

PURCHASE OF SERVICE AGREEMENT

THIS PURCHASE OF SERVICE AGREEMENT (hereinafter "Agreement"), made and entered into on the seventh day of July, 2016, by and between the **LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT**, an urban county government of the COMMONWEALTH OF KENTUCKY created pursuant to KRS chapter 67A (hereinafter "Government"), 200 East Main Street, Lexington, Kentucky 40507, on behalf of its Department of Social Services (hereinafter "Sponsor"), and, **16th District Parent Teacher Association (Fayette County)** with offices located at 1126 Russell Cave Road, Lexington, Kentucky 40505, (hereinafter "Organization").

WITNESSETH

WHEREAS, the Government recognizes the need to partner with Fayette County Public Schools and the Lexington-Fayette County community to address the Achievement Gap that disproportionately affects our community's minority and disadvantaged students; and

WHEREAS, the Government is committed to providing for programs that will impact youth learning and community enrichment, thereby combatting the Achievement Gap; and

WHEREAS, the Government proposes to partner with the Organization and provide an Opportunity Grant to fund such initiatives and services offered by the Organization that aligns with the above-stated goals.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein expressed, the Government and the Organization agree as follows:

1. Government hereby retains Organization for the period beginning on **January 1, 2016**, and continuing for a period of twelve (12) months from that date unless within that period Government gives the Organization thirty (30) days written notice of termination of this Agreement in which case this Agreement shall terminate thirty (30) days from the date notice is given to the Organization.
2. Government shall pay Organization the sum of **Ten Thousand Dollars (\$10,000.00)** for the services required by this Agreement, said services being more

particularly described in the Letter of Engagement attached hereto and incorporated herein by reference, which shall be payable in August 2016 or shortly thereafter upon receipt of an invoice. A financial report and detailed interim program report shall be submitted by December 30th, 2016 and a year-end program report shall be submitted by July 30th, 2017. Both reports shall reflect the services and programs directly related to the funding provided by Lexington Fayette Urban County Government with emphasis on measurable outcomes, and specifically Letter of Engagement.

3. In the event of termination of this Agreement by Government as provided for in paragraph 1 above, Organization shall be entitled to that portion of total compensation due under this Agreement as the service rendered bears to the service required herein.

4. Organization shall perform all duties and services included in the Letter of Engagement *(Description of the specific uses of funds allocated by program name(s) and details of the expected client and agency outcomes) attached hereto faithfully and satisfactorily at the time, place and for the duration prescribed herein. Compensation paid pursuant to this Agreement shall be used exclusively for the services set forth in the Letter of Engagement and for no other purpose. Any alteration in the nature of such services and duties constitutes an amendment to this Agreement and must be in writing signed by both parties. Organization shall keep itself fully informed of all federal and state laws and all municipal ordinances and regulations in any manner affecting the work or performance of this Agreement, and shall at all times observe and comply with such laws, ordinances and regulations, whether or not such laws, ordinances or regulations are mentioned herein, and shall indemnify Government, its officers, agents and employees against any claim or liability arising from and based on the Organization's violation of any such laws, ordinances or regulations.

5. Organization represents that it has filed all federal, state and local income tax returns required by law in the legally prescribed time and manner. This Agreement shall not become effective unless and until copies of all of the executed originals of the aforementioned tax returns filed for the Organization have been registered for the current tax year by the Organization in the office of the Sponsor, and the Organization shall not be compensated unless and until such registration has taken place.

6. The Organization shall, on such forms as the Sponsor shall provide, submit to Sponsor an annual report and financial statement which summarize the previous year's activities regarding the services enumerated in the Letter of Engagement attached hereto.

7. Books of accounts shall be kept by the Organization and entries shall be made therein of all money, goods, effects, debts, sales, purchases, receipts, payments and any other transactions of the Organization. The books of accounts, together with all bonds, notes, bills, letters and other writings belonging to the Organization, shall be maintained at the principal place of business of the Organization as set forth in this Agreement. Government shall have free and complete access to the books, papers and affairs of the Organization, that relate to the performance of this Agreement, at all reasonable times, and if it desires, it may have the books and papers of the Organization, that relate to the performance of this Agreement, audited and examined by auditors, accountants or attorneys. Any examination shall be at the expense of the Government.

8. Government may designate such persons as may be necessary to monitor and evaluate the services rendered by the Organization. The Government, its agents and employees, shall, at all times, have unrestricted access to all places where or in which the services required hereunder are being carried on and conducted. Inspection and monitoring of the work by these authorities shall in no manner be presumed to relieve in any

degree the responsibility or obligations of Organization, nor to constitute the Organization as an agent of the Government.

9. Organization shall provide equal opportunity in employment for all qualified persons, shall prohibit discrimination in employment because of race, color, creed, national origin, sex or age, shall promote equal employment through a positive, continuing program of equal employment, and shall cause each of its subcontracting agencies to do so. This program of equal employment opportunity shall apply to every aspect of its employment policies and practices.

10. Organization shall adopt a written sexual harassment policy, which shall, at a minimum, contain a statement of current law; a list of prohibited behaviors; a complaint process; and a procedure which provides for a confidential investigation of all complaints. The policy shall be given to all employees and clients and shall be posted at all locations where Organization conducts business. The policy shall be submitted to Sponsor for review within thirty (30) days of the execution of this Agreement.

11. This instrument, and the Letter of Engagement *(Description of the specific uses of funds allocated by program name(s) and details of the expected client and agency outcomes) incorporated herein, contains the entire agreement between the parties, and no statement, promises or inducements made by either party or agent of either party that is not contained in this written Agreement shall be valid and binding; and this Agreement may not be enlarged, modified or altered except in writing signed by the parties and endorsed hereon.

12. Notice – Any written notice required by the Agreement shall be delivered by certified mail, return receipt requested, to the following:

For Organization:

Attn: _____

For Government:

Lexington-Fayette Urban County Gov.
200 East Main Street
Lexington, Kentucky 40507

Attn: Chris Ford, Commissioner
Department of Social Services

IN WITNESS WHEREOF, the parties have executed this Agreement at Lexington,
Kentucky, the day and year first above written.

LEXINGTON-FAYETTE URBAN
COUNTY GOVERNMENT

AGENCY NAME

BY: _____
Jim Gray, Mayor

BY: _____

Title: _____

ATTEST:

Clerk of the Urban
County Council

* The Letter of Engagement referenced in items 4 and 11 must be attached to this
document and approved prior to the start of fiscal year payments.



November 17, 2015

LFUCG Department of Social Services
Chris Ford, Commissioner
200 East Main Street, Suite 328
Lexington, KY 40507

Dear Commissioner Ford:

The 16th District Parent Teacher Association and the Urban Family Engagement Team are excited to partner with the Department of Social Services via the Opportunity Grant Initiative to continue to empower parents to be actively engaged in their children's lives. Research consistently shows that children with engaged family members perform better academically and socially. We are an independent volunteer advocate organization, and our membership is comprised of parents, teachers, community members, and businesses. Together we work towards the overall purpose of the PTA to make every child's potential a reality by engaging and empowering families and community members to advocate for all children.

1) Description of Program and Service Delivery Plan:

The foundation for the program that the Urban Family Engagement Team (UFEN) in Lexington, Kentucky now uses was originally established by the National PTA in 2009. They started the program to reach traditionally underrepresented families and students that were at risk of not meeting state standards in 9 target cities throughout the United States of America. In 2013, the National PTA expanded the program to 6 additional cities, Lexington, Kentucky being one of those additional communities. Over the past 2 years, we have modified the program to meet the needs of our community. We fully recognize that one size does not fit all. The PTA, historically, has been the voice and advocate for families for over 115 years and has been the impetus behind educational programs and enhancements such as advocating for mandatory Kindergarten, creating child labor laws, and providing hot and healthy lunch programs.

In our community today, the UFEN team meets directly with families in their schools and in their neighborhoods. We educate parents on their rights and responsibilities to be engaged, how to navigate the educational system and advocate for their children, and how to effectively partner with the school and/or community to improve academic achievement. Our program represents all 40,896 students. We provide services to alleviate barriers to engagement training. We provide free childcare, meals, and transportation when needed. We meet the families where they are – we go directly into their schools, we meet them in places of worship, we utilize advocacy partners and trainings at centralized locations like BCTC Newtown Pike and the High Street YMCA. We offer trainings and ancillary support to show parents how to increase their engagement, and we stress its importance. We also provide additional information sessions on a rotating schedule to target key interest topics and advocacy opportunities for English Language Learners, for the Exceptional Child advocates, for Gifted/Talented students, for Male Engagement initiatives and for Effective/Inclusive Leadership strategies. This fall, we have worked with parents and staff at Booker T. Washington in a 4-week training session, we provided an all-day training at

EMAIL

WEB

BCTC Newtown Pike that was open to the public, and we provided advocacy and engagement training at Black Achievers' Meetings through the YMCA. Our goal and implementation plans are specifically targeted to reach different demographics and student populations on a consistent basis.

2) Projected Outputs and Projected Outcomes in 2016:

- Continue our engagement training sessions in area schools and community centers – targeting schools with marked achievement gaps – providing training, resources, and continued support to enable engagement and advocacy. Knowing how to navigate the system and knowing what steps to take to become engaged can be daunting. We provide the resources and the network to empower parents/guardians to be engaged by helping to alleviate barriers that prevent them from participating in the first place through our multiple session training.
- Continue to systematically reach out to the diverse parent and student populations in Fayette County to increase the number of engaged family members in a targeted school/community – not just empowering individual parents, but teaching them how to empower others as well. In turn, we expect this to improve student achievement over time.

3) Engagement and Partnership Strategy:

As a non-profit, all volunteer organization, we rely on partnerships to succeed. As a relatively new program, we seek to strengthen and grow our partnerships with community organizations and with local PTAs to broaden our reach over the upcoming year. We have roughly 8,000 PTA members throughout Fayette County. This group offers one avenue for outreach. We have partners in the community that range from principals, Family Resource Centers, Fayette County Public Schools Central Office (FCPS), and community groups such as BCTC, NAACP, the Lexington Public Library, the YMCA Black Achievers, and Park Community Childcare Center. In the past, FCPS provided in-kind resources by printing many of our engagement training manuals, through the FACE office, enabling us to reach more families by stretching our budget further. Our only funding came from a grant that we received from the National Parent Teacher Association in 2013 – this grant funding expired in June of 2015. Long-term sustainability is a key component of our strategy planning moving forward.

Our board and UFEN team represent many areas and districts of our community. We hope to expand this reach by partnering with local PTAs to grow the implementation of the curriculum at the individual school level.

4) Budget Narrative

The Opportunity Grant will enable UFEN to continue the work of this exceptional grassroots program. It takes all levels of engagement and community partners to provide the needed resources to improve the educational opportunities of Fayette County students and to close the achievement gap. The UFEN team seeks to reach parents and communities members at the individual and school level – empowering them to be more actively engaged. Over time, as engagement increases, we hope to see an improvement in academic performance as research consistently predicts. The funds will be used to provide training sessions, to produce collateral material, and to provide resources to alleviate barriers to engagement training participation such as childcare, meals, and transportation. We have found that we are able to reach many parents with just these simple items. This funding will enable us to reach many more families this next calendar year; without it, we would be unable to overcome many of the barriers to engagement.

Thank you for the opportunity to continue to serve the children of Fayette County and their families. It is truly an honor and a privilege, and we look forward to being part of a solution to close achievement gaps through alleviating barriers to engagement and empowering parents/guardians.

Sincerely,

Kristin Sajadi
Community Outreach Chair 16th District PTA / Family Engagement Training Team Lead (UFEN)

16th District PTA Board Members and UFEN Core Team Members:

PTA Board Members

David Kidd-President
1st Vice President, TBD
Vice President, Membership
Jesi Bowman -Corresponding Secretary
Denise Bauer -Recording Secretary
Liz Hill-Treasurer
Kathy Smiley-Immediate Past President (UFEN Core Team Member)
Alice Nelson-Superintendent Designee

Committee Chairs

Penny Christian-Academic Initiatives/Transition (UFEN Core Team Member)
Kathy Smiley-Board Training (UFEN Core Team Member)
Lucy Waterbury-Bylaws
Andria Jackson-Communication/Networking/Awards
Kristin Sajadi-Community Outreach/UFEN Team Lead (UFEN Core Team Lead)
Rolanda Woolfork-Diversity and Inclusion (UFEN Core Team Member)
Lou-Ann Ramos-Fundraising/Grants (UFEN Core Team Member)
Sharon Boswell-Gifted and Talented
Tina Underwood-Healthy Lifestyles
Brandon Sharp-Male Involvement
Ashley Herndon-Operation Preparation/College and Career
Julia Craven-Reflections/Cultural Arts
Kathy Smiley-Scholarships
Alva Clark-Special Needs (UFEN Core Team Member)
Ruth Revis-Special Needs
Denise Bauer-Vendor Resource Fair
Jessica Berry-Board Consultant (Non-Voting Member) (UFEN Core Team Member)
Colleen Wolfe-Board Consultant (Non-Voting Member)