



The Curry County Foster Grandparent Program
417 Gidding St. Suite 100
Clovis, NM 88101
575-763-6009

Memorandum of Understanding

BETWEEN

Program: Curry County Foster Grandparent Program

Address: 417 Gidding Street, Suite 100, Clovis, NM 88101

Phone: 575-763-6009

AND

Volunteer Station: The Clovis Municipal Schools

Address: 1009 Main Street, Clovis, NM 88101

Phone: 575-769-4300 Fax: 575-769-4333

This Memorandum of Understanding (**MOU**) contains basic provisions, which shall guide the working relationship between both parties. This MOU is effective from August 1, 2019 through July 31, 2022 and supersedes all prior Memorandums of Understanding with this volunteer station. This MOU may be amended in writing at any time with the concurrence of both parties. This Memorandum of Understanding must be reviewed and renegotiated at least every three years.



Curry County Foster Grandparent Program Responsibilities

1. Curry County shall sponsor the Foster Grandparent Program, apply for and administer match funding from State and Federal agencies, and hire a director to manage the program and serve as liaison to Clovis Municipal Schools (hereinafter referred to as the Station).
2. Program Staff shall recruit, interview, select and enroll volunteers (Foster Grandparents) in the program who meet Federal Regulations and criteria.
3. The Program Director shall pay the cost for a pre-service criminal history background check of all Foster Grandparents in accordance with the requirements as established for a National Service Criminal History Check by the Corporation for National and Community Service.
4. The Foster Grandparent Program shall provide a total of forty-four (44) hours of training throughout the school year to include twenty (20) hours of pre-service orientation and twenty-four (24) monthly in-service training workshops.
5. The Program Director shall furnish insurance (accident, liability, and excess automobile liability insurance coverage) as required by program policy. Excess Liability Limits of Insurance are \$1,000,000 for Each Occurrence Limit with an Annual Aggregate Limit of \$3,000,000. Automobile Accident Limit for each accident is maximum \$500. The insurance provided by the Program Director is secondary coverage and is not primary insurance.
6. The Program Director has the full responsibility for the management and fiscal control of the program.
7. The Program Director, in cooperation with the program Advisory Council, shall arrange for a volunteer's appeals procedure to resolve problems arising between the volunteer, station, and or program.
8. The Program Director shall pay the transportation cost of volunteers to and from their assignments in accordance with Foster Grandparent Program policy and availability of funds by either reimbursement of mileage (qualified private vehicle, at the state standard rate) or C.A.T.S. bus pass.
9. The Program Staff shall regularly monitor project activities at volunteer stations to assess and or discuss needs of volunteers and the program.
10. The Program Director shall arrange with the Volunteer Station for meals, whenever possible, for volunteers on assignment.
11. The Program Director shall provide for additional agreements peculiar to the local program and Program Director.



Clovis Municipal School Responsibilities

1. Clovis Municipal Schools shall be known as the Station and will provide elementary schools for placement of the Foster Grandparents. Rather than obtaining MOUs from individual Station's schools, the arranged schools will be listed as Exhibit A to this memorandum.
2. During the pre-service orientation and/or following monthly workshops, Volunteer Station staff is encouraged to join other community resource professionals to plan, implement and participate in the training workshops.
3. An estimated eight (8) Foster Grandparents, (hereinafter referred to as Volunteers), are projected to be available with or through the volunteer station. Each Volunteer shall mentor between two (2) to four (4) children with special need or who are in circumstances that limit their academic, social, or emotional development, identified by the classroom teacher.
4. Federal requirements require the Volunteer must work a minimum of five (5) hours per week. A school schedule which defines arrangements for days and hours of service shall be determined by an agreement between the teacher and Foster Grandparent; approved by the Program Director.
5. A written Assignment Plan shall be developed by the teacher and Foster Grandparent which outlines the role and activities of the Foster Grandparent; identifies the child(ren) to be served and the expected outcomes for each child. The Assignment Plan shall be signed by the teacher, Foster Grandparent and Program Director.
6. The Volunteer Station shall monitor volunteer activities in order to ensure that volunteers and children are satisfied with the assignment and to determine the continued appropriateness of the assignment.
7. Annual reviews shall be conducted by the assigned classroom teacher, appraising volunteer performance. Potential termination shall be considered by the program Advisory Council, through a procedure to resolve problems arising between the volunteer, Station, and/or program.
8. The Volunteer Station shall investigate incidents, accidents and injuries involving Volunteers and notify the Project Director on a timely basis.
9. The Volunteer Station shall ensure that the Volunteers serve as a volunteer; do not displace nor replace paid or contracted employees; relieve staff of their routine duties or infringe upon teacher's role with the children.
10. The volunteer station shall exclude Volunteers as supervising adults when calculating state-mandated adult-to-child ratios.
11. Supervise Volunteers at all times and not leave the Foster Grandparent alone with children.
12. Track and report volunteer-hours served. (Project Director will provide an official time sheet; pick up old time sheet and drop off a new one.)

13. The station shall ensure that any screening processes required of other volunteers are required for the Foster Grandparent Volunteers.
14. The station shall provide confidentiality training for Volunteers in accordance with station policies and procedures.
15. The Station shall implement programming for impact at the schools where the Volunteers are assigned to evaluate the impact the Foster Grandparents have on the children served and the community.
16. The Stations shall periodically review each child's continuing need for a Foster Grandparent and recommend phase-out reassignment of the Volunteer as necessary.
17. Station shall maintain the program so Volunteers with disabilities (including mobility, hearing, vision, mental, and cognitive impairments or addictions and diseases) and/or limited English language proficiency are provided reasonable accommodations to allow persons with disabilities to participate in the program and its activities.
18. The Station shall not discriminate against Foster Grandparent Volunteers or in the operation of its program on the basis of race, color, national origin, limited English language proficiency; gender, age, political affiliation, religion, sexual orientation, marital or parental status, military service or on the basis of disability if the Volunteer is a qualified individual with a disability.
19. The Station shall not request or assign Foster Grandparent volunteers to conduct or engage in religious or sectarian activities.
20. The Station shall not request or assign Foster Grandparent volunteers to conduct or engage in political activities.

The signatures below are the liaisons and representatives of the Program and Station:

Suzanne Zamora

Program Director
Curry County Foster Grandparent Program

Date: 9/3/19

Benjamin

Title: Superintendent
Clovis Municipal Schools

Date: 9/3/19

Reviewed and approved by Curry County Commission on August 20, 2019.

THE COUNTY OF CURRY, NEW MEXICO

Chet Spear
Chet Spear, Chairman



Annie Höglund
Annie Höglund, County Clerk