise Fellows use data driven, multi-tiered, evidence-based best practices to support youth who are falling behind and not on track to graduate on time. Fellows, along with their host sites, are working to provide the right support to the right youth at the right time.

The Alliance AmeriCorps Promise Fellows are currently funded by Federal AmeriCorps and ServeMinnesota (including State funding through the National Service Trust Act and Minnesota AmeriCorps Innovation Fund legislation). Host Sites must be recognized as a school or public or private non-profit organization or institution, having been in official existence for at least one year. Host Sites must clearly identify how a member will address unmet needs through capacity building and direct service activities in the priority areas identified and have a strong commitment to the framework of the Five Promises and the Grad Nation Movement in Minnesota.

**B. Overview of AmeriCorps Promise Fellow Service**

Each Promise Fellow follows a position description, which was submitted with the Site's Application to host a Fellow. The Position Description provides an outline of proposed service activities.

For Fellows serving at School and Community-Based Organization Sites, they work towards the following goals:

- Coordinate programs and volunteers so that at least 30 youth (approx. 6<sup>th</sup> – 10<sup>th</sup> graders) will demonstrate improvement in the grades in core academic subjects (math, reading); improve attendance; decrease behavioral referrals.
- Engage youth, specifically those on the Focus List, in at least 20 hours of civic engagement activities during the year.
- Recruit and/or support community volunteers to give 30 hours (appx) to support youth; volunteers, including family members, work with youth participants in areas such as mentoring, tutoring, civic engagement, and college/career exploration.

For Fellows serving at Statewide Organizations, they work towards the following goals:

- Build the capacity of their host organization to support schools and communities in addressing the achievement gap, graduation and dropout prevention efforts (for example, by researching best practices, developing programs, building relationships, etc.)
- Develop a plan with their supervisor to share organizational resources with local communities and sites. Examples include training/expertise/written resources on youth development, civic engagement, and volunteer retention.

**C. Provide Host Site Cash Match –\$6,500 per Fellow**

1. Host Sites will be required to provide Duluth Public Schools/Minnesota Alliance With Youth with the appropriate cash match of \$6,500 per Fellow. The Cash Match is determined by the number of Fellows hosted at a particular site.
2. The cash match is due within thirty days of the beginning of the program year (due date: September 15<sup>th</sup>). However, sites may choose to pay half of the cash match by September 15<sup>th</sup> and the other half of the cash match by March 15<sup>th</sup> of the program year, if arrangements are made in writing to the Alliance staff prior to September 15<sup>th</sup>.
3. ***There will be no refunds if a member decides to end his/her term of service early for whatever reason (ex. for compelling reasons or for cause) after 2 months.*** Before that time, arrangements will be reviewed on a case-by-case basis. *Please note:* there is the possibility to rehire if the Fellow has served less than 30% of their hours. This will be determined on a case by case basis.
4. The Minnesota Alliance With Youth is a federally funded program through the Corporation for National and Community Service. Federal dollars are typically not allowed to be used as cash match for another federal grant without prior certification. If you are using federal dollars as match, you will be required to provide written authorization from your grantee giving authorization to do so.

***Please sign and initial the following statement:***

*WJH* I have read and understand the provisions regarding the Host Site Cash Match

Signed by Organizational Representative: \_\_\_\_\_

*W. Hanson*

**D. AmeriCorps service environment**

The Host Site agrees to provide the member with a suitable service environment:

- ❑ **Non-displacement:** At no time should an AmeriCorps Promise Fellow (also known as a member) be used to displace an employee or paid position.
- ❑ **Meaningful Service:** Members service should focus on capacity building and other meaningful service activities. Appropriate activities for members are outlined in each member's position description. In addition, the Host Site agrees to monitor the Fellow's service so that members do not engage in prohibited or inappropriate service activities (see list of prohibited activities for details). Examples of inappropriate direct service may include food preparation, classroom substitutes, office photocopying, answering phones, running errands, etc.
- ❑ **Safe environment:** Provide the member with a safe service environment. Provide training and details on health and safety procedures specific to host site environment.
- ❑ **Computer access:** Provide the Fellow access to a computer with Internet for Alliance related purposes (i.e. checking e-mail, using Alliance online reporting systems, using the Alliance website, etc.) Provide a school/organization email address to ensure prompt communication with school and Alliance staff, if possible.
- ❑ **Work space:** Provide reasonable space, technology and materials for the member to fulfill his or her responsibilities. This includes a desk, phone, computer, access to office supplies, access to a copy machine, etc.
- ❑ **Provide mileage reimbursement:** Provide member appropriate mileage reimbursement for required Alliance/AmeriCorps meetings as well as reimbursement for other required expenses incurred by member while conducting Host Site related work (ex. bus/parking pass reimbursement, reimbursement for supplies, etc). The rate and process for member's receiving reimbursement is determined by the site.
- ❑ **Insurance:** Sites must provide liability insurance that covers the Promise Fellow while performing **ALL** duties assigned by the site. While the Alliance covers workers compensation claims for the Fellow(s), the site is expected to cover the Fellow while they are serving. A copy of the insurance must be made available upon request.

*Please sign and initial the following statement:*

*WAH* I have read and understand the provisions regarding the Host Site Insurance Requirement.

Signed by Organizational Representative: \_\_\_\_\_

**E. Staff support**

The Host Site agrees to fill the following roles to support the member:

- ❑ **Site supervisor:** Assign a staff person(s) who provides daily, regular, ongoing supervision to the member(s); may approve timesheets and progress reports.
- ❑ **Site Coordinator:** Assign a staff member who helps the Fellow in accessing and analyzing data regarding students in the cohort; may support the completion of progress reports and other evaluation requirements.
- ❑ **Lead Contact:** A staff person who serves as the main contact for the Alliance program staff. This person will be the link between Alliance program staff and the Host Site and be charged with completing all required paperwork (including progress reports, timesheets, fulfilling host site cash match requirements, etc).



- ❑ **Youth Success Team:** The Youth Success Team refers to the school personnel and community partners identified on the MOU who will provide support and assistance in getting the right supports to the right students at the right time. Examples: School Social Worker, Family Liaison, Community Education, 4-H Extension, Girl Scouts, Boys & Girls Clubs, etc.

**Please note:** These positions do not necessarily need to be three different people. Some sites have found it helpful to separate out who provides direct, daily support to the member from who is in charge of the reporting functions.

#### **F. Member Recruitment**

The Host Site agrees to take the lead in member recruitment in its local community. It is the responsibility of the Host Site to ensure its complete MSY (member service year) award is filled – reaching a 100% enrollment rate.

*There exists no guarantee of successful placement of a member at a Host Site. If the agency does not fulfill a 100% enrollment rate, this will be taken into consideration if the agency re-applies for the program the following year.* The goal is to have each Promise Fellow slot filled by August 1st. Members may begin accruing hours once they have successfully completed the enrollment process (including submitting eligibility documents, passing background check including FBI finger printing, and completing a member agreement).

#### **G. Member Selection Process**

The Host Site agrees to work jointly with Alliance staff in interviewing, selecting, and placing AmeriCorps Promise Fellows with host sites. Please note that the Alliance MUST complete a final interview with the potential Fellow before an offer can be made. The Minnesota Alliance With Youth is an equal opportunity employer and is committed to recruiting and engaging individuals without regard to disability, gender, race, religion or sexual orientation. In addition, sites must commit to recruiting a diverse, qualified pool of applicants. Please note that accommodations must be made available to all qualified applicants and members. The Alliance partners with host sites to achieve our goal of 100% retention of Promise Fellows.

**Please Note:** *The Host Site may not hire an AmeriCorps member as a staff person during his or her term of service, if doing so would not allow the member to fulfill his or her responsibilities as an AmeriCorps member.*

#### **H. On-Site Member Training and Support**

The Host Site agrees to provide training for its Promise Fellow:

- ❑ **Staff Training:** The Host Site will invite all AmeriCorps members to participate in any relevant on-site training and staff meetings. Promise Fellows may record this time towards their service hours.
- ❑ **Coordinating Member Hours:** The Host Site will be responsible for coordinating the service component and service-readiness training of member service which will be no less than 1725 hours, served Monday – Friday and optional weekends and evenings.
- ❑ **Member's Term of Service:** The member's term of service with the Program begins on August 15, 2011. The member will begin service at their placement site on or before that date (Approximately). The planned last date for service is August 14, 2012. These dates can only be altered under extreme circumstances and only once

arrangements are agreed upon, in writing, by the program, site, and member. The Host Site is responsible for providing orientation, service specific training, supervision, direction, evaluation and organization of the site service activities performed by the member during this time.

**I. Evaluation**

- The host site agrees to complete all program evaluation requirements including weekly data collection, monthly progress reports, mid-year and end of the year member performance evaluations and other evaluation requirements that may be requested by the Alliance throughout the year (ex. program feedback surveys, recruiting surveys, etc). All evaluation procedures and documentation will be provided to the host sites by the Alliance.
- The Host Site commits to monitoring the Fellow in tracking & completing **Monthly Progress Reports** to ensure program is aligned with evaluation goals. They will assist Fellow in maintaining and collecting data on a **weekly basis** (ex. grades/NWEA, attendance, behavioral referrals, etc). In addition, the host site will support the Fellow and Site Coordinator in using data to identify students for Focus Lists.

**J. Member Unemployment Insurance and Support – Please note that AmeriCorps members are not eligible for Unemployment insurance and may not make claims for support.**

Pursuant to the AmeriCorps Provisions, Section B.11.div. (page 25) "The U.S. Department of Labor ruled on April 20, 1995 that federal unemployment compensation law does not require coverage for members because no employer-employee relationship exists." In the National and Community Service Trust Act of 1993, Congress included the following provision: "(B) RULE. A participant shall not be considered to be an employee of the program in which the participant is enrolled." 42 U.S.C. 12511(17) (B). *Therefore, an AmeriCorps participant is not an employee of the program for purposes of the Fair Labor Standards Act.*

Further, Minnesota Economic Security law, Section 268.04 Subd. 12 (10) (d). provides that the term "employment" does not apply to service performed (d)"as part of an unemployment work relief or work training program assisted or financed in whole or in part by any federal agency or an agency of a state of political subdivision thereof, by an individual receiving such work relief or work training." The provision applies to participants who perform the services for the state of Minnesota or an instrumentality of the state, including a charitable or educational organization.

*Therefore, according to the provisions and laws stated above, the member and host site understands that they are not eligible to receive unemployment compensation benefits from their AmeriCorps term of service, regardless of exit status.*

**Please sign and initial the following statement:**

WCH I have read and understand the provisions regarding Member Unemployment Benefits.

Signed by Organizational Representative: \_\_\_\_\_

WCHanson

## **Site Coordinator Responsibilities**

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### **I. ROLE**

The Site Coordinator acts as the key contact person regarding access to data and information related to the students on the Focus List. He/she may or may not be the direct supervisor of the Fellow.

### **II. WHO PLAYS THE PART**

The Site Coordinator should be a full or part-time staff member placed within a school who will be able to provide 4-6 hours per week to review weekly student data using the early warning indicators (less than 80% attendance, one or more behavior referrals, or poor course performance in English or Math) and identify youth who are heading off track.

### **III. RESPONSIBILITIES**

Site Coordinators are responsible for the following functions:

- A. **Data Access:** The Site Coordinator gathers and tracks student data on a weekly basis using the early warning indicators which is used to identify students on the Fellow's Focus List. The Site Coordinator will share this information with the Fellow(s).
- B. **Youth Success Team Meetings:** The Site Coordinator convenes a weekly meeting with the Fellow(s) and the Youth Success Team consisting of Promise Fellows, teachers, school social workers, school personnel and community members who use data to determine appropriate interventions for each youth and monitor participant involvement and improvement over time.
- C. **Progress Reporting:** Assist the Promise Fellow in completing monthly progress reports by providing timely, accurate information regarding students on the Focus List.

### **IV. ADDITIONAL DUTIES**

- To participate fully as a partner of Minnesota Alliance With Youth by attending planning meetings, trainings, special events, and other activities as appropriate;
- To attend regularly scheduled site coordinator and site supervisor meetings (appx. 3 per year);
- To encourage and support member efforts to develop and implement collaborative programs involving other member(s) and Host Site(s) to address community needs.

Name of Site Coordinator: Vance Hopkins

Please sign and date the following statement:

I understand and will fulfill the responsibilities of the Site Coordinator Role.

Signature of Site Coordinator: Vance Hopkins

## **Site Supervisor Responsibilities**

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### **I. ROLE**

The site supervisor will provide direct supervision to the AmeriCorps Promise Fellow.

### **II. WHO PLAYS THE PART**

The site supervisor is a staff person who will be able to provide the most direct supervision to the member. Principals are strongly encouraged to assign another staff member (ex. School social worker, counselor, dean of students) to fulfill this responsibility.

*Note: An AmeriCorps member cannot serve as a site supervisor to another member.*

### III. RESPONSIBILITIES

Site supervisors are responsible for the following Alliance functions:

#### A. Support & Collaborate with the Alliance

- To participate fully as a partner of Minnesota Alliance With Youth by attending planning meetings, trainings, special events, displaying Alliance Promise Fellows/AmeriCorps signage, and other activities as appropriate;
- To ensure that the host site follows through on the program design and works to meet each performance measure as outlined in the Host Site Application.
- To attend regularly scheduled host site supervisor meetings (appx. 3 per year).
- To participate in regularly scheduled site visits (2 per year, appx.)
- To encourage and support member efforts to develop and implement collaborative programs involving other member(s) and Host Site(s) to address community needs;
- To communicate regularly with the Alliance staff and notify them immediately if a member is in violation of their member agreement.

#### B. Initial Duties

The site supervisor is responsible for the following at the start of the program year:

- **Site Supervisor Orientation:** The site supervisor will attend the Site Supervisor Orientation facilitated by Alliance staff to understand the supervisor role and the member's role in the program. This will be held regionally during the spring/summer.
- **Member orientation:** The site supervisor will orient the member to the Host Site organization, including the Youth Success team. Topics should include but not be limited to mission, structure, expectations, space, staff, resources for support, personnel policies, and procedures, etc. Supervisors are expected to attend one day of the member orientation which is typically within the first month of service.

#### C. Ongoing Duties

The site supervisor will perform the following duties on an ongoing basis:

- **Supervision and support:** Provide daily supervision and support to the member. Maintain an environment that will allow the member to feel valued and part of the team. Maintain open lines of communication with the Promise Fellow, Alliance staff, and organization staff in relation to the member's role and performance.
- **Communicate Regularly with the Alliance:** To provide and maintain supervision and open communications with member and Alliance staff;
  - i. **Mediation & Progressive Discipline Process:** The site supervisor will work closely with the Alliance if disciplinary action is needed or if the member's service activities need to be accommodated for any reason. The Site Supervisor understands that he/she will notify the Alliance immediately of any problems or concerns with the member or their service (Staff and other resources are available to assist in resolving such challenges). The Site

Supervisor will include Alliance in the development of any action plan designed to improve and/or correct the performance of the member;

- ❑ **Member Training:** To provide member on-the-job training and involve the member in appropriate staff meetings, retreats, and training events; AmeriCorps members are expected to adhere to Host Site policies regarding such issues as confidentiality, safety, classroom participation, discipline, etc.
  - ❑ **Member Development:** To allow and positively support member development during the week for on-site AmeriCorps related research, reporting and evaluative activities, off-site training, education and other relevant meetings or activities. **The Site Supervisor will provide the Fellow with support and time to attend Alliance-required retreats and monthly meetings as outlined on the program calendar and updated throughout the year.** The Site Supervisor understands that this will mean the Fellow(s) will occasionally be absent from the site and will need to be released from their site to attend required Alliance meetings.
  - ❑ To develop service activities with member throughout the service year allowing for leadership development opportunities;
  - ❑ To understand if for any reason the member withdraws or is released from the Host Site or the MN Alliance With Youth **there exists no guarantee of the assignment of another member;** Please contact Alliance staff to determine if your site is eligible to refill your Promise Fellow slot.
  - ❑ To report any injuries that a member obtained while providing AmeriCorps service hours at the partner site. Contact Alliance staff for information on how to report an injury within 24 hours of the incident.
- D. Time sheet verification:** The site supervisor will be responsible for working with the member to coordinate and verify the member's service hours each week using the AmeriCorps and Alliance online system called OnCorps. This includes approving all timesheets on a regular and timely basis. **Failure to do so could result in the member's living allowance being held until all timesheets are approved.**
- E. Evaluation**  
Site Supervisors commits to supporting the Fellow and site coordinator in completing all evaluation requirements.
- ❑ **Monthly Progress Reports:** Supervisors will assist the member in completing monthly progress reports during the course of the year along with tracking student data on a weekly basis. These reports help establish measures for evaluation of member service impact and communicate with the Alliance concerning development and attainment of those measures and impact. Supervisors work with the member to complete the required Alliance progress reports. The reports will include tracking the quantitative progress of students on the focus list on a **weekly basis** (using the early warning indicators) along with narrative sections reporting on the Fellow's personal and professional growth. Reports will be submitted using the OnCorps system.
  - ❑ **Member performance evaluations:** The member performance evaluation provides an opportunity for site supervisors to evaluate the member's strengths and areas for growth. This evaluation is due in January and again in June. It is an AmeriCorps requirement that the host site completes an evaluation for each member. ***Failure to complete the documents could lead to the Fellow not receiving their Education***

Award. A copy of the most current evaluation form is available on the OnCorps website under resources or may be obtained from Alliance staff. Sites may use the form throughout the member's term of service but only need to submit the documents at the mid-point and end of the year.

Name of Site Supervisor: Vance Hopkins Holly Bowen-Bailey

Please sign and date the following statement:

I understand and will fulfill the responsibilities of the Site Supervisor Role.

Signature of Site Supervisor: Vance Hopkins Holly Bowen-Bailey

## **Minnesota Alliance With Youth Responsibilities**

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### **I. ROLE**

The Minnesota Alliance With Youth (the Alliance) serves as the host for the AmeriCorps Promise Fellows with Duluth Public Schools serving as the fiscal host. The Alliance is also responsible for the supervision of the program statewide. This includes member management, site management, fiscal and programmatic reporting, and compliance with all AmeriCorps provisions and regulations.

### **II. WHO PLAYS THE PART**

All Alliance staff work with Promise Fellows and host sites. For contact information, visit our website at [www.mnyouth.net](http://www.mnyouth.net).

### **III. RESPONSIBILITIES**

Alliance staff are responsible for the following:

#### **A. Member Recruitment**

Alliance staff will conduct broad-based, statewide recruitment. The Alliance will develop recruitment materials to distribute to Host Sites for their local recruitment efforts. The Alliance will accept applications and forward applicants to the Host Sites during the interview process. Once a final candidate is selected, the Alliance will interview the applicant and also will need to have on file a copy of his/her AmeriCorps application, including references.

#### **B. Member Selection Process**

Alliance program staff will work in conjunction with the partnering the Host Site in interviewing, selecting and placing AmeriCorps members.

*The Minnesota Alliance With Youth staff reserves the right to make the final decision regarding the selection of AmeriCorps members.*

As part of the screening process of applicants, the Alliance staff will conduct state and county criminal background checks on applicants prior to their official acceptance into the program. The Alliance reserves the right to disqualify a member for not disclosing past criminal history on the application or for not clearing the background check. At the request of the Host Site (in writing) and with permission from the member in writing, the Alliance will share the results of an applicant's criminal FBI background check, which includes fingerprinting.

*The Alliance is an equal opportunity employer and is committed to recruiting and engaging individuals without regard to disability, gender, race, religion or sexual orientation.*

**C. Member Training and Events**

The Alliance staff will be responsible for coordinating and sponsoring Promise Fellow trainings and events. Alliance trainings are required for all members. Training occurs monthly. A calendar of training and events is made available at the beginning of the year and is updated as needs arise. In addition, Fellows may be asked to attend in special events which may include evening or weekend attendance. Adequate notice will be given electronically so arrangements can be made.

**D. Member Support**

Alliance program staff will be responsible for providing support to members:

- ❑ **Site visits:** Alliance staff will conduct a minimum of two site visits during the year to check-in with the member in relation to their AmeriCorps service. Site visits will be scheduled by Alliance staff, site supervisor, and the member.
- ❑ **Monitoring program requirements:** the Alliance program staff will monitor and track program requirements, as well as provide support for members as they work to complete these requirements, which include community service, civic engagement, service hours, reporting, etc. Members and sites will report on the grades, attendance, and behavior referral for students identified as being on the Focus List on a regular basis.

Promise Fellows and site supervisors (and site coordinators as needed) will be given access to an online database to monitor the member's progress in completing his or her service hours.

- ❑ **Regular Communication:** Staff will communicate with members and host sites through phone calls, email updates, newsletters, etc to inform partners of upcoming events, training, and other program requirements. Alliance staff also mentor and meet with member, host site and staff to provide additional, informal support, coaching, and problem-solving as needed.

**E. Program Management**

Alliance staff will be responsible for managing the program:

- ❑ **Member personnel file:** Alliance staff maintain a personnel file for each member, which includes pre-service paperwork and eligibility documents required by CNCS and the Duluth Public Schools.
- ❑ **Member Benefits:** Alliance provides monthly living allowance of approximately \$1,000 per month; Health Insurance; Workers Compensation; and FICA.
- ❑ **Time sheets:** Alliance staff will record and track members' service hours as reported on their time sheets using an online system.
- ❑ **Data collection:** Alliance staff will collect and report program data weekly, monthly & quarterly, including in-kind reports, member performance evaluations, and progress monitoring reports as those outlined by AmeriCorps regulations and agreed upon by ServeMinnesota and the Alliance.
- ❑ **Conflict resolution:** The Alliance staff will work in conjunction with the site supervisor in resolving any Promise Fellow-related issues that may occur during the program year.

## **Prohibited Activities for AmeriCorps Members**

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- Attempting to influence legislation
- Organizing or engaging in protests, petitions, boycotts, or strikes.
- Assisting, promoting or deterring union organizing.
- Impairing existing contracts for services or collective bargaining agreements.
- Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
- Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
- Engaging in religious instruction; conducting worship services; providing instruction as part of a Program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious prostylization.
- Providing a direct benefit to:
  - A for-profit entity;
  - A labor union;
  - A partisan political organization;
  - An organization engaged in the religious activities described in the preceding subclause, unless Grant funds are not used to support the religious activities; or
  - A nonprofit entity that fails to comply with the restrictions contained in section 501(c)(3) of U.S. Code Title 26.
- Fund-raising in the following ways:
  - Raising funds for his or her living allowance.
  - Raising funds for an organization's operating expenses or endowment.
  - Writing grant applications for AmeriCorps funding or for any other funding provided by the Corporation for National and Community Service.
  - Writing grant applications for funding provided by any other federal agencies.
- Voter registration drives by AmeriCorps members is an unacceptable service activity. In addition, Corporation funds may not be used to conduct a voter registration drive.
- Other activities as the Corporation determines will be prohibited, upon notice to the Grantee.
- Note: Individuals may exercise their rights as private citizens and may participate in the above activities on their initiative, on non-AmeriCorps time, and using non-Corporation funds. The AmeriCorps logo should not be worn while doing so.

## **Non-Displacement Policy**

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**Prohibition on Displacing an Employee or a Position.** The Grantee (the Alliance) may not displace an employee or position, including partial displacement such as reduction in hours, wages or employment benefits, as a result of the use by such employer (Host Site) of an AmeriCorps Promise Fellow.

**Prohibition on Displacing a Volunteer.** The Grantee (the Alliance) may not displace a volunteer, including partial displacement such as reducing a volunteer's hours, by using an AmeriCorps member.

**Prohibition on Promotional Infringement.** The Grantee (the Alliance) may not create a community service opportunity that will infringe in any manner on the promotional opportunity of an employed individual.



**Prohibition on Displacing Employee Services, Duties or Activities.** An AmeriCorps Promise Fellow may not perform any services or duties, or engage in activities that would otherwise be performed by an employee, as part of the assigned duties of such employee.

**Prohibition on Supplanting, Hiring or Infringing on Recall Rights.** A Promise Fellow may not perform any services or duties, or engage in activities, that:

- a) will supplant the hiring of employed workers; or
- b) are services, duties or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.

**Other Prohibitions.** An AmeriCorps member may not perform services or duties that have been performed by or were assigned to any:

- a. Currently employed worker;
- b. Employee who recently resigned or was discharged;
- c. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
- d. Employee who is on leave (terminal, temporary, vacation, emergency or sick); or
- e. Employee who is on strike or is being locked out.

## **Non-Discrimination & Sexual Harassment Policy**

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The Minnesota Alliance With Youth does not discriminate in program admission based on race, color, sexual orientation, military discharge, sex, national origin, age, disability, or any other characteristic unrelated to the ability to perform the essential functions or basic tenets of the Alliance, or any bona fide occupational qualifications.

It is unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint to the attention of the Corporation for National and Community Service. If you believe that you or others have been discriminated against, or if you want more information, contact:

Minnesota Alliance With Youth  
2233 University Ave W  
Suite 235  
St. Paul, MN 55114

or

Office of Civil Right and Inclusiveness, Corporation for National and Community Service  
1201 New York Avenue, NW  
Washington, D.C. 20525  
(202) 606-7503 (voice); (202) 565-2799 (TTY); eo@cns.gov (e-mail)

The Alliance makes every effort to ensure that its host sites have similar non-discrimination policies. Members with questions or concerns about any type of discrimination in their service host site are encouraged to bring these issues to the attention of their immediate supervisor, superior, and/or Alliance staff. If the host site is found to be engaging in such activities, removal of current member(s) and denial of future members at that agency may result.

Discrimination on the part of fellow Alliance staff, members and host sites will also not be tolerated. Anyone found to be engaging in any type of unlawful or harassing discrimination will be subject to

disciplinary action, up to and including dismissal from the program. The Alliance will not tolerate harassment of any kind. Harassment includes threatening or insinuating that the refusal to submit to sexual advances will adversely affect admission or program benefits. Harassment may also include conduct such as unwanted sexual flirtation or touches; abusive or degrading language; graphic or suggestive comments; or displaying inappropriate objects or pictures. Any member who believes that he or she has been subject to harassment of any kind, or who has knowledge about harassment of others, should report the harassment to an immediate supervisor, superior, and/or Alliance program staff. Any member who is found to have engaged in harassment will be subject to appropriate discipline, up to and including expulsion from the Minnesota Alliance With Youth Promise Fellows.

## CERTIFICATION

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This site agreement serves as a binding contract between the Host Site and the Minnesota Alliance With Youth for the 2011-2012 program year. The terms of this agreement will end on August 14, 2012.

Amendments to this agreement can be made only with the consent of both parties and shall be done in writing.

I understand that failure to fulfill the responsibilities outlined in this agreement will be noted during the year. Failure to fulfill responsibilities outlined in this agreement will become part of the selection criteria in the re-application process for selecting sites and awarding members for the following program year. Failure to comply with this agreement could result in immediate removal of the Fellow from the Host Site.

*The Alliance reserves the right to make adjustments to this agreement as needed.*

By signing this agreement, I acknowledge that I have read, understand and agree to all terms and conditions of this agreement.

**A. NAME OF HOST SITE DULUTH PUBLIC SCHOOLS**

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William Hanson, Director of Business Services

Host Site Representative Name

*William Hanson*  
Host Site Representative Signature

*8/18/11*  
Date

Vance Hopkins, Assistant Principal

Site Coordinator Name

*Vance Hopkins*  
Site Coordinator Signature

*8/22/11*  
Date

~~Vance Hopkins, Assistant Principal~~

Site Supervisor Name

*Holly Bowen Bailey*  
Site Supervisor Signature

*Holly Bowen Bailey*

*8/22/11*

*8/22/11*  
Date

**B. MINNESOTA ALLIANCE WITH YOUTH**

Sarah Dixon

Chief Executive Officer

*Sarah Dixon*  
Chief Executive Officer signature

*8/26/11*  
Date