



MEMORANDUM OF UNDERSTANDING BETWEEN

SAN RAFAEL CITY SCHOOLS (SRCS) AND

MARIN COUNTY SCHOOL VOLUNTEERS (MCSV)

SRCS and MCSV enter into this 2016-17 **Memorandum of Understanding** for the purpose of continuing and expanding the MCSV Tutoring program in SRCS schools. MCSV adult volunteers are community members that are recruited, screened trained and placed in schools by MCSV staff. MCSV does not provide its own curriculum; MCSV staff coordinates with teachers and places volunteers based on these teacher/administrator specific requests. This may include requests for 1:1 intervention, general classroom assistance, small-group intervention or afterschool academic and homework support.

Background

Since 1997, Marin County School Volunteers has been committed to helping the most at-risk students realize their academic potential. In that time, over 4,500 community volunteer tutors have been placed in schools and homework centers in all San Rafael City School sites, and have assisted over 23,000 students. School-based tutoring and mentoring programs have long been understood to help youth achieve educational goals, validate their innate abilities, and provide guidance for becoming successful adults. The relationship between an adult mentor and a child can be a powerful tool in maximizing the student's ability to realize his or her potential, and a gratifying experience for the adult. Additionally, the additional adults in the classrooms benefit classroom teachers by effectively improving the student to adult ratio in high need classrooms.

Marin County School Volunteers (MCSV) has a long history of providing volunteers to San Rafael City Schools'. Over 65% of the 301 MCSV currently active volunteers work in SRCS classrooms or afterschool sites. About 85% of these volunteers serve K-8 students; MCSV volunteers are trained to respond to the needs of the teachers, who determine whether students needs 1:1 tutoring/mentoring support, classroom assistance, or afterschool tutoring.

Academic Year 2015-16

During the 2015-16 academic year, MCSV screened, trained, placed and supervised **140 new or returning ADULTS** to serve as volunteers in SRCS Schools. These volunteers, serving in grades Pre-K through 12, logged a total of **7,665 hours** during the academic year; this is an **average of 213 Hours per Week/ 43 Hours per day**. (This data reflects

the academic year only. (Summer School Hours are not included). We have volunteers at every SRCS site except Madrone, with a concentration of volunteers serving the highest need schools, classrooms and students. (Highest need is defined as those who are eligible for Free and Reduced Lunch, are English Language Learners, or schools that have limited parent volunteer support).

Additionally, we have **78 High School Students** in our Student to Student Program. These students served as tutors and mentors in the after school programs, (BV, SP, LD, Short and Coleman) for an average of **6-8 hours a semester** for a total of approximately 1,560 hours per semester. Many of these student volunteers were recruited from the SRHS and TLHS AVID Programs, to serve as successful role models to students in their own neighborhoods.

During the 2015-16 academic year, MCSV demanded more stringent screening; volunteers were required to participate in two trainings: 'Tutoring Essentials Workshop' and an additional 'Cultural Proficiency' training provided by our bilingual/bicultural staff. (MCSV staff provided 11 Student Orientations, 13 Adult Orientations, 11 Tutoring Essentials workshops and 8 Cultural Proficiency trainings). Additionally, volunteers were required to provide measles documentation and show proof of completing the online training, "Recognizing Child Abuse".

In addition to volunteer support, MCSV surveys are sent to all teachers, principals and volunteers, to determine the impact and quality of services provided. The survey results were overwhelmingly positive. **(See Appendix A and B)**

During summer of 2016, MCSV made a concentrated effort to provide more volunteers to the Summer Programs at Bahia Vista, Davidson and Venetia Valley, based on requests from the Site Principals. MCSV screened, trained and placed **21 adult volunteers and 8 student volunteers**; they donated a total of **200 hours** of tutoring/mentoring support during the month of summer school.

New for 2016-2017 Program

MCSV now has an online 'Teacher Request' process so teachers may easily request volunteer support, and MCSV can track requests. The goal is to facilitate and complete 100% of teacher requests for SRCS Staff.

MOU Overview

This MOU establishes a framework for continuing the 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 to this MOU are highlighted below:

Responsibilities of San Rafael City Schools:

- Provide monetary support (budget below) to MCSV for recruitment, trainings and coordination of all volunteer services
- Provide a structured, well-supervised program for academic tutoring and enrichment where MCSV-trained tutors can be placed (including existing classrooms and afterschool programs)
- Collaborate and continue the system of communication between the SRCS and the MCSV Staff for feedback and support

Responsibilities of Marin County School Volunteers:

- Coordinate the existing volunteer tutoring program in cooperation with SRCS staff
- Recruit, screen, train and oversee community volunteers to be placed at all SRCS sites
- Provide training and skill support to volunteer tutors (Common Core Math, Behavioral Interventions, Cultural Competency and others as needed)
- Provide recognitions and incentives for volunteers
- Provide program evaluation via annual surveys and academic data to determine impact
- Provide Progress Reports – including a year-end summary to Site Principals and/or SRCS staff as requested

Budget for 2015-16 Academic Year

2 MCSV Program Managers (5 hrs/wk @ \$26/hr; 41 wks.)	\$5,330.00
Training workshops (consultants, staff, materials, space)	\$590.00
Materials and Supplies (Orientation, on site needs)	\$175.00
Fingerprints (\$49.00 for approx.. 45 volunteers)	\$1,225.00
Advertising and Recruitment	\$1,075.00
Volunteer Appreciation and Recognition	\$1,000.00
TOTAL:	\$9,395.00

Please remit to:

Marin County School Volunteers PO Box 4925 San Rafael, CA 94913

Terms of Agreement The terms of this MOU shall be from October 2016 - to June 30, 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 _____

Pamela Franklin, Ph.D. Executive Director Marin County School Volunteers

_____ Date _____

Amy Goodwin, Ed. D. Deputy Superintendent San Rafael City Schools