

Rodef Sholom and Venetia Valley PreK-8 School
Crossing the Street Community Partnership: Read2Lead Initiative
2016-17 Memorandum of Understanding

Attn: **Contract year:** 2016-2017

School:

Juan Rodriguez
Venetia Valley PreK-8 School

**Summary
of
Services:**

The Director of Partnership position and the Literary Coach position at Venetia Valley School are a result of a collaborative effort between the school and Rodef Sholom, which supports these roles to help the school provide rigorous curriculum, unifying school culture, developing and maintaining high parent engagement and strong community-school partnerships. They work with family advocates, school counselors, staff, district and county partners and school families to develop high-quality programming and structures that enrich Venetia Valley's family and partner engagement and strengthens the broader school community, and work to maintain the momentum and growth made to date strengthening curriculum, developing clear data analysis practices, providing targeted professional development for teachers, enhancing the I CAN University school culture.

Summary of Services provided by these two positions:

- Develops the school's infrastructure for growing family involvement and strengthening participation opportunities
- Collaborates with school, district and county health and wellness services to increase access and accessibility to all Venetia Valley families
- Leads the implementation of the preschool through third grade early readiness goals in collaboration with teachers and administrators.
- Facilitates the expansion and deepening of the school's community partnership programs, as well as the liaison for the Rodef Sholom and Venetia Valley Crossing the Street Initiative.
- Participation in Administrative Team efforts to develop a college prep culture that promotes growth mindset and non-cognitive character skills
- Coaching of new teachers and others who volunteer to participate with regard to Literacy and ELD curriculum development and assessment alignment, to incorporate the Common Core standards, the coaching being within a collaborative format, using planning templates that produce consistency and tools for use for years to come
- Coaching in the form of modeling and observing instruction to provide professional development and increase teaching capacity, data not being for use in administrative evaluations of teachers
- Community outreach/engagement /training to enable volunteers to provide small group instruction during the Balanced Literacy Block

Address:

Rodef Sholom
170 N. San Pedro Rd.
San Rafael, CA 94903

This Memorandum of Understanding is confirmed between Venetia Valley PreK-8 and Rodef Sholom for the purpose of participating in the Read 2 Lead Initiative of the Crossing the Street Community Partnership.

The school agrees to provide:

- Use of appropriate workspace in the Venetia Valley office, conference room, multi-purpose room, library, classrooms, and/or other appropriate school space as available
- Access to Internet and phone lines at VV
- Meeting time with VV teachers during Professional Learning Community (PLC) meetings and for planning with administrative staff
- Principal and site leaders' time for ensuring coordination of services
- Forums for discussion of books that promote growth mindsets and non-cognitive character skill development and access to district support networks
- Continue to brainstorm additional avenues for literacy partnership.
- Host the Second Annual International Story Night in partnership with Rodef Sholom with a minimum of 60 attendees.

Rodef Sholom agrees to provide:

- Hiring, supervision, and support for literacy coach in collaboration with the Principal.
- Hiring, supervision and support for the Director of Partnership position in collaboration with the Principal.
- Gathering quarterly updates regarding progress of literacy coach in achieving identified deliverables that include:

Curriculum and Data:**A. Curriculum:**

- Venetia Valley Deliverables:
 - Coach 2nd-5th grade teachers to build rigorous literacy curricula that is aligned to Common Core Standards, State English Language Development Standards, and includes built-in differentiation to meet the wide range of learner needs and levels.
 - Meet weekly with each grade level team (2nd-5th) to refine units, analyze data and provide feedback on lessons observed.
 - Refine the current curriculum binders for each grade level to include a clear "year-long" map aligned to the new San Rafael City Schools adopted scope and sequence.
 - Collaborate with the K-1 Literacy Coach and 6-8 Coach to align literacy instruction and methodology.
- District Level/County Level Deliverables:
 - Share developed units with other schools and school leaders.

- Help facilitate school-wide learning walks and invite neighboring schools and school leaders to observe the balanced literacy block in action.
- Attend district coaches meeting to share Venetia Valley best practices.

B. Data:

- **Venetia Valley Deliverables:**
 - Collect diagnostic data through reading assessments with all students in the 2nd – 5th grades.
 - Work alongside teachers to set ambitious individual reading growth goals.
 - Provide monitoring resources for Fountas and Pinnell and SRI assessments to measure student progress towards proficiency.
 - Refine data tracker for unit assessments and support teachers in maintaining their classroom tracker.
 - Collaborate with K-1 Literacy Coach and 6-8 Coach to design shared practices around data analysis.
- **District Level/County Level Deliverables:**
 - Work alongside district leaders and school principals to develop a tracking tool to monitor Fountas and Pinnell scores and progress.
 - Conduct trainings as needed for how to administer and progress monitor using Fountas and Pinnell.
 - Attend data meetings with other coaches to share best practices at Venetia Valley.

Professional Development to strengthen instructional capacity of classroom teachers:

- **Venetia Valley Deliverables:**
 - Model literacy lessons in all 2nd-5th grade classrooms at least 1/month. New teachers will have the opportunity to have lessons modeled on a more frequent basis.
 - Observe teachers implementing the literacy block at least 1/month, and then follow-up by providing concrete feedback to teachers.
 - The Literacy Coach will also provide teachers with current research on language development, state standards and best practices.
 - Meet five times throughout the year with each 2nd-5th grade teacher individually to analyze data and track student progress.
 - Establish a coaching cycle system for Venetia Valley to be used K-8. This cycle would include scheduled modeled lessons, observations and feedback opportunities. The cycle would also include actionable next steps for instructional growth.
 - Co-facilitate staff meetings and include one strategy/instructional tool each month.
 - Co-facilitate an optional “Current Research Crew” with Jessica Marker for teachers interested in analyzing current research and improve their own practice.
- **District Level/County Level Deliverables:**

- Once established, invite district and county leaders to observe the coaching cycle of modeled lessons, feedback and next steps at Venetia Valley.
- Share articles from “Current Research Crew” with district leaders and invite them to participate in the discussions.

Building and Expanding upon Venetia Valley’s Culture of Achievement:

- Venetia Valley Deliverables:
 - College focus:
 - Post college pennants on every Tk-5th grade door. These pennants were purchased in June 2016 with funds from Read2Lead.
 - Create college posters to be displayed in the middle school.
 - Update the college and career resource bulletin board.
 - Incorporate “College Roll Call” at monthly assemblies.
 - Share college Powerpoint presentations and videos with teachers to share with their classes.
 - Growth Mindset:
 - Refine the First 20 Days of School plan to include additional activities to foster a growth mindset.
 - Collaborate with middle school team to incorporate growth mindset research into their First 20 Days of School plan.
 - Share Carol Dweck’s research during August training with new staff members.
 - Incorporate growth mindset research into trainings with volunteers and community members.
 - Professional Student Culture – Developing Character Traits of the Month:
 - Facilitate monthly character trait assemblies K-5. These assemblies reinforce the trait and celebrate students who have demonstrated the “trait of the month”.
 - The traits to be taught and reinforced include: curiosity, grit, gratitude, courage, self-control, optimism, integrity and concern.
 - Refine curriculum to include lessons for teachers to use in their classrooms to help make development of these traits come to life for their students.
- District Level/County Level Deliverables:
 - Co-host countywide cross-district learning walk with Director of Partnership to showcase school culture initiatives.
 - Share video with district and county leaders. The video footage was filmed in May, 2016 and is in process of development.
 - Visit other school campuses where strong school culture initiatives are in place to learn additional best practices.
 - Invite district representatives to attend a character trait assembly.

Supporting Rodef Sholom-Venetia Valley Partnership:

- At Venetia Valley and district/county level:
 - Lead Literacy Leaders Program:
 - Host one training session for interested volunteers, community members and congregants that will equip them with fundamental small group facilitation skills. Additionally, as part of the training, Literacy Leaders will also participate in a workshop on cultural identity and awareness to prepare them to work within the Venetia Valley community. This training is open to all volunteers across the district.
 - Coordinate International Story Night held in Spring 2017:
 - Organize, publicize, and manage logistics of the Fourth Annual International Story Night. Invite community partners to attend and participate.
 - Share objectives, progress and achievements of Read2Lead together with VV administration and Director of Partnership with Rodef Sholom board in Spring 2017.
- Gathering quarterly updates regarding progress of Director of Partnership in achieving identified deliverables that include:

Family outreach and engagement programming:

 - Deliverables for building school's capacity and infrastructure:
 - Create the Venetia Valley School's whole-school calendar of events to be shared with families, faculty and community partners before the start of the school year.
 - Facilitate weekly Family Center team meetings from August - June with community members, faculty and families rooted in the strategic plan's priorities and actions.
 - Create school guidelines that capture the event planning and execution process, which can be easily transferred to family volunteers, staff, or community partners.
 - Host four planning retreats for Family Center staff, Venetia Valley administrators, parent groups, and community partners to engage in the reflective and strategic planning process to end the 2016-2017 school year and ready themselves for the 2017-2018 school year.
 - Create the Family Center's 2016-2017 SWOT analysis, which will inform the updates needed to the five-year strategic plan.
 - Administer an end of year Family Center effectiveness survey to capture areas of strength and growth as experienced by our faculty and families
 - Deliverables for growing family involvement and participation opportunities:
 - Implement unique programming opportunities for the key transition years at Venetia Valley: Kindergarten and 6th grade.
 - Support parent groups in their recruitment efforts to grow and expand their member base through hosting planning meetings, supporting their outreach efforts and securing meeting space on campus.

- Deliverables for “building the bench” for parent leadership:
 - Host a minimum of two parent-leadership workshops for parents to learn key leadership skills, such as vision-setting, event and meeting planning and execution, relationship building and communication and marketing skills.
 - Equip family volunteers to execute 75% of two events the Family Center hosts this year.
 - Position five parents to be ready to take on the open Board positions, including board president, of the PTA in the Spring of 2016, a key leadership transition year.

- Deliverables for supporting faculty in their family-teacher relationships:
 - Facilitate a minimum of two faculty trainings on family engagement and building effective teacher-parent partnerships.
 - Create four Venetia Valley newsletters aimed to inform our faculty, families and community partners of the events and resources applicable to them and to our greater school community, as well as school-based progress and updates.

Family access to health and wellness services:

- Deliverables for increasing access to health and wellness services:
 - Host monthly planning meetings with the Family Center, school counselor, SENECA partner, and administration to discuss case-management, crisis management, available services and resources, and the health and well-being of our school community.
 - Mobilize a minimum of five mentor families to support new families or families in-crisis.
 - Coordinate with at least three community partner organizations to host educational opportunities for families to increase their preparedness to support their students academically and socially off-campus.

Early readiness for educational success:

- Deliverables for early readiness:
 - Host five readiness team meetings from September - May with preschool - third grade teachers and administrators to check our progress and alignment to our goals and plans.
 - Assemble a strong Early Childhood and readiness leadership team that meets regularly, attends no less than four professional development sessions, and supports the dissemination of best practices and tools to their grade-level teams.
 - Co-host a county-wide cross-district learning walk with Literacy Coach to share best practices in community partnership and family engagement with other schools.
 - Attend learning walks with at least three other schools in the county to learn from their best practices in family engagement and community partnership.
 - Co-facilitate an optional “Current Research Crew” with Literacy Coach for teachers interested in analyzing current research and improve their own practice.

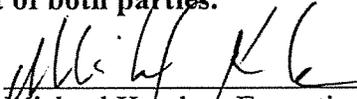
- Support two established programs to deepen their impact with the Venetia Valley School community, with specific attention to our transition year grades and families.

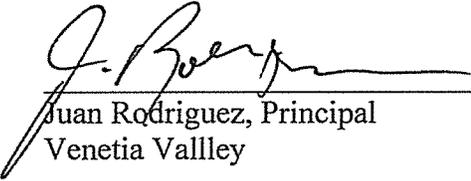
- Provision of community engagement supplies and materials as supported by the budget
- Meeting time with teachers and administrative staff
- Oversee planning, communication, case management, and evaluation of community engagement portion of Read2Lead Initiative.

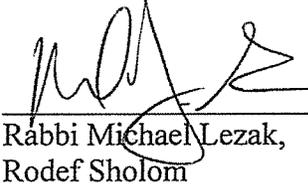
Principal, Family Engagement Coordinator, Facilitator, will meet regularly at agreed upon times as necessary with Rodef Sholom Rabbi, Director of Development, and Literacy Coach, as well as with Director of Community Connections and as needed with other representatives from the congregation to ensure the progress and quality of services provided.

This Memorandum of Understanding is in effect for the school year 2016-17. Changes to the agreement may be made with the agreement of both parties.

 Mayra Perez, Deputy Superintendent, SRCS Date


 Michael Kamler, Executive Director Rodef Sholom Date 10/19/16


 Juan Rodriguez, Principal Venetia Valley Date 10/19/16


 Rabbi Michael Lezak, Rodef Sholom Date 10/19/16