

MEMORANDUM OF UNDERSTANDING
Between SAN RAFAEL CITY SCHOOLS (SRCS)
and

AARP FOUNDATION EXPERIENCE CORPS MARIN (EC Marin)

SRCS and EC Marin enter into this Memorandum of Understanding (MOU) for the purpose of maintaining EC Marin volunteers as tutors in San Rafael City Schools during the school year.

Background

EC Marin has provided screened and trained older adult volunteer tutors in San Rafael Elementary Schools since 2007. The program started at one school and has since expanded to seven schools. Staff and teacher support and collaboration have positively impacted program operation and expansion.

EC Marin is affiliated with the nationwide AARP Foundation Experience Corps program and uses its tutoring model to improve literacy in young school children. The model focuses on the benefits of consistent tutoring by volunteers aged 50 and over in one-on-one, small group, and classroom assistance sessions to improve literacy in kindergarten through third grade. Achieving grade level literacy in these early grades is important to a student's graduation and future success. In return, the older adult volunteers experience enhanced physical and mental well-being, and may overcome the negative impacts of living an isolated life. EC Marin volunteers come from throughout Marin County and a variety of professional and personal backgrounds.

EC Marin receives no funding from the national AARP Foundation Experience Corps. Funding comes from grants, donations and its host agency, Northern California Presbyterian Homes & Services.

2016-2017 Program

EC Marin will recruit, screen, train, place and support volunteer tutors in classrooms in seven San Rafael elementary schools - Bahia Vista, Coleman, Laurel Dell, San Pedro, Short, Sun Valley and Venetia Valley. All volunteers experience a minimum of 10 hours of training in their first year and continuing training every year thereafter. Training topics include the elements of literacy in kindergarten through third grade, positive behavior management, mentoring, Common Core and working effectively with English Language Learners. EC Marin school site coordinators support volunteers' placements, tutoring concerns and communication with teachers.

Overview

This MOU establishes a framework for a formal working relationship between the parties to this agreement and specifies the services and resources that each commits to this program. The primary responsibilities of each party are:

Responsibilities of the San Rafael City Schools:

- Provide a liaison for communication between EC Marin and SRCS administration
- Integrate the EC Marin program and volunteers into the seven school sites

- Provide monetary support of \$4,000 to EC Marin for training and coordination of volunteer services
- Support teachers in participating in EC Marin’s surveys and other requests for information and feedback regarding the program, its tutors and student progress, including the collection of standardized test scores as appropriate.

Responsibilities of Experience Corps of Marin Program:

- Manage its volunteers, including recruiting and screening new volunteer tutors aged 50 and older, and training new and returning volunteer tutors
- Orient teachers and staff to the EC Marin program, as needed, and coordinate teachers’ tutoring needs throughout the school year
- Orient new volunteers to their school, including school policies, procedures and introductions to staff
- Place volunteer tutors in classrooms and follow up with volunteers and teachers on the placements
- Complete semi-annual written reviews with all volunteer tutors, including individual conferences.
- Conduct annual surveys of volunteers and teachers regarding the program and student progress.

Budget

Training provided by EC Marin	\$ 2,500
Coordination of tutor assignments and services	1,200
Supplies	<u>300</u>
<u>Total</u>	\$ 4,000

Please remit payment to:

Northern California Presbyterian Homes & Services
 c/o Experience Corps Marin
 501 Via Casitas
 Greenbrae, CA 94904
 Attn: Judy Kramer

Terms of Agreement

The terms of this MOU shall be from August 18, 2016 to June 8, 2017 and may be extended by written agreement of both parties. Either party, upon 30 day written notice to the other party, may terminate this agreement.

Agreed:

_____ Date _____
 Dr. Mayra Perez
 Deputy Superintendent, Instruction, Innovation, Equity & Social Justice
 San Rafael City Schools

_____ Date _____
 Judy Kramer
 Program Manager
 AARP Foundation Experience Corps Marin