

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE SCHOOL BOARD OF SANTA ROSA COUNTY, FLORIDA
AND
THE COUNCIL ON AGING OF WEST FLORIDA, INC.**

This Memorandum of Understanding is entered into by and between the School Board of Santa Rosa County, Florida, and the Council on Aging of West Florida, Inc., on the _____th of _____, 2015 for the purpose of operating the Foster Grandparent Program (FGP) in the Santa Rosa District Schools for the 2015-2016 school year.

1. The School Board of Santa Rosa County will:

- A. Permit the Foster Grandparent Program to be conducted at individual school sites, hereinafter referred to as Volunteer Stations.**
- B. Provide the following contribution in support of the program: One meal each day, valued at \$3 for all Foster Grandparents whose hours of service require them to be on-site at mealtime. This provision shall not apply to the summer school term or to Foster Grandparents with physician ordered exceptions. Individual schools will be responsible for covering the cost of the meal on site. Foster Grandparents who do not elect to eat due to medically documented conditions will be reimbursed by the Council on Aging at a rate currently approved by the Council on Aging Board of Directors.**
- C. If funds are available, schools may submit an invoice to the Office of Federal Programs for reimbursement. Schools must contact their cafeteria manager to ensure proper accounting for volunteer meal accounts.**

2. The Council on Aging of West Florida, Inc., will:

- A. Require all volunteers to undergo a Level II background screening in accordance with Sect. 1012.465, F.S., through the procedures established by the Santa Rosa County School District.**
- B. Work directly with the Volunteer Stations to implement the program by execution of a separate Memorandum of Understanding with the Principal of that school, a copy of which is attached and incorporated by specific reference. The terms of that document are agreed to by the parties.**
- C. Place a maximum of 25 Foster Grandparents to serve children with special or exceptional needs for a period of 15 to 40 hours per week,**

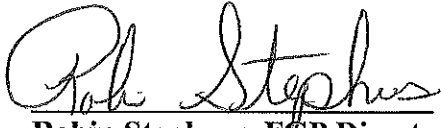
with the approval of the FGP director and in accordance with the FGP guidelines.

- D. Recruit, interview and refer volunteers to the program.
- E. Provide orientation to the Volunteer Station, as appropriate.
- F. Place volunteers with the Volunteer Stations for individual assignment.
- G. Furnish adequate excess accident and liability insurance coverage as required by the FGP program guidelines. **FOSTER GRANDPARENTS ARE NOT COVERED BY WORKER'S COMPENSATION.**
- H. Retain full responsibility for the management and fiscal control of the program.
- I. Arrange physical examinations for all Foster Grandparents, initially prior to assignment and annually thereafter.
- J. Specify activities to be performed by the volunteers under the direction of the Volunteer Station and in cooperation with the FGP staff.
- K. Provide in-service training for volunteers at least once a month for three and a half (3.5) hours, and forty (40) hours of pre-service training to be completed within ninety (90) days of placement.
- L. Reassign a volunteer to another volunteer station when necessary.

The effective dates of this agreement shall correspond to the beginning and end of the school calendar for the 2015-2016 school year, inclusive of the summer school in 2016.

This agreement may be amended at any time by mutual consent of the parties reduced to writing.

Tim Wyrosdick, Superintendent
Santa Rosa County School District


Robin Stephens, FGP Director
Council on Aging of W FL, Inc.

Date: _____

Date: _____