

## MEMORANDUM OF UNDERSTANDING

*Between*

San Rafael City Schools

and

Bay Area Community Resources for LEAP Non-School Days Supplemental Enrichment Program at  
Laurel Dell

### INTENT

It is the intent of this MOU to specify the agreement between San Rafael City Schools and Bay Area Community Resources for the purpose of providing additional program services during non-school days at Laurel Dell School between October 29, 2016 and December 17, 2016. The San Rafael City Schools 2016 LEAP non-school days Program will be developed and administered by the San Rafael City schools with a sub-contract to Bay Area Community Resources to provide program coordination, enrichment activities and enrichment program leaders.

### SCOPE OF WORK *and* PAYMENT FOR SERVICES:

#### **This MOU is based upon a number of assumptions:**

1. Bay Area Community Resources (BACR) will support the San Rafael City Schools 2016 LEAP Non-School Day Enrichment Program with services described below, through the financial support of ASES supplemental funding.
2. SRCS and BACR LEAP will be responsible to enlisting and enrolling students into the Non-School Day Enrichment Program
3. BACR Program Manager (Mariana Lopez) and the SRCS Extended Learning Coordinator (Jennifer Lynch) will oversee all aspects of the LEAP Non-School Day Enrichment Program including planning and program operations.
4. BACR will be the employer of 1 Program Coordinator and at least 3 program leaders who will work 7 hours a day for the required days to achieve the program goal of 785 units
5. BACR will plan all STEAM, enrichment and recreational activities to be delivered during the program and BACR staff will implement these programs.
6. The targeted average daily attendance at the LEAP Non-School Day Enrichment Program at Laurel Dell is based on a strategy to meet the 785 unit goal.
7. San Rafael City Schools will maintain the fiscal management of the ASES and 21<sup>st</sup> Century Community Learning Centers grants funds that will be sub-contracted to BACR.

#### **As part of this agreement Bay Area Community Resources agrees to:**

- Work closely with the District to provide high quality program, supervision, attendance reports.
- Maintain a financial accounting of all SRCS funded operating expenses.
- Participate in District ASES partner meetings and as part of the summer collaborative
- Recruit, screen and hire all staff who will provide direct service to the students.
- Assure each staff person has clean DOJ/FBI livescan reports, and has appropriate TB clearance
- Work with District staff to assure that program is operating as planned and attendance reports are submitted to the SRCS district coordinator on a weekly basis.
- Meet with the SRCS District team in May to develop joint and coordinated services for the students enrolled in both morning and afternoon summer programs.
- Oversee and coordinate all aspects of the summer program with the exception of the academic portion which will be coordinated and delivered by staff from SRCS.

**Terms:**

BACR will be the sole employer of the coordinator, tutors and program leaders selected for program participation in the San Rafael City School District. BACR will be solely responsible for paying staff salaries, salary related costs and benefits, if any.

BACR shall provide written assurance upon request to the San Rafael City School District that each of its employees has been fingerprinted and cleared such clearance, has been provided child abuse reporting training and has been tested for Tuberculosis.

BACR will maintain workers compensation insurance for each of its employees as required by law. BACR will also maintain a general liability insurance policy in the amount of \$1,000,000 per event naming the San Rafael City School District as an additional insured. A copy will be sent to the San Rafael City School District upon request.

**BUDGET/COST:**

**See attached budget page for budget detail**

**Laurel Dell Non-School Day programs**

Total Personnel Costs including salary and fringe	\$ 5,588.
Materials and Supplies	1876.
Total Operating Expenses	\$ 1,826.
Administration/In-direct Costs	\$ 736.
TOTAL BACR Laurel Dell Non-School Day Program Expense	\$8,050.

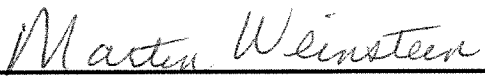
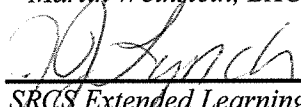
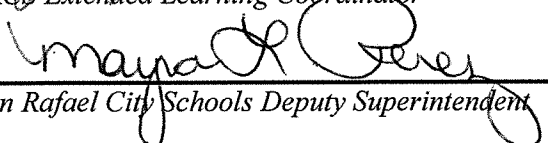
**Total Due from SRCS for 2016 LEAP Non-School Day Supplemental Enrichment Program \$8,050.00**

**Financial Agreements:**

**Payments:**

\$8,050 on 12/1/2016

*The undersigned agree to the terms and conditions of this agreement:*

 Martin Weinstein, BACR CEO	10/19/16 Date
 SRCS Extended Learning Coordinator	10/19/16 Date
 San Rafael City Schools Deputy Superintendent	10/19/16 Date