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Consent Agenda Item (Action Item):

Consider/Approve Site Supervisor Agreement for UNITE Service Corps (USC), an AmeriCorps program of Operation UNITE to establish the responsibilities, expectations, and mutual comitments of the assigned Site Supervisor, Principal, and UNITE Service Corps in supporting the successful service of an AmeriCorps Volunteer.

Applicable State or Regulations:

Operation UNITE is a 501(c)(3) non-profit organization rather than a state agency, so it does not issue state regulations itself. However, because it was launched to combat substance abuse in Kentucky, it operates under and interacts directly with specific Kentucky laws, legislative funding mandates, and state law enforcement frameworks.

Fiscal/Budgetary Impact: Operation Unite cost $6800.00 per school per year

History/Background:

Operation UNITE (Unlawful Narcotics Investigations, Treatment, and Education) is a non-profit organization launched on April 7, 2003, by U.S. Representative Hal Rogers in Kentucky's 5th Congressional District.

Recommended Action: Site Supervisor Agreement
Partnering with schools across Kentucky's Fifth Congressional District to improve student achievement, promote healthy choices, and strengthen communities through national service.

Contact Person(s): Cynthia Turner, Principal

Principal **Director** **Superintendent**

The Floyd County Board of Education does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or disability in employment, educational programs, or activities as set forth in Title IX & VI, and in Section 504.

UNITE Service Corps

An AmeriCorps Program of Operation UNITE

2026-2027 Site Supervisor Agreement

Partnering with schools across Kentucky's Fifth Congressional District to improve student achievement, promote healthy choices, and strengthen communities through national service.

PURPOSE

The purpose of this **Site Supervisor Agreement** is to establish the responsibilities, expectations, and mutual commitments of the assigned Site Supervisor, Principal, Partner Site, and UNITE Service Corps in supporting the successful service of an **AmeriCorps Volunteer**.

UNITE Service Corps (USC), an AmeriCorps program of Operation UNITE, partners with schools throughout Kentucky's Fifth Congressional District to improve student achievement through mathematics tutoring, provide evidence-based drug prevention education, strengthen schools through volunteer engagement, and prepare Volunteers for future educational, career, and civic success.

The assigned **AmeriCorps Volunteer** serves as a national service participant and **is not an employee** of Operation UNITE, the Partner Site, AmeriCorps, or the federal government. Volunteers serve their communities by completing approved service activities in accordance with AmeriCorps regulations and USC policies. They receive a living allowance rather than wages and are eligible only for those benefits specifically authorized through the AmeriCorps program.

This Agreement outlines the responsibilities of the Site Supervisor and Principal in providing daily supervision, mentoring, communication, and support to ensure the Volunteer has a successful service experience while maintaining compliance with all applicable AmeriCorps regulations, Operation UNITE policies, and UNITE Service Corps program requirements.

By signing this Agreement, the Site Supervisor and Principal acknowledge their commitment to working collaboratively with UNITE Service Corps to provide a meaningful service experience that benefits students, strengthens the school community, and supports the mission of national service.

PARTNER SITE INFORMATION

School (Partner Site): _____

School District: _____ **County:** _____

School Principal/Site Supervisor: _____

The Site Supervisor serves as the primary point of contact between the Partner Site and UNITE Service Corps and is responsible for maintaining regular communication with USC staff regarding the Volunteer's service, performance, attendance, and any concerns that may arise during the program year.

RESPONSIBILITIES OF THE SITE SUPERVISOR

The Site Supervisor plays a vital role in the success of the UNITE Service Corps Program. The Site Supervisor agrees to provide leadership, guidance, and support to the Volunteer while ensuring compliance with AmeriCorps regulations, Operation UNITE policies, and Partner Site procedures.

The Site Supervisor agrees to:

- Collaborate with UNITE Service Corps in the recruitment and selection of the Volunteer assigned to the Partner Site by interviewing prospective Volunteers and recommending a preferred candidate. Final placement is contingent upon AmeriCorps eligibility requirements, successful completion of all enrollment requirements, and approval by UNITE Service Corps.
- Provide a welcoming, safe, and professional service environment for the Volunteer.
- Orient the Volunteer to the Partner Site's policies, procedures, emergency protocols, and expectations.
- Serve as the Volunteer's primary on-site supervisor and mentor throughout the service term.
- Assign service activities that are consistent with the Volunteer Position Description and the goals of the UNITE Service Corps Program.
- Ensure the Volunteer performs only allowable AmeriCorps service activities and does not engage in prohibited activities or activities that displace or supplant school employees.
- Verify the Volunteer's daily attendance through the Partner Site's attendance procedures and review and approve or reject the Volunteer's electronic timesheet each week.
- Notify USC staff promptly regarding concerns related to attendance, performance, conduct, safety, or any circumstance that may affect the Volunteer's successful completion of the program.
- Provide constructive feedback, coaching, and encouragement to support the Volunteer's professional growth and success.
- Complete the required mid-year and end-of-year Volunteer evaluations by the established deadlines.
- Cooperate with USC staff during monitoring visits, program reviews, and requests for information or documentation.
- Maintain regular communication with USC staff regarding the Volunteer's progress and any questions or concerns that arise throughout the program year.

RESPONSIBILITIES OF THE PARTNER SITE

The Partner Site agrees to provide an environment that supports the successful service of the AmeriCorps Volunteer and the goals of the UNITE Service Corps Program.

The Partner Site agrees to:

- Provide an appropriate workspace, access to a computer, internet access, and other resources necessary for the Volunteer to perform assigned service activities.
- Provide the Volunteer with a school email account or other approved means of communication, when applicable.
- Provide reasonable access to instructional materials, student data, and facilities necessary to perform approved service activities while maintaining compliance with all applicable privacy laws and school policies.
- Assist in identifying students who will receive mathematics tutoring using school-approved academic data and established selection criteria.
- Provide opportunities for the Volunteer to deliver the Too Good for Drugs curriculum to participating fourth-grade students.
- Support the Volunteer in developing and assisting with the school's UNITE Club and other approved prevention and service activities.
- Permit the Volunteer to participate in required UNITE Service Corps trainings, coalition meetings, service projects, conferences, and other required program activities during approved service hours.
- Display AmeriCorps and UNITE Service Corps recognition materials, when provided, in accordance with AmeriCorps branding requirements.
- Maintain accurate daily attendance records for the Volunteer and make those records available to USC upon request.
- Cooperate with USC staff during monitoring visits, program evaluations, audits, and requests for documentation related to the AmeriCorps program.
- Immediately notify USC of any incident, concern, injury, safety issue, or change that could affect the Volunteer or the successful operation of the program.

RESPONSIBILITIES OF THE UNITE SERVICE CORPS

UNITE Service Corps is committed to supporting both the Partner Site and the Volunteer throughout the program year by providing training, guidance, technical assistance, and program oversight.

UNITE Service Corps agrees to:

- Recruit, screen, enroll, and place qualified AmeriCorps Volunteers at approved Partner Sites.
- Conduct all required National Service Criminal History Checks and verify Volunteer eligibility in accordance with AmeriCorps regulations before service begins.

- Provide comprehensive orientation and ongoing training for Volunteers and Site Supervisors throughout the program year.
- Provide curriculum, instructional resources, and technical assistance to support mathematics tutoring, Too Good for Drugs instruction, Workforce Readiness, volunteer engagement, and other approved program activities.
- Maintain regular communication with the Partner Site and provide consultation and support as needed.
- Conduct monitoring visits to ensure compliance with AmeriCorps regulations, Operation UNITE policies, and program requirements.
- Review service documentation, timesheets, and program data to ensure accuracy and compliance.
- Provide guidance regarding allowable service activities, prohibited activities, and other AmeriCorps requirements.
- Administer Volunteer living allowances, benefits, Education Award eligibility, and other program benefits in accordance with AmeriCorps regulations.
- Work collaboratively with the Partner Site to address concerns related to Volunteer performance, attendance, conduct, or other service-related matters.
- Recognize and support the contributions of the Partner Site and Volunteers in advancing the mission of UNITE Service Corps.

RESPONSIBILITIES OF THE VOLUNTEER

The AmeriCorps Volunteer serves as a national service participant and is responsible for fulfilling the duties outlined in the Volunteer Service Agreement while supporting the mission and goals of the UNITE Service Corps Program.

The Volunteer agrees to:

- Complete a minimum of **1,200 approved service hours** during the assigned term of service.
- Provide high-quality mathematics tutoring to identified students in accordance with UNITE Service Corps program requirements.
- Facilitate the **Too Good for Drugs** curriculum and participate in other approved drug prevention education activities.
- Support the school's **UNITE Club**, recruit community volunteers, and participate in approved community engagement activities.
- Complete all required orientation sessions, trainings, Workforce Readiness modules, surveys, and professional development activities.
- Accurately document service hours, tutoring activities, volunteer engagement, and other required program information in **America Learns**.
- Maintain professional conduct and comply with all AmeriCorps regulations, Operation UNITE policies, Partner Site procedures, and the Volunteer Service Agreement.
- Wear the required AmeriCorps identification badge and approved UNITE Service Corps and/or AmeriCorps apparel while serving, as directed by USC.

- Maintain the confidentiality of students, Partner Site, and program information in accordance with applicable laws and policies.
- Communicate regularly with the Site Supervisor and USC staff and promptly report concerns that may affect service or student safety.

AMERICORPS COMPLIANCE REQUIREMENTS

The Partner Site and Site Supervisor play an important role in ensuring that the AmeriCorps Volunteer serves in accordance with federal regulations, AmeriCorps requirements, and UNITE Service Corps policies.

The Site Supervisor and Partner Site agree to:

- Ensure the Volunteer performs only approved service activities that support the goals and objectives of the UNITE Service Corps Program.
- Ensure the Volunteer does not engage in activities prohibited by AmeriCorps regulations while earning service hours or representing UNITE Service Corps.
- Ensure the Volunteer is not assigned duties that would displace, replace, or supplant employees, contracted personnel, or community volunteers.
- Ensure the Volunteer is not used as a substitute teacher, paraprofessional, secretary, clerical employee, bus monitor, cafeteria monitor, or in any other position that would otherwise be performed by school personnel.
- Allow the Volunteer sufficient time to complete required tutoring, drug prevention education, Workforce Readiness activities, training, coalition meetings, and other approved program responsibilities.
- Support the Volunteer in maintaining accurate service records and timesheets and verify service hours only after confirming the hours were served.
- Comply with all applicable federal, state, and local laws, including student privacy requirements, Kentucky Senate Bill 181 (SB 181), and Partner Site policies governing electronic communication with students.
- Cooperate with UNITE Service Corps monitoring visits, program reviews, audits, and requests for documentation as required by AmeriCorps.

Questions regarding allowable service activities or AmeriCorps requirements should be directed to the UNITE Service Corps Program Director before assigning or approving the activity.

PERFORMANCE EVALUATION AND COMMUNICATION

UNITE Service Corps values open communication and collaboration between the Partner Site and USC. Regular communication and timely feedback help ensure a successful service experience for both the Volunteer and the Partner Site.

The Site Supervisor agrees to:

- Provide ongoing coaching, guidance, and constructive feedback to support the Volunteer's professional growth and successful completion of the program.
- Conduct and submit the required **mid-year** and **end-of-year** Volunteer performance evaluations by the deadlines established by UNITE Service Corps.
- Discuss performance concerns with the Volunteer in a timely and professional manner and provide reasonable opportunities for improvement when appropriate.
- Notify USC promptly of concerns regarding attendance, performance, conduct, safety, or any circumstance that may affect the Volunteer's successful completion of the program.
- Consult with USC before taking disciplinary action or removing a Volunteer from the Partner Site whenever practical, recognizing that only UNITE Service Corps has the authority to suspend or release a Volunteer from service.
- Maintain regular communication with USC staff regarding the Volunteer's progress, accomplishments, and support needs throughout the program year.

UNITE Service Corps is committed to working collaboratively with the Partner Site to address concerns, provide technical assistance, and develop appropriate solutions that support both the Volunteer and the school whenever possible.

DATA COLLECTION, CONFIDENTIALITY, AND STUDENT PRIVACY

The Partner Site and Site Supervisor play an essential role in supporting the collection of accurate program data while protecting students' privacy and confidentiality.

The Site Supervisor and Partner Site agree to:

- Assist the Volunteer in identifying students for mathematics tutoring using school-approved academic data and established selection criteria.
- Provide opportunities for the Volunteer to administer approved pre- and post-assessments, including **NWEA MAP Growth** and **Too Good for Drugs** assessments, in accordance with UNITE Service Corps program requirements.
- Allow sufficient time for the Volunteer to collect, verify, and submit required program data and documentation through **America Learns**.
- Ensure that all student information, assessment results, and educational records are handled in accordance with the **Family Educational Rights and Privacy Act (FERPA)** and all applicable federal, state, district, and Partner Site confidentiality policies.
- Maintain the confidentiality of student, school, and program information and ensure that confidential records are protected from unauthorized access or disclosure.
- Promptly notify UNITE Service Corps of any actual or suspected breach of confidentiality involving student or program information.

Student assessment data and other confidential records shall be used solely for authorized educational and program purposes and shall not be shared with unauthorized individuals.

REQUIRED TRAINING AND PROGRAM PARTICIPATION

To ensure compliance with AmeriCorps regulations and the successful implementation of the UNITE Service Corps Program, the Site Supervisor agrees to support the Volunteer's participation in required training, meetings, and program activities throughout the service year.

The Site Supervisor and Partner Site agree to:

- Allow the Volunteer to attend all required UNITE Service Corps, Operation UNITE, AmeriCorps, and Serve Kentucky orientations, trainings, conferences, meetings, and professional development activities.
- **Support the Volunteer's attendance at the annual UNITE Service Corps End-of-Year Celebration by making every reasonable effort to ensure the Volunteer is released from regular school duties to attend. Attendance at this required program event is an important component of the Volunteer's service experience and recognizes their successful completion of service, achievements, and contributions to students, the school, and the community.**
- Support the Volunteer's completion of required Workforce Readiness training modules, assessments, surveys, and other assigned program requirements.
- Encourage the Volunteer to participate in county UNITE Coalition meetings, National Days of Service, community engagement activities, and other approved service projects as assigned by UNITE Service Corps.
- Ensure the Volunteer has reasonable time to complete required program documentation, America Learns assignments, and other administrative responsibilities associated with AmeriCorps service.
- Participate in Site Supervisor Orientation and complete any required training assigned by UNITE Service Corps or AmeriCorps, including annual training on AmeriCorps Prohibited Activities and program compliance.

The Site Supervisor acknowledges that participation in required training and program activities is an essential component of the Volunteer's national service experience and contributes to the successful implementation of the UNITE Service Corps Program.

SITE SUPERVISOR ACKNOWLEDGEMENT

Please read each statement carefully and place your initials beside each item.

_____ I acknowledge that I have received, read, understand, and agree to comply with this **UNITE Service Corps Site Supervisor Agreement**.

_____ I understand that the assigned individual serves as an **AmeriCorps Volunteer** and is **not an employee** of Operation UNITE, the Partner Site, AmeriCorps, or the federal government.

_____ I understand that the Volunteer may not perform duties that displace, replace, or supplant school employees, contracted personnel, or community volunteers and may perform only allowable AmeriCorps service activities.

_____ I understand my responsibility to provide daily supervision, guidance, mentoring, and support to the Volunteer throughout the service term.

_____ I understand my responsibility to verify the Volunteer's attendance, review and approve or reject electronic timesheets, and ensure service hours accurately reflect time served.

_____ I understand my responsibility to complete the required mid-year and end-of-year Volunteer performance evaluations by the established deadlines.

_____ I understand my responsibility to notify UNITE Service Corps promptly of concerns regarding the Volunteer's attendance, performance, conduct, safety, or any circumstance that may affect the successful completion of the Volunteer's service term.

_____ I understand that I am responsible for ensuring the Volunteer can perform the approved responsibilities of the UNITE Service Corps Program, including mathematics tutoring, Too Good for Drugs instruction, Workforce Readiness activities, UNITE Club support, volunteer engagement, and other approved service activities.

_____ I understand that the Volunteer is required to attend mandatory UNITE Service Corps trainings, meetings, conferences, coalition meetings, and the annual **UNITE Service Corps End-of-Year Celebration**, and I will make every reasonable effort to support the Volunteer's attendance at these required program activities.

_____ I understand that UNITE Service Corps staff may conduct monitoring visits, review program documentation, and provide technical assistance to ensure compliance with AmeriCorps regulations and program requirements.

_____ I understand my responsibility to protect the confidentiality of student, school, and program information and to comply with the **Family Educational Rights and Privacy Act (FERPA)**, Kentucky Senate Bill 181 (SB 181), and all applicable federal, state, district, and Partner Site policies.

CERTIFICATION

By signing this Agreement, we certify that we have read, understand, and agree to fulfill the responsibilities outlined in this Site Supervisor Agreement.

We acknowledge our shared responsibility to support the successful implementation of the UNITE Service Corps Program and to provide an environment that enables the AmeriCorps Volunteer to successfully complete their term of service in accordance with AmeriCorps regulations, Operation UNITE policies, and the provisions of this Agreement.

We agree to maintain open communication and work collaboratively to support the Volunteer, promote student success, and strengthen the partnership between the Partner Site and UNITE Service Corps throughout the program year.

SIGNATURES

Partner Site

Principal: _____

Signature: _____

Date: 09/01/2026

Site Supervisor (If not the principal): _____

Signature: _____

Date: _____

UNITE SERVICE CORPS

Crystal Smallwood
Program Director

Signature: Crystal Smallwood

Date: 09/01/2026