

**Partner Agreement**  
between  
**Richmond Public Schools**  
and  
**Rings vs. Rent Scholarship Foundation (doing business as My Life Coach Academy)**

This Partner Agreement (PA) sets forth the terms and Agreement between Richmond Public Schools (RPS) and Rings vs. Rent Scholarship Foundation (My Life Coach Academy or “MLCA”).

**Purpose**

This PA will establish a partnership between Rings vs Rent Scholarship Foundation (My Life Coach Academy) and the Richmond City School Board to define the roles and responsibilities of each party. Rings vs. Rent Scholarship Foundation will implement the My Life Coach Academy program at Martin Luther King, Jr. Middle School. The purpose of this PA is to clearly outline the partnership between Rent vs. Rings Scholarship Foundation (My Life Coach Academy) and the Richmond City School Board and establish each party's roles and responsibilities.

**Background**

My Life Coach Academy is a community- and school-focused program that will increase positive behaviors in middle schools in low-income communities. The program will provide engagement strategies that foster self-care and a career-focused lifestyle for continuous life learning and success planning strategies for at-risk youth. MLCA supports teachers, counselors, and community organization staff in their work to increase the expectations of attending college or trade school by prospective low-income, first-generation college students in grades 6th-8th at Martin Luther King, Jr. Middle School.

**Responsibilities of Rings vs. Rent Scholarship Foundation**

1. MLCA will provide school-wide support initiatives and positive interactions with at-risk-students by teaching and reinforcing basic life skills for success, such as time management, support for reducing problematic behavior, intentional focus on developing caring relationships between students and staff, creating a success plan, engagement of the community to promote advocacy to help create a nurturing and safe learning environment for students, and becoming college or career-focused by 9<sup>th</sup> grade.
2. MLCA staff will:
  - a. Provide daily morning and afternoon check-ins for students.
    - i. This is where the life coaches engage students as they enter the building in the morning and when they engage them during dismissal. This interaction is positive every day because the students must start their day off and end their day on a positive note.
    - ii. While engaging students during these periods, life coaches also observe body language and listen to conversations among the students, which may alert them to potential student conflict or other situations that must be addressed. MLCA staff will report potential issues to school administration and/or care safety staff.
  - b. Use life coaches to implement the My Life Coach Academy program with the 6th, 7th, and 8th-grade students in their respective hallways, working on time and anger management strategies. The life coaches use a written curriculum to guide the program's facilitation.
  - c. During scheduled times agreed upon by Martin Luther King Jr. Middle School administration, MLCA staff will coach and counsel students on the lessons for the week. The

topics will be administered using group, individual, experimental, and holistic approaches.

Components of the program consist of:

**Groups** – to build bonds and engage as a cohort/group/team. Topics: Anger management, mindset, trauma recovery, leadership, core values, substance awareness, communication.

**Individual** – a safe space to dive deeper into underlying issues. Topics: Family, past trauma, current challenges, expectations, personal “why.”

**Experimental** – exposure to new experiences and ways of thinking. Topics: volunteering, yoga, music, sports and fitness, content creation, virtual classes.

**Holistic** – whole person, not just the offense. Topics: trauma-informed care, family dynamics, youth outreach, community service, forgiveness, gratitude, vision and goals, and reflective listening.

- d. MLCA staff will also engage students during lunchtime. During this time, the MLCA staff can build on their relationships.

The program's administrator and life skills coaching staff will implement the program and track the progress of its intended goals while sharing and partnering with school-wide initiatives, support systems, and its intended mission, goals, and objectives.

- i. Program Director / Administrator- Direct report to the Principal
  - ii. Life Skills Coaches (MLCA staff) (3) will engage with identified 6th, 7th, and 8th graders through weekly group sessions on topics determined by student engagement and information received from school personnel.
  - iii. MLCA will incorporate MLK, Jr. Middle School's values into student engagement.
  - iv. Only MLCA staff will engage with 6th, 7th, and 8th grade students and approved guest speakers.
3. The Life Coaches will collaborate with the administration to use targeted time the students have available throughout the day to facilitate year-round scheduled mentoring, counseling, Social Emotional Learning relationship-building practices, anger management, time management, and success planning strategies counseling for students (small and large group time-management series meetings to include social and emotional success planning strategies as well as field trips and positive exposure to expressed areas of interest).
4. The service is delivered through regularly scheduled pre-planned individual, small group, and team meetings during the Fall, Spring, and Summer sessions, based on an agreed-upon time with school administration.
5. MLCA staff will provide an introductory presentation of the program at the midpoint of each school year to the feeder elementary school students, followed by an assembly for the students in grade five at the end of the year.
6. When My Life Coach Academy holds its activities on school grounds or in a school building after hours, My Life Coach Academy agrees to complete a Richmond Public Schools' facilities reservation as needed.
7. Rings vs Rent Scholarship Foundation will provide appropriate supervision to ensure that all its participants who are RPS students adhere to the Student Code of Responsible Ethics (SCORE) while participating in the program.

### Responsibilities of RPS

1. **Providing Space and Resources:** Allocate dedicated space within Martin Luther King, Jr.'s school premises for My Life Coach Academy sessions and related activities. This dedicated space could

be a classroom, a counseling room, or any other suitable area equipped with necessary resources like desks, chairs, whiteboards, etc.

2. **Access to School Facilities:** As available, ensure access to school facilities such as auditoriums, gymnasiums, or outdoor spaces for hosting events, workshops, or seminars related to the My Life Coach Academy program. MLCS shall follow the established process for reserving facility space.
3. **Twenty-Four Notice, if Space Not Available:** Make every attempt to have the building administrator give My Life Coach Academy at least twenty-four (24) hour notice if the space reserved is unavailable for use on a particular day or for a specific period.
4. **Collaboration with School Staff:** Foster collaboration between the My Life Coach Academy team and school staff, including teachers, counselors, administrators, and support staff. Encourage open communication and coordination to address students' needs effectively.
5. **Integration with School Curriculum:** Work with MLK, Jr. Middle School to integrate aspects of the My Life Coach Academy program into extracurricular activities. This integration could involve incorporating relevant topics into existing classes or organizing special sessions during assemblies or club meetings.
6. **Support for Program Evaluation:** Seek support from the school in collecting data on attendance, grades, and student conduct, and provide feedback for evaluating the effectiveness of the My Life Coach Academy program. This support could involve distributing MLCA-developed surveys, arranging focus groups, or facilitating discussions with students, parents, and staff.
7. **Referral and Follow-up:** RPS will follow the MTSS process for students accessing tier 2 services and establish clear procedures for MLK, Jr. Middle School staff to refer students to the My Life Coach Academy program as needed. Ensure a mechanism for follow-up and ongoing support for referred students to maximize the program's impact.
8. **Promotion of Positive School Climate:** Work with MLK, Jr. Middle School to promote a positive school climate conducive to student well-being and safety. This may involve implementing strategies to prevent bullying, foster inclusivity, and cultivate a sense of belonging among students.
9. **Training and Professional Development:** Provide training and professional development opportunities for MLK, Jr. Middle School staff to familiarize them with the principles and practices of the My Life Coach Academy program. This can empower staff to better support and reinforce program objectives.
10. **Communication and Reporting:** Establish channels for regular communication and reporting between My Life Coach Academy and MLK, Jr. Middle School to monitor progress, address challenges, and celebrate successes related to the My Life Coach Academy program. This could include periodic meetings, progress reports, and shared documentation.

### **Duration and Renewal**

This PA may be modified in writing by the mutual consent of authorized officials from Richmond Public Schools and Rings vs Rent Scholarship Foundation. This PA shall become effective upon the date of the last party's signature and will remain in effect until June 30, 2025. Either party may terminate this Agreement for any reason with 60 days written notice.

For both parties to consider renewal of this PA, MLCA shall submit the following documentation:

- a copy of the organization's 2024 IRS Form 990 form in its entirety as submitted to the Internal Revenue Service;
- a complete and detailed 2025 organization budget, indicating all income sources and program expenditures; and

- a report outlining the outcomes that the program achieved during the 2024-25 school year. See details under the section entitled "Results".

These documents shall be provided by MLCA to the Community Partnerships Coordinator no later than June 30, 2025.

### **Value**

The MLCA program is offered to RPS at no cost. If RPS were required to pay for these services, the estimated annual cost would be approximately \$515,000 per school year.

### **Results**

My Life Coach Academy seeks the following outcomes:

1. MLCA will decrease negative behaviors in schools by focusing on immediate change in students' behavior and their ability to make positive decisions in their school and the community in which they live and increase student achievement and engagement.
2. MLCA will increase the number of students thinking about higher education by exposing them to college and university options during their middle school years, increasing student achievement and engagement. Success will be measured by the number of students attending college field trips, as well as attending programs at the school where professionals and university officials share insights about various careers and educational pathways.

To track student improvement, Richmond Public Schools requires quarterly reports on the progress of each MLCA student participant in the following key areas:

1. **Attendance:** Is there an improvement in the student's school attendance? Quantitative data should be collected and submitted for this evaluation.
2. **Behavior:** Has there been a decrease in negative behaviors at school? This should be assessed using quantitative data and behavior assessments.
3. **Self-efficacy:** How do students feel about the program and themselves? Qualitative feedback should be gathered and submitted.
4. **Grades:** Have the students' grades improved? This should be measured and submitted quantitatively.

### **Certification**

By entering into this Agreement, Rings vs. Rent Scholarship Foundation certifies, as required by Section 22.1-296.1 of the Code of Virginia, that none of the persons who will provide services requiring direct contact with students on school property during school hours or school-sponsored activities has been convicted of any violent felony set forth in the definition of barrier crime in subsection A of Va. Code § 19.2-392.02, or any offense involving the sexual molestation, physical, or sexual abuse or rape of a child, or the solicitation of any such offense, or any crime of moral turpitude. Rings vs. Rent Scholarship Foundation shall promptly report to the Richmond City School Board any change that would make this certification no longer accurate.

Rings vs. Rent Scholarship Foundation further understands and acknowledges (1) that if Rings vs. Rent Scholarship Foundation makes a materially false statement regarding any of the above offenses, Rings vs. Rent Scholarship Foundation will be guilty of a Class 1 misdemeanor and (2) that before any person is permitted to provide such services subsequent to this certification, Rings vs. Rent Scholarship Foundation must complete a new certification regarding such person.

Rings vs. Rent Scholarship Foundation shall execute the certification attached hereto and submit the certification before accessing any property under the Agreement.

If it is discovered that Rings vs Rent Scholarship Foundation did not notify RPS of a charge or conviction of one of its employees, interns, partners, and/or volunteers participating in the program of any offense listed above, RPS may terminate this agreement immediately upon written notification to Rings vs Rent Scholarship Foundation. If the agreement is discontinued due to the failure of Rings vs. Rent Scholarship Foundation to notify Richmond Public Schools of the charge or conviction of one of its employees or volunteers participating in the program of any offense listed above, permission of any and all employees, interns, partners, or volunteers of Rings vs. Rent Scholarship Foundation to have direct contact with students and/or enter upon a RPS campus will be immediately revoked.

Rings vs. Rent Scholarship Foundation agrees that, at the sole discretion of the School Board, an employee and/or volunteer assigned to the program(s) subject to this Agreement, may be reassigned to another placement in RPS or will be removed from RPS completely.

### **Confidentiality**

In the course of providing services during the term of the Agreement, Rings vs Rent Scholarship Foundation may have access to student education records that are subject to the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, and its implementing regulations, and Virginia state law. Such information is considered confidential and is protected by FERPA. To the extent that Rings vs Rent Scholarship Foundation has access to "education records" under this Agreement, it is deemed a "school official," as each of these terms are defined under FERPA. Rings vs Rent Scholarship Foundation agrees that it shall not use education records for any purpose other than in the performance of this Agreement. Except as required by law, shall not disclose or share education records with any third party unless permitted by the terms of the Agreement or to subcontractors who have agreed to maintain the confidentiality of the education records to the same extent required of Rings vs Rent Scholarship Foundation under this Agreement.

In the event any person(s) seek to access protected education records, whether in accordance with FERPA or other Federal or relevant state law or regulations, Rings vs. Rent Scholarship Foundation will immediately inform RPS of such request in writing. Rings vs. Rent Scholarship Foundation shall not provide direct access to such data or information or respond to individual requests. Rings vs Rent Scholarship Foundation shall only retrieve such data or information upon receipt of, and in accordance with, written directions by RPS and shall only provide such data and information to RPS. It shall be RPS's sole responsibility to respond to requests for data or information received by Rings vs Rent Scholarship Foundation. Should Rings vs Rent Scholarship Foundation receive a court order or lawfully issued subpoena seeking the release of such data or information, Rings vs Rent Scholarship Foundation shall provide immediate notification to RPS of its receipt of such court order or lawfully issued subpoena and shall immediately provide RPS with a copy of such court order or lawfully issued subpoena prior to releasing the requested data or information.

Rings vs Rent Scholarship Foundation experiences a security breach concerning any education records covered by this Agreement, then Rings vs Rent Scholarship Foundation will immediately notify RPS and take immediate steps to limit and mitigate such security breach to the extent possible. The parties agree that any breach of the confidentiality obligation set forth in the Agreement may, at the School Board's discretion, result in cancellation of further consideration for contract award. In addition, Rings vs Rent Scholarship Foundation agrees to indemnify and hold the School Board harmless for any loss, cost, damage or expense suffered by the School Board, including but not limited to the cost of notification of affected persons, as a direct result of the unauthorized disclosure of education records.

Upon termination of Agreement, Rings vs Rent Scholarship Foundation shall return and/or destroy all education records and other data or information received from RPS upon, and in accordance with, direction from RPS. Rings vs Rent Scholarship Foundation shall not retain copies of any education records

or data or information received from RPS once RPS has directed Rings vs Rent Scholarship Foundation as to how such information shall be returned to RPS and/or destroyed. Furthermore, Rings vs Rent Scholarship Foundation shall ensure that it disposes of any and all education records and data or information received from RPS in a RPS-approved manner and in a manner that maintains the confidentiality of the contents of such records (e.g. shredding paper records, erasing and reformatting hard drives, erasing and/or physically destroying any portable electronic devices).

Rings vs Rent Scholarship Foundation agrees that it will comply with all federal, state, and local laws and regulations regarding the confidentiality of student records and information, including but not limited to the Family Educational Rights and Privacy Act (FERPA) and Va. Code §22.1-287, for any and all student records and information that it receives from RPS. Additionally, Rings vs Rent Scholarship Foundation agrees that it will comply with all federal, state, and local laws and regulations regarding the confidentiality of student health records and information, including but not limited to the Health Information Portability and Accountability Act (HIPAA) and Va. Code §32.1-127.1:03, for any and all student health records and information that it receives from RPS. Under no circumstances will any and all information provided by RPS be released by to any third party without the written permission of the parent or guardian of the student participating in the program and/or the adult student participating in the program.

#### **Limited Liability of RPS and Insurance**

The School Board shall not be liable for any damages occurring to its officers, agents, employees, volunteers, participants or subcontractors arising from or related to the terms, subject, or performance of this Agreement.

Each party shall carry sufficient insurance to cover each party's obligations and responsibilities under this Agreement, as well as any other insurance required by law.

#### **Authority to Transact Business in Virginia**

Rings vs Rent Scholarship Foundation warrants that it is, and for the duration of the Agreement shall remain, authorized to transact business in the Commonwealth of Virginia and that the identification number issued to it by the Virginia State Corporation Commission is 07740954.

#### **Audit and Accounting Standards**

Rings vs Rent Scholarship Foundation must maintain its financial records and transactions in accordance with relevant accounting standards and reconcile them monthly. Upon request by the School Board, Rings vs Rent Scholarship Foundation agrees to make available its financial statements and records to be audited by a CPA firm or other auditor employed by the School Board. Rings vs Rent Scholarship Foundation shall make its books and records available to the auditor and must cooperate fully with any reasonable request of the auditor. Failure to comply fully with this provision shall constitute a breach of this Agreement, which will result in an immediate termination of this Agreement and also bar Rings vs Rent Scholarship Foundation from entering into any future agreement with the School Board.

#### **Anti-Discrimination**

Rings vs Rent Scholarship Foundation will not discriminate on the basis of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity, and/or any other basis prohibited by federal or state law relating to discrimination. Rings vs Rent Scholarship Foundation will offer a similar but alternative activity where a person with a disability can participate in the program in compliance with applicable federal and state law. The School Board does not discriminate against faith-based organizations.

Rings vs Rent Scholarship Foundation represents and warrants that it does not, and shall not during the performance of the Agreement, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

### **Mutual Agreement**

This Agreement contains the entire understanding of the parties as to the matters contained herein, and it shall not be altered, amended, or modified except by a writing executed by the duly authorized officials of both Rings vs Rent Scholarship Foundation and the School Board. The Agreement shall be null, void, and unenforceable if the School Board fails to receive or to continue to receive, funds which, in its sole opinion, are sufficient to meet its obligations hereunder.

### **Severability**

If any provision of the Agreement is held to be invalid or unenforceable for any reason, this PA shall remain in full force and effect in accordance with its terms.

### **Captions**

The caption headings contained herein are used solely for convenience and shall not be deemed to limit or define the provisions of this PA.

### **No Waiver**

Any failure of a party to enforce that party's rights under any provision of this PA shall not be construed or act as a waiver of said party's subsequent right to enforce any of the provisions contained herein.

### **Governing Law**

This PA shall be governed and construed in accordance with the laws of the Commonwealth of Virginia. The parties hereto expressly agree that the proper forum for adjudication of matters arising under or relating to this PA shall be the Circuit Court of the City of Richmond and/or any federal courts located in and/or that serve the City of Richmond.

### **Binding Effect**

This Agreement shall inure to the benefit of, and be binding upon, the parties hereto and their respective successors and assigns. The parties are bound under the terms of this PA only to the extent funds are available to perform its obligations hereunder.

### **Contact Information**

Nannette Bailey  
Community Partnerships Coordinator  
Richmond Public Schools  
119 W Leigh St, Richmond, VA 23220, 3rd Floor  
Richmond, VA 23219

[REDACTED]  
[REDACTED]

Michael Bailey  
CEO  
Rings vs Rent Scholarship Foundation  
7372 Patriots Landing Place, Quinton, VA 23141

[REDACTED]  
[REDACTED]

**Reviewed**

10/25/2024 | 04:42 EDT

Renesha Parks /  
Renesha Parks, Chief Wellness Officer / Date  
Richmond Public Schools

**Signed**

Michael Bailey / 10/18/2024  
Michael Bailey (Oct 18, 2024 16:40 EDT) / Date  
Michael Bailey, CEO  
Rings vs Rent Scholarship Foundation

Shareyna Chang / 10/25/2024 | 13:11 EDT  
Mr. Jason Kamras, Superintendent / Date  
Richmond Public Schools

**CERTIFICATION**

Name of Entity: Rings vs Rent Scholarship Foundation ("Entity")

As required by Section 22.1-296.1 of the Code of Virginia, the undersigned hereby states that the undersigned has the authority to make the following certification on behalf of the Entity and hereby certifies as follows:

(i) that none of the employees, contractors, agents, interns, or volunteers of the Entity who will have direct contact with students on school property during regular school hours or during school-sponsored activities has been convicted of a felony or any offense involving the sexual molestation, physical or sexual abuse, or rape of a child, or the solicitation of any such offense, and

(ii) and that they have ☐ have not ☒ been convicted of a crime of moral turpitude.

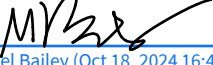
I further understand that if I make a materially false statement regarding any of the above offenses, I will be guilty of a Class I misdemeanor.

If you checked the box indicating an employee, contractor, agent, intern, or volunteer has been convicted of a crime of moral turpitude, list their name, the nature of the crime, the date, and court of conviction below:

Name	Nature of Crime	Date	Court of Conviction
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Date: 10/18/2024



Signature:   
Michael Bailey (Oct 18, 2024 16:40 EDT)