



FLINT CENTER
FOR EDUCATIONAL
EXCELLENCE

PARTNERSHIP AGREEMENT SPRING 2024



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SECTION A

CBO SCOPE OF SERVICES

Please use as much space as needed to accurately describe your program and organization. Descriptions of activities must include:

- ① Description of program including key best practice strategies
- ① Projected outcomes
- ① Parent engagement component (required for all youth programs)

① Staff/student ratio- ratios should be consistently maintained and not exceed:

- ① Grades K to 3: 10 children or youth to one adult.
- ① Grades 4 to 12: 15 children or youth to one adult

① Facility needs, if any

① Minimum number of participants served

① Session length (hours/minutes) and number of sessions

① List of staff members supporting the program and their email addresses

① Estimated number of students served

SECTION B

CBO EVALUATION EFFORTS

The Flint Center must document the work done by partners within the school systems' it serves. It is the joint responsibility of the Flint Center and the CBO to support evaluation efforts. Please provide The Flint Center with information on your programs' or services' evaluation efforts.

Plan for capturing attendance and participation data:

Partner will collect daily attendance. CBO agrees to serve all registered students/adults and return daily sign-in sheets (provided by The Flint Center) or input daily attendance for all program dates to site-based Expanded Learning Coordinators.

Data points or surveys that will be utilized to capture participant feedback

- ☐ Youth program pre & post surveys will be administered
- ☐ In addition to the required youth program survey, the CBO can administer additional surveys if they are shared with The Flint Center. Attach other survey(s) to be administered : _____



SECTION C

CBO PAYMENT TERMS

The CBO agrees to the following:

The CBO agree to invoice The Flint Center in accordance with the payment structure detailed below for services outlined in this scope of work, commencing on April 8th and ending on June 6th, 2024.
Maximum total payment, contingent on services provided, will not exceed \$_____.

| SCHOOL | PROGRAM NAME | NUMBER OF DAYS | NUMBER OF WEEKS | COST PER ACTIVITY | MAXIMUM PAYMENT |
|--------|--------------|----------------|-----------------|-------------------|-----------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

- ☐ Check this box to confirm you have sent a W9 dated within 05/01/2023 - 06/30/2024 to rrenaud@theflintcenter.org. Payment will be sent to the address listed on the W9 submitted, not the address on the invoice.

Check **ONE** of the following boxes:

- ☐ I elect to have my payment sent as a check, to the address listed in my W9.
☐ I elect to receive payment electronically deposited into my financial institution.

Electronic Fund Transfer (EFT) Authorization forms can be obtained from rrenaud@theflintcenter.org.

Please return your completed Electronic Fund Transfer (EFT) Authorization form to rrenaud@theflintcenter.org.

Please Initial Each Item:

_____ The above payment amount is based on the CBO successfully meeting the "Scope of Services" and "Evaluation Efforts" outlined above. If the CBO does not meet the above agreed upon "Scope of Services" and "Evaluation Efforts" The Flint Center reserves the right to amend the payment amount

_____ This amount will be paid within 30 days of the official invoice sent to the attention of Rachael Renaud at the Flint Center for Educational Excellence located at 540 S. Saginaw St. Suite 101, Flint, MI 48502 OR emailed to rrenaud@theflintcenter.org.

_____ CBO must submit an annual W9. Name & address listed on the invoice must match what is on the W9. It is the responsibility of the CBO to update the W9 in the event of an address change.

_____ CBO Invoices should reflect the following:

The following must be listed as the payee: "Flint Center for Educational Excellence."

Invoices must state "Invoice" and a unique number to the invoice.

Invoice must include list of services provided as outlined in the partnership agreement

Address will match the one reflected on the most recent W9

As a partner of The Flint Center we ask partners to provide discounts or in-kind support to the project. Please list the value of the discount or in-kind amount for services provided by the CBO. If you are providing programs with funding from another source, please list that amount in your in-kind amount. \$_____



Insurance Requirement

This section applies if "Program Partner" is checked on page one.

It is hereby agreed that each party will indemnify and hold harmless the other parties for services which they render as provided in this agreement. CBO agrees to provide their own \$1,000,000 general liability insurance policy and provide proof to The Flint Center. CBO will add The Flint Center and respective Flint area school(s) as additional insured.

The Flint Center requires all partners providing direct services, virtually or in-person, to provide general liability insurance as outlined above. Exemptions include:

- 1) Action partners filing as an Individual on their W9 and indicating a Social Security Number as the Tax Identification Number (TIN).
- 2) Those representing a government agency or those organizations where gaining proof of insurance is administratively infeasible.

☐

Initial the box if you represent at government agency and are not held to indemnification language.

CBO PAYMENT TERMS cont.

This agreement shall only be terminated by either party, by delivering no less than thirty (30) day written notice of termination to the other party.

We, as authorized representatives of the organizations listed below, agree to the Partnership Agreement/Scope of Work as stated in this document:

Kerry Downs, Director, Community Education and
Out-of-School Time Learning

Flint Center for Educational Excellence

CBO Primary Contact Signature,

PARTNER NAME, PARTNER ORGANIZATION

Date _____

Date _____

Once reviewed by the Flint Center, the CBO will be provided a copy for their signature.

Do not sign prior to the signature of the Flint Center's representative.

Attachments:

Attachment 1: Community Schools Partner Code

Attachment 2: Responsibilities of CBO & The Flint Center Addendum

Attachment 3: Flint Center Afterschool Staff and Partner Requirements



SECTION D

Responsibilities of Flint Center for Educational Excellence (The Flint Center)

1. Provide prompt payment to the CBO for services provided, as agreed upon by the Flint Center and CBO.
2. Serve as the liaison between the CBO and partner schools.
3. Provide on-site coordination of enrichment activities, including ensuring adequate space, custodial support, and on-site security in collaboration with partner schools.
4. Support the CBO with recruitment of participants for activities covered by this Agreement.
5. Promote the outcomes and impact of program/services provided by the CBO.
6. Share the outcomes of evaluative efforts related to services provided by the CBO.
7. Share best practice strategies regarding the full-service community school model through the monthly partnership meetings.
8. Update the CBO regarding any school cancellations in the timeliest manner possible.
9. Manage and ensure compliance with school, district, and state safety protocols for school-aged enrichment programs.
10. Confirm all program staff, volunteers and other personnel, complete all partner requirements listed in Section E.
11. Follow district incident reporting protocols.
12. Follow district protocols for emergency notification of parents and/or guardians.
13. Ensure that the data accessed and/or collected is not used for any purpose other than the intended purpose outlined in the Evaluation section.



SECTION E

Responsibilities of Community Based Organization (CBO) or Individual

1. Complete all partnership requirements listed below.

Before starting work in the program, staff and partners will complete the following:

- Prepare for fingerprinting by completing the Michigan Child-Care Background Check by submitting a CCLB-[CCBC-4001 Consent and Disclosure -Rev 0823](#) and a copy of their Driver's License to Rachael Renaud rrenaud@theflintcenter.org.
- Tuberculosis testing – email mwade@theflintcenter.org to use one of our TB test credits at the Genesee County Health Department.

Staff and partners must also complete the following steps:

- Complete CPR/First Aid and Bloodborne Pathogens training – email mwade@theflintcenter.org for dates and to register for classes.

After February 28, 2024 partners will assume responsibility for the cost of TB testing, fingerprinting, and CPR training . Cost incurred can be added to the initial itemized invoice.

Create an online account with [MiRegistry](#) and [Michigan Virtual](#)

- Health and Safety training - online, self-paced, FREE
[Module A \(2 hours\)](#)
[Module B \(3 hours\)](#)
[Module C \(2 hours\)](#)
[Transportation Training \(1 hour\)](#) - online, self-paced, FREE
[Infant Safe Sleep \(1 hour\)](#) - online, self-paced, FREE

Review and sign off on understanding of licensing rules [Licensing-signature page-pdf](#)

- [Licensing Rules for Child Care Centers - Amended 2/22/2022](#)

Orientation and sign off on understanding of program policies and procedures [Program Policy-signature page pdf](#)

- [Thrive Up Policies](#)
- [Thrive On Policies](#)

Sign a [statement regarding abuse and neglect](#)

Please email all documents regarding the above requirements to highquality@theflintcenter.org as well as to any CSDs with whom you are partnering. When sending email please include the following information:

1. First and Last name in subject line of email
2. Organization Name in the body of the email
3. Site location. If more than one, list all sites service is being rendered

For questions or concerns, contact:

Marlando Wade Implementation Manager – Expanded Learning
The Flint Center for Educational Excellence
mwade@theflintcenter.org



SECTION E

Responsibilities of Community Based Organization (CBO) or Individual

2. Notify the Flint Center and program participants of any change in program schedule at least two weeks prior to change in schedule and/or cancellation.
3. Notify the Flint Center of any personnel changes with adequate notice for the Flint Center to confirm that new personnel have been properly background checked and fingerprinted prior to providing services.
4. Administer survey and other evaluative materials as required by the Flint Center.
5. Comply with school, district, and state policies regarding child health and safety, facilities, and program operations, including keeping spaces used by the program clean and/or restoring classroom set-up at the conclusion of daily program activities.
6. Identify all facilities requirements in Section A of this Agreement.
7. Confirm all program staff, volunteers, and other personnel have reviewed the Mandated Reporting Resource Guide, as the CBO's staff members will be considered mandated reporters.
8. Promptly notify Flint Center staff about incidents regarding student safety and submit a statement as appropriate and/or required.
9. Use sign-in and sign-out procedures approved by the Flint Center to ensure all students or participants are transferred to other activities facilitated by the Flint Center before CBO staff leave the building.
10. Provide all data collected during the partnership to the Flint Center in a secure manner and ensure all personally identifiable information (PII) for all participants is not disclosed to any other unauthorized entity or person.
11. Ensure all other employees with access to student data or PII comply with all applicable provisions of FERPA.
12. Notify the Flint Center as soon as reasonably practicable if CBO has any reason to believe there has been a breach of data security relevant to participants, including any data that has been lost, tampered with, or otherwise illegally accessed. All electronic data analysis will be performed on password-protected computers.
13. Request approval from the Flint Center and include the Flint Center logo on all marketing or advertising materials relevant to this Agreement. Approval requests should be sent to the attention of Bianca Akani at bakani@theflintcenter.org.
14. Permit the use of photographs of personnel and materials taken during activities covered by this Agreement for any legal use, including but not limited to publicity, copyright, illustration, advertising, and web content purposes.





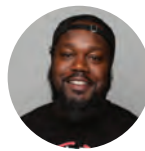
SOUTHWESTERN CLASSICAL ACADEMY
Mohammed Aboutawila
 maboutawila@theflintcenter.org



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Joshua Miller
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DYE ELEMENTARY
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ACCELERATED LEARNING ACADEMY (ALA)
Shonta Price
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HOLMES STEM MIDDLE SCHOOL ACADEMY
Jermaine Jones
 jjones@theflintcenter.org



NEITHERCUT ELEMENTARY & PIERCE ELEMENTARY
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 jrogers@theflintcenter.org



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 mkemp@theflintcenter.org



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 bsims@theflintcenter.org



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INTERNATIONAL ACADEMY OF FLINT K-5 (IAF)
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DAILEY ELEMENTARY - BEECHER
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FLINT CENTER
FOR EDUCATIONAL
EXCELLENCE

WELCOME TO
DOYLE RYDER
COMMUNITY EDUCATION CENTER

LEARN,
GROW,
THRIVE!



FLINT CENTER
FOR EDUCATIONAL
EXCELLENCE

FLINT KIDS THRIVE

TheFlintCenter.org

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