

**Memorandum of Agreement
between
name of district
and Community Foundation of Greater Dubuque on behalf of the
Northeast Iowa Food and Fitness**

THIS AGREEMENT is made and entered into by and between Northeast Iowa Food and Fitness Initiative (FFI) and *name of school district*:

This Memorandum of Understanding describes the purposes of the project, mutual responsibilities of the parties.

NOW, THEREFORE, the parties agree to the following:

PURPOSE AND INTENT: It is the mutual desire of FFI and *name of school district* to develop and support a school environment that supports healthy children who are able to achieve their fullest academic potential and develop healthy habits for a lifetime. AmeriCorps/FoodCorps members will be placed in districts on either a **full time (4 - 5 days a week) or part-time (2 – 3 days a week)** basis in order to support the following objectives:

1. Integrate healthy living into school culture through direct nutrition education, active classrooms, and youth driven projects to students pre-K – 12
2. Increase access to local, healthy food in schools by working in partnership with Food Service; facilitating taste tests, fostering connections with local producers; building and maintaining school gardens
3. Strengthen school wellness teams through facilitation, building community relationships, and providing parent outreach
4. Work within the district to support sustainable practices and policies that work towards greener healthier schools

II. *The School District Agrees to:*

- A. Provide member stipend support: \$5500 per full time member; \$3000 for part-time member (Federally subsidy \$25,000, Food and Fitness Contribution \$1500/member)
- B. Provide on-site staff mentor to work with Food and Fitness School Outreach Coordinator for the supervision of the member. *Staff mentor is required to attend four quarterly meetings.***
- C. Complete a 2016-17 Action Plan and a member service plan reflective of school goals
- D. Build and support a diverse wellness team meeting a minimum of 5 times a year.
- E. Provide school access to member including workspace, district email, ID card, wellness webpage access, copy machine, keys (if relevant)

- F. Establish a local food commitment that includes a robust Farm to School Month (October) that incorporates a local food item a minimum of 2 X per week. In addition, local food is purchased at least one time for three additional months throughout the year, and a combined minimum yearly purchase of \$2000 is made.
- G. Work with the RC to take the Smarter Lunchroom Self Assessment and pilot two recommended changes throughout the school year in each school cafeteria.

Signature of Food Service Director _____

- H. Identify at least one grade for on-going targeted nutrition education by member for 10-hours over the course of the year

Grade _____ *Teacher Contact* _____

- I. Review and amend district wellness policies to align with best practices for school wellness; and includes a geographic preference for local food
- J. Provide space for garden and/or raised beds
- K. Agree to work towards one or both national school wellness recognition awards: US Healthier School Challenge Gold and/or Alliance for a Healthier Generation

I. FFI agrees to:

- A. Provide access to a full or part-time AmeriCorps/FoodCorps member to directly implement programming and build school capacity
- B. Provide funding for member travel and training valued at \$12,000 and \$2500 contribution towards stipend
- C. Supervise members in schools in partnership with on-site school mentor and FFI School Outreach Supervisor.
- D. Provide on-going weekly trainings to service members to build their capacity and implement best practices in schools
- E. Apply and manage the Iowa AmeriCorps 4-H Outreach and FoodCorps grants
- F. Assist in leveraging local, regional and national funds to continue to support school wellness initiatives
- G. Provide technology needs for the member to do their work including a computer and camera
- H. Provide up to \$1000 of supply funding for service member programming in school and for after-school programming (up to \$500 per part-time member)
- I. Provide member support and technical resources from FFI core partners, including Luther College, ISU Extension and Outreach, Upper Explorerland and NICC

J. Provide additional support for staff workshops and in-services including guest speakers

K. Assist with the writing of grants for school wellness projects, including funding for gardens

III. *It is mutually understood and agreed that:*

A. This Agreement shall remain in effect from September 1, 2016 to August 15, 2017; and may be extended by mutual agreement of both parties.

IN WITNESS THEREOF the parties have signed their names below:

District Superintendent:

Signature: _____

Printed Name: _____

Title _____ Date _____

FFI School Staff Mentor

Signature: _____

Printed Name: _____

Title _____ Date _____

Community Foundation of Greater Dubuque (Fiscal Agent for FFI)

Signature: _____

Printed Name: _____

Title _____ Date _____

Northeast Iowa Food and Fitness Project Director:

Signature: _____

Printed Name: __Ann Mansfield_____

Title _____ Date _____