

Host Site Agreement AmeriCorps Promise Fellows

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 2013-2014 program year.

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| Name of Host Site: Duluth Public Schools - Lincoln Park Middle School Ordean East Middle School East High School Denfeld High School | Total # of Promise Fellows: 11 |
| Host Site Representative Name: Eddie Crawford | Email: Eddie.Crawford@duluth.K12.mn.us |
| Site Coordinator Name: Brenda Vathauer-Lincoln Park Middle School Gina Kleive-Ordean East Middle School Laurie Knapp-Duluth East High School Tonya Sconiers-Denfeld High School | Email: Brenda.Vathauer@duluth.K12.mn.us, Gina.Kleive@duluth.K12.mn.us, Laurie.Knapp@duluth.K12.mn.us, Tonya.Sconiers@duluth.K12.mn.us |
| Site Supervisor Name: Deborah Devaney-Lincoln Park Middle School Holly Bowen-Bailey-Ordean East Middle School Julie Zoebel-Duluth East High School Dorothy Kress-Denfeld High School | Email: Deborah.DeVaney@duluth.k12.mn.us, Holly.Bowen-Bailey@duluth.K12.mn.us, Julie.Zoebel@duluth.K12.mn.us, Dorothy.Kress@duluth.K12.mn.us |

Please complete this agreement and return to the Alliance Offices
Fax: 651-528-8588
Email: hzelmer@mnyouth.net
Mail: 2233 University Ave W, Suite 235, St. Paul, MN 55114

WHAT'S INSIDE

| | |
|--|----|
| Key Players | 1 |
| Host Site Expectations | 2 |
| Site Coordinator Responsibilities | 8 |
| Site Supervisor Responsibilities | 9 |
| Minnesota Alliance With Youth Responsibilities | 11 |
| Prohibited Activities for AmeriCorps members | 13 |
| Non-displacement policy | 14 |
| Non-discrimination policy | 15 |
| Certification (please sign & submit the entire agreement to the Alliance). | 16 |

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) advancing 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 21st 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.
- 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. It is responsible for submitting the cash match, assigning supervisors and site coordinators, and ensure all reporting is complete. 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.

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

Host Site Expectations

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 direct supervision and coaching for the Promise Fellows as well as space for members to perform their service.

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
- Develop leaders with a lifelong commitment to an ethic of service
- 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. Promise Fellows, along with their host sites, are working to provide the right support to the right youth at the right time. Host Sites commit to using Multi-tiered Systems of Support to address the achievement gap and graduate crisis in their home community.

The Alliance AmeriCorps Promise Fellows are currently funded by the Corporation for National & Community Service (a federal agency) 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 Host Site's Application to host a Promise Fellow. The Position Description provides an outline of service activities.

Each Host Site, with the support of the Promise Fellow, works towards the following goals:

- Coordinate programs and volunteers so that at least 30 youth in 6th – 10th grade 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 over the course of the year to support youth; volunteers, including family members, work with youth participants in areas such as mentoring, tutoring, civic engagement, and college/career exploration.
- Meet regularly with Youth Success Team to review data and identify youth to serve; track student progress; and determine which interventions to connect to individual students or groups of students.

C. Provide Host Site Cash Match – \$6,800 per Fellow

1. Host Sites are required to provide **Minnesota Alliance With Youth** with the appropriate cash match of **\$6,800 per Fellow**. The Cash Match is determined by the number of Promise Fellows hosted at a particular site.
2. **The entire cash match is due by August 1, 2013.** Promise Fellows will not be allowed to begin their year of service until the entire cash match is paid in full and the signed Host Site Agreement is returned to the Alliance. Contact Julie Muklebust, Alliance Business Manager at: jmuklebust@mnyouth.net for questions you have about the cash match.
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.
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 indicate the source of your cash match payment below:**

Local Dollars, please list source(s)

State Dollars, please list source(s)

Compensatory Education Funds /Integration Budget

Private Foundation/Grant Dollars, please list source(s)

Pending grants for Northland Foundation and Lloyd K. Johnson (\$60,000)

Federal Dollars, please list source(s) and CFDA#

*You must attach letter from your federal grants officer giving authorization to use your federal dollars as match for another federally fund program to the end of this Host Site Agreement.

Bill Hanson - Please initial the following statement:

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

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 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, but are not limited to: 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. The Alliance covers workers compensation claims for the Fellow(s); however, the site is expected to cover the Fellow while they are serving. A copy of the insurance must be made available upon request.

Bill Hanson - Please initial the following statement:

_____ I have read and understand the provisions regarding the Host Site Service Environment & the Insurance Requirement.

E. Staff Support & Supervision

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

Please note: These three 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.

- ❑ **Site Supervisor:** Assign a staff person(s) who provides daily, regular, ongoing supervision to the member(s); may approve timesheets and progress reports.
 - **Please list the name & title of the Site Supervisor:**
 - Holly Bowen-Bailey—Teacher, Ordean East
 - Deb Devaney—Teacher, Lincoln Park Middle School
 - Julie Zoebel—Teacher, Duluth East High School
 - Dorothy Kress—Teacher, Denfeld High School

- **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.
 - **Please list the name & title of the Site Coordinator:**
 - Tonya Sconiers—Principal, Denfeld High School
 - Gina Kleive—Principal Ordean East
 - Laurie Knapp—Principal East High School
 - Brenda Vathauer-Principal Lincoln Park Middle School

- **Lead Contact:** A staff person who serves as the main contact for the Alliance staff. This person will be the link between Alliance staff and the Host Site and be charged with submitting all completed required paperwork (including progress reports, timesheets, fulfilling host site cash match requirements, etc).
 - **Please list the name & title of the Lead Contact:**
 - Ed Crawford, Assistant Superintendent of the Duluth Public Schools

- **Youth Success Team:** The Youth Success Team refers to the school personnel and community partners identified in the Host Site Application who will provide support and assistance in getting the right supports to the right students at the right time. The Youth Success Team will review data with the Promise Fellow and help to determine which interventions, resources, and supports are needed by students. They will assist in data collection and access. Examples of Youth Success Team members may include, but is not limited to: School Social Worker, Family Liaison, Community Education, 4-H Extension, Girl Scouts, Boys & Girls Clubs, etc.

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 and 100% retention rate. In addition, sites must commit to recruiting a diverse, qualified pool of applicants reflective of the communities in which the Promise Fellows serve. To ensure that the recruitment and selection process is fair and equitable, Host Sites will be required to submit a Position Description and interview questions for the Alliance to review.

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. The Alliance expects its sites to adhere to this commitment as well. Accommodations must be made available to all qualified applicants and members.

Please note that there exists no guarantee of successful placement of a member at a Host Site. *If a Host Site does not fulfill a 100% enrollment and 100% retention rate, this will be taken into consideration if the organization re-applies to host Promise Fellows the following year.*

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 of a position can be

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

The goal is to have each Promise Fellow position filled by the start of the program on September 1st. Members may only begin accruing hours once they have successfully completed the enrollment process (including submitting eligibility documents & completing a member agreement) and passed an extensive background check (including FBI finger printing). In order to meet the September 1st start date, Host Sites are asked to submit the name of their Fellow to the Alliance by June 30th.

The Alliance partners with host sites to achieve our goal of 100% retention of Promise Fellows. 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:

- **Site Specific 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 is responsible for coordinating the service component and service-readiness training of member service. Members serve no less than 1725 hours Monday – Friday with optional weekends and evenings. Promise Fellows typically serve 35-40 hours per week during their term of service. A schedule is determined between the Site Supervisor and Promise Fellow to ensure that he/she successfully completes the hours requirement. Members must earn at least 1725 hours in order to earn the Education Award benefit from AmeriCorps.
- **Member's Term of Service:** The member's term of service with the Alliance begins on September 1, 2013. The member will begin service at their Host Site on that date. The planned last date for service is July 31, 2014. ***The Promise Fellow must serve a minimum of 1725 hours during this term. This works out to serving an average of 35-40 hours per week. The Host Site is responsible for ensuring the Promise Fellow meets this target of hours served in order to successfully complete their term.*** 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 site 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 Promise Fellow in tracking & completing **Monthly Progress Reports** to ensure program is aligned with evaluation goals.

They will assist Promise Fellow in maintaining and collecting data on a **weekly and monthly basis** (ex. grades/NWEA, attendance, behavioral referrals, etc) in the OnCorps system. In addition, the Host Site will support the Fellow and Site Coordinator in using data to identify students and possible supports for Focus Lists.

- **Please complete Appendix A – Data Sharing Agreement and attach to this Host Site Agreement.**

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 or 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.

Site Coordinator Responsibilities

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) to 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) and the Youth Success Team.

- B. **Youth Success Team Meetings:** The Site Coordinator convenes a regular meeting (weekly or monthly) with the Promise 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, including attendance, behavior, and academic coursework (grades, GPA, MAP scores, etc).

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) and participate in at least one site visit.
- 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:

Brenda Vathauer-Lincoln Park Middle School
Tonya Sconiers-Denfled High School,
Gina Kleive-Ordean East Middle School
Laurie Knapp-East High School

Please initial the following statement:

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

Site Supervisor Responsibilities

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 Youth Success Team members and the Host Site 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 Workshop 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 in writing immediately of any problems or concerns with the member or their service. Alliance 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. If a Promise Fellow chooses to leave early or is terminated for cause, the Host Site will not receive a refund of their Cash Match if it is after two months (see pg. 5 of this Agreement for complete details regarding the Cash Match).
- ❑ **Member Training:** To provide member site specific 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 Promise 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.
 - ❑ To report any injuries that a member obtained while providing AmeriCorps service hours at the Host 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. **Ensuring Promise Fellows Successfully Complete Hours:** *Promise Fellows must serve a minimum of 1725 hours during their term of service (September 1, 2013 to July 31, 2014) in order to earn their Education Award and successfully complete their year. To reach 1725 hours during their term of service means Promise Fellows must average serving 35-40 hours per week. The Host Site is responsible for ensuring the Promise Fellow meets this target of hours in order to successfully complete their term.* In addition, the dates of a member's service can only be altered under extreme circumstances and only once arrangements are agreed upon, in writing, by the program, site, and member.
- F. **Evaluation**
Site Supervisors commit to supporting the Promise 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 **regular 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 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.

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| <p>Name of Site Supervisor: Deborah DeVaney-Lincoln Park Middle School <i>DD</i> Dorothy Kress-Denfeld High School <i>DK</i> Holly Bowen-Bailey-Ordean East Middle School <i>HB/B</i> Julie Zoebel-East High School <i>JZ</i></p> <p>Please initial the following statement: <input checked="" type="checkbox"/> I understand and will fulfill the responsibilities of the Site Supervisor Role.</p> |
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Minnesota Alliance With Youth Responsibilities

I. ROLE

The Minnesota Alliance With Youth (the Alliance) serves as the host for the AmeriCorps Promise Fellows. 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.

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 by the Host Site, the Alliance will interview the applicant and also will need to have on file a copy of his/her Alliance AmeriCorps application, including references.

B. Member Selection Process

Alliance 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 all required AmeriCorps national, 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 special events which may include evening or weekend attendance. Adequate notice will be given electronically so arrangements can be made to ensure full participation.

D. Member Support

Alliance 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 and Host Site in relation to their AmeriCorps service. Site visits will be scheduled by Alliance staff, site supervisor, and the member.
- ❑ **Monitoring & evaluation requirements:** Alliance staff will monitor and track program requirements, as well as provide support for members and Host Sites as they work to complete these requirements, which include community service, civic engagement, service hours, reporting, etc. Members and sites will report on student progress including: grades, attendance, and behavior referral for students identified as being on the Focus List on a regular basis. Members and sites will also report on interventions and volunteers.

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 and service activities.

- ❑ **Regular Communication:** Staff will communicate with members and host sites through phone calls, informal gatherings, 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 enrollment paperwork, background checks and eligibility documents required by CNCS and the Alliance.
- ❑ **Member Benefits:** Alliance provides monthly living allowance of approximately \$1000 per month; Health Insurance; Workers Compensation; and FICA to each Promise Fellow.
- ❑ **Time sheets:** Alliance staff monitor and track members' service hours as reported on their time sheets using the online OnCorps system to ensure that members are able to complete their term of service successfully.
- ❑ **Data collection & reporting:** Alliance staff collect and report program data on a regular basis (generally 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 and Promise Fellow in resolving any Promise Fellow-related personnel issues that may occur during the program year.

Prohibited Activities for AmeriCorps Members

- ❑ 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.
- ❑ Providing abortion services or referrals for receipt of such services; and

- 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.

Deb DeVaney-Lincoln Park Middle School DV
 Julie Zoebel-Duluth East High School JZ
 Holly Bowen-Bailey-Ordean East High School HB/O
 Dorothy Kress -Denfeld High School DK
 Please initial the following statement:
 I understand the provisions related to prohibited activities and will ensure the Promise Fellow does NOT engage in any prohibited activities.

Non-Displacement Policy

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

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 dismissal/expulsion from the Minnesota Alliance With Youth Promise Fellows.

Attachments:

- A. Data Sharing Agreement
- B. Cash Match Documentation – If you are paying for your cash match with another federal grant, please attach letter from your federal grants officer giving authorization to use your federal dollars as match for another federally funded program

CERTIFICATION

This site agreement serves as a binding contract between the Host Site and the Minnesota Alliance With Youth for the 2013-2014 program year. The terms of this agreement will end on August 31, 2014.

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 Promise 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 – LINCOLN PARK MIDDLE SCHOOL

Bill Hanson – CFO/Executive Director of Business Services
Host Site Representative Name

Host Site Representative Signature

Date

Laurie Knapp

Site Coordinator Name

Site Coordinator Signature

07/24/2013
Date

Julie Zobel

Site Supervisor Name

Site Supervisor Signature

07/29/2013
Date

B. MINNESOTA ALLIANCE WITH YOUTH

Sarah Dixon

Chief Executive Officer

Chief Executive Officer signature

Date

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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 - LINCOLN PARK MIDDLE SCHOOL

Bill Hanson - CFO/Executive Director of Business Services

Host Site Representative Name

Host Site Representative Signature

Date

Tonya Sconiers

Site Coordinator Name

Site Coordinator Signature

Date

Dorothy Kress

Site Supervisor Name

Site Supervisor Signature

Date

B. MINNESOTA ALLIANCE WITH YOUTH

Sarah Dixon

Chief Executive Officer

Chief Executive Officer signature

Date

CERTIFICATION

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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 – ORDEAN EAST MIDDLE SCHOOL

Bill Hanson – CFO/Executive Director of Business Services

Host Site Representative Name

Host Site Representative Signature

Date

Gina Kleive

Site Coordinator Name

Gina Kleive
Site Coordinator Signature

7/22/13
Date

Holly Bowen-Bailey

Site Supervisor Name

Holly Bowen-Bailey
Site Supervisor Signature

7/23/13
Date

B. MINNESOTA ALLIANCE WITH YOUTH

Sarah Dixon

Chief Executive Officer

Chief Executive Officer signature

Date

CERTIFICATION

This site agreement serves as a binding contract between the Host Site and the Minnesota Alliance With Youth for the 2013-2014 program year. The terms of this agreement will end on August 31, 2014.

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

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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 - LINCOLN PARK MIDDLE SCHOOL

Bill Hanson - CFO/Executive Director of Business Services

Host Site Representative Name

Host Site Representative Signature

Date

~~*Denise Clairmont*~~

Ed Crawford

Site Coordinator Name

Site Coordinator Signature

Date

Deborah DeVaney

Site Supervisor Name

Site Supervisor Signature

Date

7/26/13

B. MINNESOTA ALLIANCE WITH YOUTH

Sarah Dixon

Chief Executive Officer

Chief Executive Officer signature

Date

ANNUAL DATA SHARING AGREEMENT
September 1, 2013 to August 31, 2014

THIS AGREEMENT, by and between **Duluth Public Schools** and **MINNESOTA ALLIANCE WITH YOUTH**.

WITNESSETH

NOW, THEREFORE, the **Duluth Public Schools** and **MINNESOTA ALLIANCE WITH YOUTH** in consideration of mutual promises, covenants and agreements contained herein, hereby agree as follows:

That any **Duluth Public Schools** educational data shared with any employee, agent, or public official of the **MINNESOTA ALLIANCE WITH YOUTH** is for the sole purpose of evaluation and reporting to the Alliance. Data to be collected regularly includes:

Demographics: Student Name, Gender, Birth date, Grade, Ethnicity, MARSS #

Academics: Grades in Reading or Math, Cumulative GPA, NWEA Scores

Attendance: Number of days present or absent from school (excused/unexcused absences), tardy, suspended,

Behavior Referrals: number of principal visits, detentions, days of suspension

That the **MINNESOTA ALLIANCE WITH YOUTH** recognizes and agrees that educational data is protected by law and may not be disclosed except as otherwise provided by law.

MINNESOTA ALLIANCE WITH YOUTH will submit to **Duluth Public Schools** site principals a list of employee and AmeriCorps members names that will have access to student data.

The parties mutually agree to comply in all respects with the Minnesota Government Data Practices Act. The **MINNESOTA ALLIANCE WITH YOUTH** further agrees to comply with any requests of **Duluth Public Schools** that are necessitated by the obligations under said act.

INWITNESS WHEREOF, the parties hereby have executed this agreement on the dates indicated below. This agreement is valid from September 1, 2013 to August 31, 2014. This contract is not automatically renewable.

MINNESOTA ALLIANCE WITH YOUTH will instruct all their employees that are approved access to **Duluth Public Schools** student data about the requirement to protect student data.

Date: _____

By: _____

MINNESOTA ALLIANCE WITH YOUTH
Sarah Dixon, CEO & President

Duluth Public Schools

Date: _____

By: _____

Appropriate School Administrative Official