

MEMORANDUM OF UNDERSTANDING
Vestal Central School District

This Statement of Work effective **July 1, 2022** is an agreement between Binghamton University (BU) and **Vestal Central School District** with the shared goal of creating or sustaining a university-assisted community school model.

Community schools are a system of relationships that link academic and enrichment programs and social services so that all students, families, and individuals succeed and the community is strengthened. This is achieved by systematically integrating student supports, expanding and enriching learning time and opportunities, active family and community engagement, and collaborative leadership and practices as well as community-based learning. The success of a community school hinges upon strategy, alignment, strong partnerships, and collaboration. To this end, with the mutual goal of creating a community school, both parties agree to the following terms:

Binghamton University Agrees to provide the following support:

1. Facilitate bi-monthly Regional Network meetings for Community School Coordinators to enhance district to district collaboration around the Community School model. Meetings occur on Wednesdays from 8:30 - 10:30am. Coordinators attendance is documented, meeting minutes are taken and supplemental materials are provided to all Community Schools coordinators to disseminate to their respective districts.
2. Coordinators typically meet the 2nd and 4th Wednesday of the month and SW interns meet the 3rd Wed of the month.
 - a. 2nd Wednesday of the month: Earmarked for community partners to present services and programs which benefit students, families, and schools. Designed to present local opportunities from community partners and updates from the field or in the community.
 - b. 3rd Wednesday: MSW/BSW Fellow In-Service. Professional development for Master's and Bachelor's Social Work fellows, facilitated by the Regional Network Director and invited guests.
 - c. 4th Wednesday: Community School Coordinator Regional Network Meeting. An opportunity for Coordinators to share best practices, problem-solve, network, and collaborate around the development of the community school model and intern supervision.
3. Social Work interns
 - a. Fund a Master of Social Work Graduate Assistant to support recruitment and training of social work interns and support the work of the Regional Network.
 - b. Recruit and place SW interns in collaboration with the SW department to be placed in the BUCS schools for their required field hours. SW interns are bachelors and Masters level Binghamton University students.

- c. Provide orientation and professional development onboarding at the beginning of the year, and facilitate monthly in-service trainings pertaining to community schools and working with youth.
4. Support school and district Community Schools Implementation Teams in implementing the university-assisted community school model within the context of school district priorities.
5. Offer support to district administration or designees with the planning and implementation of the university-assisted community school model.
6. Collaborate with the Center for Civic Engagement to facilitate connections to student interns, volunteers, and faculty. See details in section below.
7. Collaborate with the Netter Center and NYSED's Central/Western Community Schools Technical Assistance Center in support of the local implementation of the university-assisted Community Schools model.

In addition, the College of Community and Public Affairs – Binghamton University Agrees to:

1. Commit Assistant Dean's expertise to support BUCS documentation and reporting requirements related to the scope of work as needed.
2. Provide support from Dean for internal and external program promotion, support, and expansion.
3. Support grants relevant to community schools as appropriate.
4. The main point of contact for Binghamton University Community Schools is:

Dr Elissa Brown, Director, Regional Network
browne@binghamton.edu

In addition, BU will undertake the following in connection with reporting and documentation:

1. Provide an annual report on the development of the BUCS Regional Network using the tools of Implementation Science providing a summary of the CS coordinator's attendance at the RN meetings, aggregate data culled from the coordinator's weekly highlight reporting tool and a summary of SW intern work.
2. Provide Community School Coordinators with tools and resources to assess the development of the community school model in their district.

In addition, BU's Center for Civic Engagement agrees to:

1. Facilitate connections, as possible and appropriate, to Binghamton University students or faculty to address district-identified priorities.

2. Provide support and supervision for graduate assistants or other staff charged with coordinating student volunteers/interns and facilitating other university connections.
3. Recruit, interview, place and coordinate Binghamton University undergraduate student volunteers or interns in response to school district requests. The number of students and types of service provided will be dependent upon distance from campus, transportation availability, days and times of opportunities, availability of interns and related factors.
4. Facilitate connections to Binghamton University faculty through service-learning and research opportunities, when possible and appropriate.
5. Collect data, including the number of students involved and hours served, and report this information to the school district at the end of each semester.
6. Communicate as needed with the Community School Coordinator and/or other school district personnel identified as primary points of contact.
7. Subject to budgetary allocations, fund an Assistant Director and support from a Graduate Assistant to provide oversight and coordinate school partnerships.
8. The main point of contact for the Center for Civic Engagement is:

Sara Hall, Assistant Director
sarahall@binghamton.edu

Vestal Central School District Agrees to:

1. Meet annually with Binghamton University team to review progress and discuss identified needs and review annual MOU.
2. Communicate regularly with Binghamton University Community Schools and Center for Civic Engagement as appropriate for continued development of the university-assisted community school model.
3. Provide adequate on-site space and supervision for Binghamton University student interns and volunteers as needed.
4. Provide point of contact information for coordination of Binghamton University students and volunteers as needed.
5. Provide access to data and support needed for evaluation.
6. Communicate needs and work collaboratively with Binghamton University Community Schools and Center for Civic Engagement to develop programs and opportunities for **Vestal Central School District**.

Additionally Vestal Central School District Agrees to:

1. Fund a minimum of one (or more) Community School Coordinator to serve on site at **Vestal Central School District** to participate in Binghamton University Community Schools Regional Network.
2. Designate a school and/or district team responsible for participation on the Community Schools Implementation Team and allow the team to meet monthly.
3. Develop and support implementation of an action plan with the Community School Coordinator outlining the community school course of action for **2022-2023**.
4. Designate a site supervisor for your Community School Coordinator to oversee day-to-day operations collaborating with Binghamton University for shared accountability.
5. Release Community School Coordinator to attend Regional Network orientation, meetings, and professional development opportunities, flexing Coordinator's time as needed to provide availability.
6. Support timely distribution of documents as needed for research and/or programming connected to Binghamton University Community Schools.
7. Prioritize Community School Coordinator attendance at Regional Network meetings and training, flexing Coordinator's time as needed to provide availability.
8. Identify an administrative point person to serve as the primary point of contact, facilitate connections across the district, provide support and supervision for graduate assistants and other staff, and manage and prioritize requests for assistance from across the district.
9. The main point of contact for the school is:

Christine Merton, Community School Coordinator
cnmerton@vestal.k12.ny.us

BUCS Community School Coordinator Responsibilities:

Expectations for Community School Coordinators:

1. Meet with Regional Network Director at designated times
2. Attend Regional Network meetings
3. Lead the local Community Schools implementation team
4. Facilitate placement and support of University student interns/volunteers
5. Engage with school professionals, community partners, and families to facilitate student academic and social emotional success

6. Develop personal and professional goals and action planning
7. Support continuous progress of the Community Schools approach commensurate with school and district initiatives and grant deliverables.
8. Note: New Community School Coordinators will participate in additional orientation, onboarding, and ongoing support through BUCS and BOCES (as relevant).

Transportation of Binghamton University Students:

1. The School District agrees to transport (if appropriate and agreed to by School District and Binghamton University) students from and to Binghamton University in connection with the implementation of this agreement.
2. The University and School District will agree to exact days and times of transportation prior to beginning transportation services.
3. The University and School District will agree to the conditions of payment, if any, prior to beginning transportation services.

Other Terms of Agreement:

1. Confidential and Proprietary Information: It is understood that as a result of this Memorandum of Understanding with Binghamton University, Binghamton University employees may deal with confidential and proprietary information of both the **Vestal Central School District** and its clients. Binghamton University agrees to respect the confidentiality of information regarding the Vestal Central School District and its clients, and agrees not to disclose to anyone directly or indirectly any such information.
2. Indemnification: Subject to the availability of lawful appropriations and consistent with Section 8 of the State Court of Claims Act, The State University of New York (SUNY) shall hold **Vestal Central School District** harmless from and indemnify it for any final judgment of a court of competent jurisdiction to the extent attributable to the negligence of SUNY or of its officers or employees when acting within the course and scope of their employment.

Vestal Central School District shall be responsible to and shall defend, indemnify, and hold harmless Binghamton University SUNY, and the State of New York and their respective officers, trustees, directors, employees, and agents from and against for any and all losses, expenses, damages, and liabilities, including reasonable attorneys' fees, arising out of the intentional or negligent acts or omissions of Vestal Central School District its officers, employees, agents, or licensees. This provision shall survive the termination of this Agreement. Notwithstanding anything to the contrary in this Agreement, the State reserves the right to join in any action, at its sole expense, when it determines there is an issue involving a significant public interest.

3. Term of Agreement: The term of this Agreement shall begin on July 1, 2022 and end on June 30, 2023.

4. Termination of Agreement: The University or the School District may terminate this Agreement for any reason with thirty (30) days notice. Either party may terminate this Agreement in the event of a substantial breach.
5. Nondiscrimination: The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provision of the Americans with Disabilities Act.
6. Interpretation of the Agreement: The laws of New York State shall govern this Agreement.
7. Modification of Agreement: This Agreement shall only be modified in writing with the same formality as the original Agreement.
8. Relationship of Parties: The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture or any other relationship, other than that of independent contractors.
9. Entire Agreement: This Agreement represents the entire understanding between the parties. No other prior or contemporaneous oral or written understandings or promises exist in regards to this relationship.
10. Students and faculty members shall not be deemed employees, servants, or agents of the School District, but shall be considered invitees. Neither party shall pay the other any compensation or benefits pursuant to this Agreement. The parties acknowledge that University is not providing any insurance, professional or otherwise, covering any students or faculty members.

IN WITNESS WHEREOF, the authorized representatives of the parties hereof have executed this agreement as of the date indicated therein.

By: _____

Matthew Schofield
Director of Procurement
State University of New York at Binghamton
PO Box 6000
Binghamton, NY 13902-6000

Date

By: _____

Dinno Nistico
President of the Board
Vestal Central School District
201 Main Street
Vestal, NY 13850

Date