

**MEMORANDUM OF AGREEMENT FOR THE SUNY MORRISVILLE  
LIBERTY PARTNERSHIPS PROGRAM OPERATED THROUGH THE RESEARCH FOUNDATION ON  
BEHALF OF SUNY MORRISVILLE IN COLLABORATION WITH  
THE BAINBRIDGE-GUILFORD CENTRAL SCHOOL DISTRICT**

This cooperative agreement reflects the overall commitment, as well as the specific responsibilities and roles of the SUNY Morrisville Liberty Partnerships Program operated through the Research Foundation on behalf of SUNY Morrisville in collaboration with the Bainbridge-Guilford Central School District in the planning and implementation of supportive and enrichment services to students who have been identified as at-risk of dropping out of school. The purpose of this partnership is to provide at-risk students with a broad range of services that are designed to increase their motivation and ability to complete secondary education and seek entry into post-secondary education and meaningful employment. In order to provide a Liberty Partnerships Program of the highest quality for participating students, those in this partnership agree to assume and perform the following roles and responsibilities in the administration of the Liberty Partnerships Program during the 2022-2027 funding cycle.

**SPECIFIC ROLES AND RESPONSIBILITIES**

- The partnership of the SUNY Morrisville Liberty Partnerships Program operated through the Research Foundation on behalf of SUNY Morrisville in collaboration with the Bainbridge-Guilford Central Schools entails the following:

**The SUNY Morrisville Liberty Partnerships Program partners (IHE, School District and Program Staff) agree to:**

1. Provide comprehensive academic, counseling and advisement services and multiple enrichment activities to students enrolled in grades 5-12 from September 2022 through August 2027. Services will be provided in the state outlined categories which currently are: academic immersion/support, family & community engagement, student advisement, personal learning plans, social-emotional assessments, college readiness, enrichment/cultural activities, home visits, employment preparation, leadership/civic engagement, social emotional skill development, sports/wellness, and service learning. Service categories may be adjusted during the grant cycle based on state guidance. Some emphasis will be placed on entering students in grades 5-8 to provide continuity of programming through high school. The SUNY Morrisville Liberty Partnerships Program will work in collaboration with their IHE and the Bainbridge-Guilford Central School District to provide these services to students based upon needs identified by recommendation from the school and information gleaned from tests, transcripts, attendance history as well as faculty, staff, parent and student requests.
2. The IHE providing space for collaborative programs between all of the Liberty Partnerships Program school districts.
3. Hold regularly scheduled meetings between the staff of the partnering agencies, the school principal, and other appropriate personnel, to discuss all issues pertaining to the Liberty Partnerships Program.
4. Work cooperatively with the research and evaluation component of the Liberty Partnerships Program.
5. Recruit, select, and enroll student participants in the Liberty Partnerships Program and disseminate procedural information widely.
6. Ensure that all procedures and regulations for health, fire, safety, pick-ups, parent consents, transportation, field trips, food, sports-related health exams, insurance, medical and other emergency procedures will be clearly listed and widely disseminated. All such documents and procedures will conform to applicable local and state standards.
7. Recruit, hire, and train all program staff in cooperation with the school when applicable. The school principal, and/or his/her designee in addition to representation from the IHE and the LPP program staff will participate in the selection process of the full-time Student/Family Education Advocate responsible for the program.

The SUNY Morrisville Liberty Partnerships Program will:

1. Through the Research Foundation, provide 1 FTE Student/Family Education Advocate to the school district for 5-12 programming. Consult and inform administration and personnel assigned to work with the Liberty Partnerships Program in the overall planning, implementation, and integration of curricular areas within the program.
2. Consult on a regular basis with the appropriate school personnel about the progress of each Liberty Partnerships Program student. Attend faculty meetings, child study/student assistance meetings, and team meetings on a regular basis and/or upon the school's request to provide quality reports and updates on student progress.
3. Work with colleges, community-based organizations, school support services, and the business community to develop and enhance career exploration opportunities, establish mentor relationships, foster enrichment opportunities, and overall programming opportunities for enrolled students.
4. Work with parents to encourage positive reinforcement of students' efforts to stay in school and encourage their participation in the school's programs/events.
8. Manage the day-to-day operations of the program, which include, but are not limited to, tracking student enrollment, maintaining program attendance records, ensuring the respectful treatment of school property, developing protocols for emergency notification of parents and/or guardians, establishing procedures for the safe-keeping and safe transport of children after program hours and ensuring that the LPP staff is trained in first aid, CPR and medical emergencies on an annual basis.
9. Work collaboratively with the district to support and enhance district strategies, initiatives, and programming.
10. Maintain confidentiality of all shared student information.

The Bainbridge-Guilford Central School District agrees to:

1. Work cooperatively with the Liberty Partnerships Program in the overall planning, implementation and evaluation of the program.
2. Provide adequate space to the advocate that will support programming within the building and will ensure district safety protocols are in place for after-school programming.
3. Provide a representation to participate in the Advisory Council meetings as deemed necessary. Generally, this is the principal and/or superintendent but may be another designated school personnel upon recommendation of the principal or superintendent.
4. Establish an advisory, guidance or mentoring committee/personnel to assist the Student/Family Education Advocate in networking with other activities and support programs within the district to help coordinate service providers.
5. Inform school district personnel, students, and parents about the purpose and goals of the partnership.
6. Authorize and facilitate the participation of school personnel in Liberty Partnerships Program activities.
7. If applicable, will include the Liberty Partnerships Program in their Comprehensive Education Plan.
8. Provide authorized Liberty Partnerships Program Staff (Student/Family Education Advocate and/or LPP Project Director) access to student transcripts, report cards, interim progress reports, state/Regent examination results, attendance and disciplinary files, student IEP's, student ID numbers as well as any other record required by the NYS Department of Education, the funding source for the Liberty Partnerships Program. This information is necessary to meet student needs and complete required reports. As stated above, the Liberty Partnerships Program staff will maintain the confidentiality of all personal information.
9. Provide information, training, planning/professional development opportunities to the Student/Family Education Advocate so that the Liberty Partnerships Program can support and enhance district strategies, initiatives and programming.
10. During the 2022-23 school year, transportation for LPP programming will be contained within the grant budget. Beginning with the 2023-24 school year, the district agrees to review this with the Liberty Partnerships Program Project Director and work toward a district financial obligation between 50-100% of transportation costs for the remaining years in the grant cycle. This will be reviewed annually with the LPP director for each year in the grant cycle.
11. Provide at-risk documents to ensure student eligibility in the program.
12. Assist with promoting the partnership within the school community which may include co-sponsoring activities, participating in programming, encouraging the roles of parents in the program, and fostering relationships within the community at large.

The day-to-day management of the project is under the administration of the Liberty Partnerships Program Project Director. The activities to be coordinated with the Bainbridge-Guilford Central School District will be organized by the Liberty Partnerships Program Student/Family Education Advocate who is based in the district. The Student/Family Education Advocate will be supervised by the Liberty Partnerships Program Project Director with input and oversight by the principal of each school building in which the program is conducted.

The program's goal is to serve a minimum of 60 students, and a maximum of 100 students in grades 5-12, emphasizing entrance into the program in grades 5-8. Selection of students is the joint responsibility of the building principal and/or their designees and the Liberty Partnerships Program Student/Family Education Advocate. Participation is voluntary on the part of the students themselves who must express an interest in being a member of the program and give consent based on the procedures approved by the selection committee. Parent consent and a completed application is required for all students to be officially enrolled in the program.

Participation by students in the program will in no way reduce or limit other educational or social services available to these students. Services provided by the Liberty Partnerships Program are to be seen as additional support for students, not a replacement of district programs. It is the role of the district to maintain full educational and legal responsibility for the students in the programs, exactly as it does for all students enrolled in the district. All program activities will be carried out within the guidelines and policies of the district for student activities.

The agreement may be amended, revised, or extended at any time, in consultation with the SUNY Morrisville Liberty Partnerships Program Project Director, the Liberty Partnerships Program Advisory Council, SUNY Morrisville, The Research Foundation and the Superintendent of Schools in the participating district in order to ensure that the program successfully achieves its goals and those of the district.

This agreement is effective September 1, 2022 through August 31, 2027.

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Timothy Ryan, Bainbridge-Guilford Superintendent

 11/3/22  
Kisten Giglio, Project Director, Liberty Partnerships Program, SUNY Morrisville

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William Zakrajsek, B-G MS/HS Principal

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Jennifer Henderson, Greenlawn Principal

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Gregory Winn, BG MS/HS Assistant Principal

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Keith Hanvey, B-G Board of Education President

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B-G Union Representative

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John Gunerman SUNY Morrisville  
Operations Manager

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Aimee Coates  
The Research Foundation