

Scope of Service Agreement

The Kansas City CDF Freedom Schools® Initiative (KCFSI), in partnership with the Hickman Mills School District (District) will provide two cohorts of a six (6) week Saturday Leadership Academy (SLA) at the Smith-Hale College Preparatory School(SH). Each cohort of the SLA will serve up to 50 students in the sixth and seventh grades for a total of 100 students. The key objectives will be to enhance student's performance in the Monday –through-Friday school day experience, as well as increase the student's awareness of Literacy, Leadership, and College Preparation.

The Kansas City CDF *Freedom Schools* affirms that reading is an important key to unlocking the door to children's dreams and unlimited potential. The literacy, Leadership and College preparation will all utilize the "**7 Habits of Highly Effective Teens**" by Sean Covey. Classroom activities related to the day's reading will use one or more of a variety of teaching models, including cooperative learning, role playing, and group discussions, and may include reading aloud, paired reading, creative writing, or visual arts. This range of activities ensures that children with diverse experiences, talents, and levels of confidence in reading and verbal expression are actively engaged.

In addition to the above students will learn the time tested principles of the 7 Habits and how to apply them to the tough issues and life changing issues they face. The 7 Habits are listed below:

- Be Proactive
- Begin with the End in Mind
- Put First things First
- Think Win-Win
- Seek First to Understand then to be Understood
- Synergize
- Sharpen the Saw

KCFSI is aware that Smith Hale has incorporated the **7 Habits** book into the curriculum as part of the student's daily/weekly scholarship. Therefore, the Academy will serve to enhance what scholars will already be familiar with.

The third component of the SLA will be in line with the Smith Hale College Prep indicator which include but is not limited to the following:

- Preparing students to be more knowledgeable of avenues to college education
- Increase awareness of College Entrance Exams
- Increase awareness Financial Aid
- Increase awareness of GPA and its importance
- College bound discussions centered around academic skill development

Each of the College Prep components listed above will be incorporated into one of the 7 habits from the **7 Habits of Highly Effective Teens**. KCFSI agrees to submit evaluations of the program or services provided under this scope of service agreement to the District at the end of the program. The District may use the evaluation to determine the effectiveness of the Program as well as making and planning the continuation of service decisions.

KCFSI shall ensure that its personnel shall have the necessary knowledge and training to implement said curriculum and instruction.

Article 1. School Calendar

The first six (6) week SLA will operate from 9:00 a.m. to 12:30 p.m. beginning October 13, 2012 and commence on November 17, 2012.

The second six (6) week SLA will operate 9:00 am – 12:30 p.m. beginning February 2, 2013 and commence on March 9, 2013

Article 2. Student Eligibility and Selection

An application placed on the KCFSI website and provided to SH will be used to capture necessary demographic information for students and parents in the SLA. Registration will take place electronically via the KCFSI Internet or through the completion of a hard copy application provided to SH. Student eligibility will be on a volunteer basis; however, 20 slots will be utilized for recommended students by teaching and administrative staff of SH for each of the two cohorts.

Article 3. District Responsibilities

1. The District agrees to provide the facility for the SLA [SH] for six Saturday's (dates provided) of two separate cohorts
2. The District agrees to provide a Site Administrator
3. The District agrees to share information on each student regarding but not limited to progress reports, behavioral reports, and attendance
4. The District agrees to provide a bulletin board for advertisement and information sharing
5. The District agrees to provide nine (9) hours of Professional Development for KCFSI staff training
6. The District agrees to provide Background checks consummate with District Policy
7. The District agrees to provide the financial support to supply (see attachment for budget breakdown)
 - a) Five (5) Site Instructors
 - b) One (1) Site Coordinator
 - c) Training/Professional Development

- d) Curriculum
- e) Necessary supplies
- f) Administrative Costs

Article 4. KCFSI Responsibilities

1. KCFSI agrees to staff the SLA with five Site Instructors for each of the two cohorts (1:10) instructor to scholar ratio
2. KCFSI agrees to staff the SLA with one (1) Site Coordinator for each of the two cohorts
3. KCFSI agrees to lead Harambee each week, which is a Ki-Swahili term meaning let's pull together
4. Provide training to staff for the implementation of curriculum
5. KCFSI agrees to provide a parent involvement component consisting of not less than three parent meetings/workshops
6. KCFSI agrees to provide Smith Hale and the Hickman Mills School District with any and all data collected during the SLA
7. KCFSI agrees to arrange and provide a college visit for scholars in the SLA (transportation will be the responsibility of the parent of guardian)

Article 5. Volunteers

The district acknowledges that the SLA may utilize volunteers of which may be members of the community, retired individuals, and/or high school students.

Article 6. Location of Services

Smith-Hale (SH) College Preparatory School
8925 Longview Road
Kansas City, MO 64134

Article 7. Term and Termination

1. Term. The term of this agreement ("Term") shall commence on the 13th day of October 2012 and shall be completed on the March 30th day of March 2013, unless terminated earlier in accordance with the terms and conditions set forth herein.
2. Termination without Cause. This Scope of Service Agreement may be terminated without cause by either party by giving written notice of the intent to terminate at least two (2) weeks (10 business days) before the termination date and take all reasonable actions to minimize any expenses. KCFSI will be compensated for those services provided through the date of termination and any approved related expenses within forty-five (45) days of receipt of a properly submitted invoice.
3. Termination with Cause. Either party reserves the right to terminate this Scope of Services Agreement immediately if the other party fails to comply

with any terms or conditions of this Agreement and such failure continues for two (2) weeks (2 consecutive Saturdays) following receipt of written notice of objecting party. In the event that this Agreement is terminated under this Article, the rights and remedies of either party provided under this Agreement shall not be exclusive and are in addition to any other rights and remedies which either party may be entitled to pursue in the event of a breach of this Agreement as provided by law or under the terms of the conditions of this Agreement. KCFSI will be compensated for only those services satisfactorily provided through cure date end. Any compensation under this provision will be provided within forty-five (45) days of the receipt of a properly submitted invoice.

Article 8. Compensation (See Attachment)

Article 9. Background Checks

All Staff providing services under this Agreement that may in any way come into contact with students will undergo background checks consistent with those used by the District. All such checks must be performed and passed prior to any staff providing services hereunder. The cost of background checks conducted on SLA shall be the responsibility of the District.

No staff person shall be extended an offer for employment that does not successfully complete and pass a background check.

Article 10. Confidentiality

KCFSI acknowledges that it shall now and in the future may have access to and contact with confidential information relating to ideas, strategies, plans, purposes, and/or agencies that the **District** may seek to advance. Any reports and information given to or generated by KCFSI hereunder, as well as the terms and conditions of this Agreement, shall also be considered confidential information.

Both during the term of this Agreement and thereafter, KCFSI covenants and agrees to hold such information in trust and confidence and to exercise diligence in protecting and safeguarding such information as well as any other information protected from public disclosure by federal or state law or by the policies or procedures of the District.

KCFSI covenants and agrees it will not knowingly use, directly or indirectly, for its own benefits, or for the benefit of another any of the confidential information but instead will use such information only for the purposes contemplated hereunder. Further, KCFSI covenants and agrees that it will not disclose any confidential information to any third party except as may be required in the course of performing services for the District hereunto or by law.

KCFSI acknowledges that it shall now, and in the future may have access to and contact with confidential information of **students**. Both during the term of this Agreement and thereafter, KCFSI covenants and agrees to hold such information in trust and confidence and to exercise diligence in protecting and safeguarding such information, as well as any other information protected from public disclosure of the District.

KCFSI acknowledges that it shall now, and in the future may have access to and contact with the education and/or **medical records of students**. Both during the term of this Agreement and thereafter, KCFSI covenants and agrees to hold such information in trust and confidence and to exercise diligence in protecting and safeguarding such information, as well as any other information protected from public disclosure of the District.

Article 11. Proof of Insurance

Upon execution of this Agreement KCFSI shall provide the District with proof of liability insurance.

Article 11. Indemnification

The District agrees to indemnify, defend, and hold KCFSI, its officers, directors, employees, contractors, and agents harmless from and against any and all claims, liability, judgments, fines, and expenses; including all attorney's fees and amounts paid in settlement actually and reasonably incurred by KCFSI in connection with any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative ("Proceeding") to which KCFSI is, was, or at anytime becomes a party or is threatened to be made a party due to or attributed solely to the acts or omissions of the District or by its officers, administration, teachers, or staff.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed and do each hereby represent and warrant that their respective signatory whose signature appears below has been and is, on the day and year first written above fully authorized by all necessary and appropriate actions to execute this Agreement

KANSAS CITY CDF FREEDOM SCHOOLS INITIATIVE

BY: _____
Date

President of Mt. Pleasant Education and Development Corporation

BY: _____
Date

Interim Executive Director

HICKMAN MILLS C-1 SCHOOL DISTRICT

BY: _____
Date

President of the Board of Education

BY: _____
Date

Superintendent of Schools

BY: _____
Date

Principal Smith-Hale College Preparatory School