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**MEMORANDUM OF UNDERSTANDING WITH  
ALLEN COUNTY EDUCATIONAL SERVICE CENTER**

This Memorandum of Understanding (MOU) is made and entered into by and between the South Central Ohio Educational Service Center (hereinafter the “SCOESC”) and created under Chapter 3311 of the Ohio Revised Code, doing business at 522 Glenwood Ave., New Boston, Ohio, 45662 and the **Allen County Educational Service Center** (hereinafter referred to as “**ACESC**”) doing business at **1920 Slabtown Road, Lima, OH 45801**.

Pursuant to the Ohio Administrative Code (OAC) and rules promulgated by the Ohio Department of Education, the SCOESC is authorized to contract with public and private organizations for the purchase of goods and services. By entering into this Memorandum of Understanding, the **ACESC** agrees to comply with the terms of the MOU, all applicable federal, state, and local laws, rules and regulations.

**Scope of Work:**

Regional Data Leads (RDLs) who have been credentialed in “Understanding and Using Attendance Data for Improvement” will provide regional training and support for districts, which includes targeted professional development and technical assistance.

RDLs Credentialed in “Understanding and Using Attendance Data for Improvement” may provide the following types of district support:

- Raise awareness and communicate the importance of improving student attendance and reducing chronic absenteeism
- Provide professional learning opportunities for district educators focused on:
  - Understanding and analyzing attendance data
  - Using attendance data to develop and evaluate multi-tiered systems of support interventions and evidence-based strategies to prevent and address chronic absenteeism
  - Lead and complete district training on the use of data tools and resources for the purpose of building data routines that include formative and summative data analysis
  - Provide follow-up sessions to districts to discuss attendance data as requested
- Facilitate Networked Learning Communities of district leaders and educators working on using attendance data to improve student attendance

The SCOESC will pay the **ACESC** up to **\$3400.00 invoiced at \$100.00 per hour** upon receiving documentation of successful completion of the Scope of Work by RDLs credentialed in “Understanding and Using Attendance Data for Improvement”.

#### **TIME, DELIVERABLES, COMPENSATION, AND REPORTING**

- A. **Purchase of Service:** Subject to terms and conditions set forth in this MOU, the SCOESC agrees to furnish those specific goods and services detailed in this MOU.
- B. **Memorandum of Understanding Period:** This Memorandum of Understanding shall be effective from December 1, 2023 through June 30, 2024. The Memorandum of Understanding may be extended upon the same terms and conditions set forth herein if there is mutual consent of the parties that is documented in writing, but such extension will be contingent on the availability of funding.
- C. **Termination of Memorandum of Understanding (MOU):** This MOU may be terminated by the SCOESC with thirty (30) day written notice if the Department of Education and Workforce (DEW) exercises its termination rights in Section VII(A) of the sub grant agreement with the SCOESC.
- D. **Cost and Delivery of Purchased Goods and Services:** Subject to the limitations specified in the scope of work above, the **ACESC** will receive compensation for participation not to exceed \$3400.00.
- E. **Allowable Cost:** SCOESC will pay and/or reimburse only those costs that are allowable under this agreement. In no event shall SCOESC pay or reimburse any amount in excess of the total value of the MOU as specified in Article 1-D, *Cost and Delivery of Purchased Goods and Services*.
- F. **Monitoring and Evaluation:** The **ACESC** will monitor the manner in which the terms of the MOU are being carried out and evaluate the extent to which the objectives are achieved. If the **ACESC** enters into a contract or service agreement with another entity, the ESC also assumes the responsibilities to monitor the activities to ensure the funds are used for authorized purposes in compliance with laws, regulations, and the provisions of contract or award agreements and that performance goals are achieved.
- G. **Invoicing:** The **ACESC** shall bill the South Central Ohio ESC, 522 Glenwood Ave., New Boston, OH, 45662 and the invoice shall be received by SCOESC no later than thirty (30) calendar days following the month of service of goods or other deliverables.

The invoice summary will show the date of the invoice and the period for which the goods and services were rendered. Invoices may be submitted only for actual goods and services provided during the effective dates of the MOU, not to exceed the number of units or the total dollar amount authorized by SCOESC, and must reflect the approved fixed unit cost for each unit of service or the actual dollar amount of reimbursable and administrative expenses, as appropriate.

The **ACESC** must certify that claims made to SCOESC for payment of purchased goods and services are for actual goods delivered and actual services rendered and are for the completion of contracted performance measures/standards. All invoiced reimbursable expenses must be verified by supporting documentation, such as payroll records and/or itemized receipts for expenditures.

SCOESC does not have the ability to compensate the **ACESC** for work performed under the MOU after the purchase order for the MOU has been closed. The final invoice for compensation of work performed under the MOU must be received by SCOESC no later than August 1, 2024. Failure of the **ACESC** to submit the final invoice by this deadline will be deemed forfeiture and waiver by the **ACESC** for any claims for all remaining compensation due hereunder.

- H. Duplicate Invoicing:** The **ACESC** will provide reports to SCOESC regarding Purchased Goods and Services provided on a schedule specified by SCOESC. Reporting may be required via electronic media. Reporting categories will be provided by SCOESC. The **ACESC** shall also submit a written report to SCOESC summarizing actual program expenses using the format and template provided by SCOESC.
- I. Annual Reconciliation:** A reconciliation will be completed by SCOESC no later than thirty (30) days following the end of the MOU period. Actual costs must be reconciled against revenue received as evidenced by supporting documentation. Any funds received in excess of actual expenditures must be returned to SCOESC no later than sixty (60) days following the end of the MOU period.
- J. Publicity:** In any publicity release or other public references including media releases, information pamphlets, etc., regarding the goods and services provided under this MOU, it will be clearly stated that the **ACESC** is solely responsible for selection, implementation, and monitoring of curriculum, resources, materials, activities, and events.

IN WITNESS WHEREOF, the parties have signed this MOU on the dates shown below:

**South Central Ohio ESC**

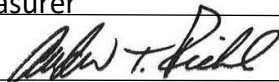
**Allen County ESC**

Name: Andrew Riehl

Name: \_\_\_\_\_

Title: Treasurer

Title: \_\_\_\_\_

Signature: 

Signature: \_\_\_\_\_

Date: December 14, 2023

Date: \_\_\_\_\_