

# **Ashe County CIS Afterschool Program**

**Operated Jointly By:**

**Communities in Schools of Northwest North Carolina and  
Ashe County Board of Education with support from County of Ashe  
linked with  
North Carolina Cooperative Extension, Ashe County 4-H**

## **Memorandum of Understanding** **2020-2021 School Year**

Communities in Schools of Northwest North Carolina and Ashe County Board of Education with support from the County of Ashe linked with North Carolina Cooperative Extension, Ashe County 4-H do hereby agree to identify the responsibilities of each of the supporting parties of this program. This agreement will be evaluated annually and will continue as long as funding sources are available. This contract can be terminated, by either party, with a 30 day written notice but services are only to be terminated at the end of given school year.

### **Ashe County Board of Education agrees to provide the following support:**

#### **Financial Management:**

- *Invoice Communities in Schools of Northwest North Carolina for any payroll reimbursement*
- *Invoice Communities in Schools of Northwest North Carolina program for reimbursement as needed*
- *Support and promote fundraisers for Communities in Schools of Northwest North Carolina that directly support the Afterschool program*

#### **Program Support:**

- *Provide confidential information subject to compliance with state and federal law applicable to student records, provide confidential information from students' files as requested by Communities in Schools of Northwest North Carolina. Information gathered will include, but not be limited to, free and reduced lunch status (by group only), grades and test scores. The information gathered will be used to:*
  - *Assist youth in academic improvement*
  - *Assist youth in behavioral management modification*
  - *Provide general data to funders (not specific to any student)*
  - *Generate data on outcomes and impacts of program*
- *Promote Communities in Schools of Northwest North Carolina Afterschool Program to families*
- *Promote Communities in Schools of Northwest North Carolina Afterschool Program through Connect 5 Announcements as needed/applicable (registration, open house, etc.)*
- *Assign an Administrative Team member to liaison with Communities in Schools of Northwest North Carolina and serve on board.*

**Each individual School agrees to provide the following support to the Afterschool Program:**

Program Facilities:

- *Provide space that meets Afterschool ratio standards*
- *Provide necessary physical needs*
  - *Extra rooms*
  - *Gym (3:00 p.m. to 6:00 p.m.)*
  - *Computer labs, library, etc.*

Program Attendance Support:

- *Students who remain after 3:00 p.m. at school will be enrolled in the Afterschool Program (exceptions – organized, supervised youth clubs or supervised groups)*

School Personnel:

- *Promote the Afterschool program at dial screening and at other appropriate opportunities (enrollment of new students)*
- *Meet with Communities in Schools of Northwest North Carolina Afterschool Administration in the fall and spring*
- *Principal or designee will serve on Afterschool Advisory Team*
- *Include Afterschool staff as part of school faculty and include Afterschool staff in faculty meetings/trainings as needed*
- *Provide school e-mail addresses to Afterschool Site Coordinator and include them in the school list serve*
- *School Family Night Committees will work collaboratively Site Coordinators to offer programming/services at School Family Nights*
- *Teachers will provide pacing guides to Afterschool staff so Afterschool activities will align with what is being taught in the classroom*

**Communities in Schools of Northwest North Carolina agrees to:**

Administrative Support:

- *Act as Fiscal Agent*
- *Employee staff for the Afterschool programs in Ashe County as appropriate*
- *Provide the North Carolina Department of Public Instruction with all appropriate and requested reports in a timely fashion*

Program Support:

- *Monitor any necessary Afterschool program compliance*
- *Provide technical support to Afterschool program*
- *Provide office space and equipment for administrative staff*
- *Provide support needed Afterschool staff*
- *Provide clerical needs for Afterschool Staff (monthly calendars, rolls, correspondence, staff manuals, forms, evaluations, surveys, parent handbooks and brochures)*
- *Provide support and direction to the Afterschool Advisory Team*

#### Program Management:

- *Operate the program with in-kind support, community funds, and grant funds. Handle all confidential information with utmost care to assure confidentiality of information*
- *Ensure that every parent signs a release of information permission form before requesting confidential information from school officials*
- *Maintain and update staff manuals*
- *Secure funding for Afterschool in cooperation with the Ashe Board of Education and County of Ashe linked with N.C. Cooperative Extension, Ashe County 4-H*
- *Communities in Schools of Northwest North Carolina will solely oversee hiring and dismissal procedures for the Afterschool program and keep the Ashe County Board of Education updated on any changes.*
- *Provide job description(s) for personnel, update as needed*
- *Compile and update files to include criminal background check (staff and volunteers), TB test (staff), drug test (staff), and transcripts (staff)*
- *Provide leadership and training for staff to include First Aid/CPR*
- *Evaluate staff annually*
- *Meet with partners and collaborators on a regular basis*
- *Evaluate program quality on an annual basis*
- *Develop a substitute list*
- *Prepare and train substitutes and volunteers*

#### Financial Management:

- *Provide financial management*
- *Develop budgets*
- *Provide all financial forms used by programs*
- *Pursue grants as they become available*
- *Search for new funding sources*
- *Collect and check time sheets, manage payroll*
- *Collect and pay vouchers and receipts*

#### **The County of Ashe linked with North Carolina Cooperative Extension, Ashe County 4-H agrees to:**

- *County of Ashe will evaluate final school year Afterschool program budget report in June. If necessary, Communities in Schools of Northwest North Carolina may request an appropriation for the next fiscal year in amount of program shortfall. No request will be made if net income of program is greater than or equal to zero.*
- *Provide enrichment services through 4-H*
- *Provide a resource library available at the N.C. Cooperative Extension, Ashe County Center to include 4-H Curriculum*
- *Promote Communities in Schools of Northwest North Carolina Afterschool Program to families and community partners*
- *Provide letters of support for funding opportunities*
- *Provide translation of documents into Spanish through Migrant Education Program*

All parties (Ashe County Board of Education, Communities in Schools of Northwest North Carolina and the County of Ashe linked with North Carolina Cooperative Extension, Ashe County 4-H) will work jointly to ensure continued funds to support, sustain, and/or expand the Afterschool program efforts.

Ashe County Board of Education, Communities in Schools of Northwest North Carolina and the County of Ashe linked with North Carolina Cooperative Extension, Ashe County 4-H agree to cooperatively work toward the continued development of the Afterschool program for all Ashe County youth. All parties support the intent of this Memorandum of Understanding.

\_\_\_\_\_  
**Superintendent of Schools**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Executive Director, Communities in Schools  
Of Northwest North Carolina**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**County of Ashe Manager**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**County Extension Director**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Blue Ridge Elementary Principal**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Mountain View Elementary Principal**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Westwood Elementary Principal**

\_\_\_\_\_  
**Date**

*Revised 03/02/2020*