

MEMORANDUM OF UNDERSTANDING

Between

[School District Name]

And

[Facility/Agency Name]

Whereas, the **[School District Name]** (“District”) is a public school district providing educational services to its residents pursuant to the Education Law of the State of New York; and

Whereas, the District receives Title I, Part A and/or D funding from the New York State Education Department (NYSED) to support collaboration among the District and **[Facility/Agency Name]**; to carry out high quality education programs to prepare incarcerated youth for secondary school completion, training, employment, or further education and to facilitate the transition of youth from the correctional program to further education or employment; and

Whereas, the parties hereto wish to clarify the roles of each in a collaborative effort to efficiently serve youth within the care both entities;

Now, therefore, the parties acknowledge as follows:

1. The District will perform the following tasks:
 - a. Act as the Local Educational Agency (LEA) for Title I Part A and/or D Funding;
 - b. Provide regents and RCT testing materials to **[Facility/Agency Name]** upon request.
2. The **[Facility/Agency Name]** will perform the following tasks:
 - a. Design and administer an educational program that ensures a high quality education to prepare the children and youth enrolled at **[Facility/Agency Name]** for secondary school completion, vocational training, transitioning to higher education and/or employment;
 - b. Communicate to the District a detailed description of the Title I educational program, including, but not limited to;
 - i. Description of educational services being provided to students and purpose for said services, including;

1. A description of the assessment methods used to identify Title I students;
 2. A definition of acceptable annual progress;
 3. Standards used to measure progress;
- ii. Proposed list of equipment and/or supply purchases (where applicable) and how they correlate to the program;
 - iii. Assurance that all staff funded by Title I meet certification requirements and are supplementing (not supplanting) services that would, in the absence of Title I services, be provided to children and youth at **[Facility/Agency Name]**;
- c. Ensure the proper expenditure of Title I funds by:
- i. Submitting invoices and requisition requests for equipment/supplies to the District in a timely manner;
 - ii. Ensuring all services and/or supplies funded by Title I are secular, neutral and non-ideological;
 - iii. Labeling all equipment/supplies as Title I and property of the District, and ensuring that said items are only used for Title I purposes;
 - iv. Maintaining a detailed inventory of all items purchased with Title I funds; and
 - v. Returning all unused or obsolete equipment/supplies to the District for disposal per LEA regulations;
- d. Provide access to District staff for quarterly reviews of the Title I educational program to ensure compliance with State and Federal regulations.
 - e. Assume responsibility for the security and safety of all participants in this educational programming, including incarcerated youth, instructors, officers, and any outside staff providing services.
 - f. Present security and safety training to all staff and monitor programming daily.
 - g. Provide on-site supervision of programming staff in relation to safety and security.
 - h. Provide access to appropriate classroom and instructional space for the safe delivery of the educational programs.
 - i. Staff from both facilities will meet to monitor and provide ongoing support as needed.

3. The parties further acknowledge that each party will provide its services as required by law and that this Memorandum of Understanding is not meant to create any obligations that replace, diminish, augment, or supersede any party's legal obligations.
4. This Memorandum is effective for the period _____, through _____.
5. The parties adopt this Memorandum of Understanding by the signatures set forth below.

LEA Name

[Name/Title] (District Representative)

Date Signed

[Facility/Agency Name]

[Name/Title] (Facility/Agency Administrator)

Date Signed