



**Memorandum of Agreement  
Between**

**Lexington-Fayette Urban County Government  
Division of Family Services Parent Education Program  
And  
Fayette County Public Schools**

**I. Background:**

The Lexington-Fayette Urban County Government (LFUCG) Division of Family Services, based at the Family Care Center, in partnership with Fayette County Public Schools (FCPS), provides a Parent Education Program to Lexington's teen parents and pregnant teens. The mission of the LFUCG Parent Education Program is to provide opportunities for young parents to acquire academic, parenting and life skills to promote self-sufficiency and successful transition to higher education and workforce.

**II. Purpose of the Agreement:**

The purpose of this Memorandum of Agreement (MOA) is to establish a framework with which to govern the operation of the LFUCG Parent Education Program. The MOA specifies the relationships, responsibilities, and activities of LFUCG and FCPS in the operation of the LFUCG Parent Education Program.

**III. Responsibilities of LFUCG:**

1. To provide and coordinate life skills instruction to all student participants. To provide case management to those student participants who demonstrate a need for coordination of social services and community resource linkage.
2. To provide and coordinate elective classes and groups related to positive and effective parenting. To participate, when so desired, in the interview process of prospective new teachers and educational administrative staff for the program.
3. To consult with FCPS administration to recommend suspension and/or removal from the program and record any such suspension and/or recommendation for removal in Infinite Campus (IC).
4. To upkeep, provide maintenance and utilities for the facility.
5. To provide screening for intake and administer a universal reading screener.

**IV. Responsibilities of FCPS:**

1. To employ and supervise a teaching and support staff and adhering to FCPS guidelines.
2. To participate, when so desired, in the interview process of prospective staff for the LFUCG Parent Education program.
3. To design and implement a system of education data collection and information dissemination in order to improve the quality of education at the LFUCG Parent Education Program. This data should include multiple measures with which to determine the types of services needed. The system includes data to include, but is not limited to: the 6<sup>th</sup> grade reading level assessment, pre- and post-testing, KPREP and a balanced assessment system in reading and math that shall be shared with LFUCG Parent Education program staff.
4. To transfer all grades, attendance, and other information to the student's home school within five (5) days of the release of the student.
5. To provide six (6) hours per day of instruction for 177 days annually.
6. To suspend and/or recommend for removal from the LFUCG Parent Education Program only after consultation with LFUCG Parent Education and to record such suspension or recommendation for removal in IC.
7. To plan educational field trips and outings for the Family Care Center Program, if requested and feasible and to help execute as funds are available. All field trips shall comply with FCPS policies and procedures. FCPS and LFUCG staff shall be responsible for making all arrangements for field trips, including transportation, and shall cover any associated costs from the program budget.
8. To purchase/provide all instructional supplies, books, and reference materials for the LFUCG Parent Education Program.
9. Responsible for all attendance tasks/procedures.
10. To ensure FCPS staff and LFUCG leadership are kept abreast of policies, procedures, staffing decisions, and other changes that affect the LFUCG Parent Education program operations.
11. To inform LFUCG leaders of the number of students that will be in the program for the regular school year.


**V. Shared Responsibilities:**

1. LFUCG Parent Education program staff and FCPS shall jointly participate in the intake process and development of the individual youth's goals.
2. LFUCG Parent Education program staff and FCPS shall develop a process for successful student transition from traditional placement to alternative placement, and from alternative placement returning to traditional placement that contains measurable outcomes.
3. Jointly plan to ensure that students have access to support services such as: ESS, FRYSC, web-based curriculum, etc.
4. Discipline of students shall be the responsibility of either LFUCG or FCPS personnel dependent on the students' custody/care in the classroom, hallways, treatment sessions, field trips, etc.
5. Attend meetings with parents to review the referral, assessment, and recommendations. Administrative staff shall conduct joint walkthroughs to assess instructional effectiveness.

6. Administrative staff shall review academic data quarterly to make program adjustments/improvements.
7. Developing special student contracts for behavioral reinforcements or academic promotions.
8. FCPS and LFUCG administrative staff shall jointly develop a list of attributes that should be considered in filling vacancies in the program.
9. Administrative staff shall develop a strategy for meaningful parent involvement.
10. Annually, FCPS and LFUCG staff shall participate in a minimum of six (6) hours of professional development aligned to the needs of the LFUCG Parent Education Program, e.g., de-escalation strategies, various learning options (common core, MAP, KPREP, performance based, credit recovery, community based, etc.), life skills curriculum and behavior management.
11. If additional training is needed, this shall occur at the discretion of LFUCG and FCPS administrators.
12. Supervise special outings and programs.
13. FCPS and LFUCG will immediately share with one another, any and all decisions including pertinent information regarding the dismissal of youth from the program.
14. The development of the master schedule.

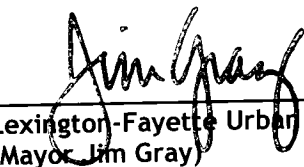
VI. **Period of Agreement:** This agreement becomes effective upon the date of the last approving signature and shall remain in effect indefinitely until superseded, rescinded, or modified by written, mutual agreement of both parties.

VII. **Acceptance and approval of authorizing officials:**  
 The following signatures verify that Lexington-Fayette Urban County Government and Fayette County Public Schools have discussed the agreement and agree to all terms contained herein.

  
 \_\_\_\_\_  
 Fayette County Public Schools  
 (Signature - FCPS)

9/11/14  
 \_\_\_\_\_  
 Date

Attn: Tom Shelton, Superintendent  
 701 E. Main Street  
 Lexington, KY 40502

  
 \_\_\_\_\_  
 Lexington-Fayette Urban Co. Gov't.  
 (Mayor Jim Gray)

10-28-14  
 \_\_\_\_\_  
 Date

Attn: Beth Mills  
 Commissioner of Social Services  
 200 E. Main Street  
 Lexington, KY 40507