



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

## Memorandum of Understanding

### **BETWEEN**

Program: The Curry County Foster Grandparent Program

Address: 417 Gidding St. Suite 100 Clovis, NM 88101

Phone: 575-763-6009

### **AND**

Volunteer Station: Texico Municipal Schools

Address: 520 N. Griffin St. PO Box 237, Texico, NM 88135

Phone: (575) 482-380 Fax: (575)-482-3650

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 June 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 Texico 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 the 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 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 that includes twenty (20) hours of pre-service orientation and twenty-four (24) hours of 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 FGP policy and availability of funds by either reimbursement of mileage (qualified private vehicle, at the state standard rate) or bus passes from local public transportation.
9. The Program Staff shall regularly monitor project activities at volunteer station to assess and or discuss needs of volunteers and the program.
10. The Program Director shall arrange with the 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.



## Texico Municipal Schools Responsibilities

1. Texico Municipal Schools (hereinafter referred to as the Station) will provide the schools for placement of the Foster Grandparents.
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. Foster Grandparents, (hereinafter referred to as volunteers), are projected to be assigned at each school and classroom(s) arranged by the Station. Each Volunteer shall mentor between two (2) to four (4) children with special needs or who are in circumstances that limit their academic, social, or emotional development as 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 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 of a Foster Grandparent shall be considered by the program Advisory Council, through a procedure to resolve problems arising between the volunteer, Station, and/or program.
8. The Station shall investigate incidents, accidents and injuries involving Volunteers and notify the Program Director on a timely basis.
9. Station shall ensure that 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 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. The Volunteer Station will track and report volunteer-hours served. (Program Director will provide an official time sheet; pick up old time sheet and drop off a new one.)
13. Ensure that any screening processes required of other volunteers are required for the Foster Grandparent Volunteers.
14. Provide confidentiality training for Volunteers in accordance with station policies and procedures.
15. Implement Programming for Impact at the schools where the Volunteer are assigned to evaluate the impact the Foster Grandparents have on the children served and the community.

16. Periodically review each child's continuing need for a Foster Grandparent and recommend phase-out reassignment of the Volunteer as necessary.
17. Maintain the program and activities so the 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 programs and 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; age, political affiliation, religion, gender, 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 liaisons and representatives of the Program and Volunteer Station:

Texico Municipal Schools

By: Robert Brown  
(Signature)

Title: Superintendent

Address: 520 N. Griffin St.  
Texico, NM 88135

Date: 9/4/19

Curry County

By: Suzanne Zamora  
(Signature)

Title: FGP Director

Address: 417 Gidding St. Suite 100  
Clovis, NM 88101

Date: 9/4/19

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



Annie Hogland  
Annie Hogland, County Clerk

THE COUNTY OF CURRY, NEW MEXICO

Chet Speat  
Chet Speat, Chairman