

**MARIN COUNTY SCHOOL VOLUNTEERS**

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
**SAN RAFAEL CITY SCHOOLS (SRCS)**  
AND  
**MARIN COUNTY SCHOOL VOLUNTEERS (MCSV)**

SRCS and MCSV enter into this **Memorandum of Understanding** for the purpose of continuing and expanding the MCSV Tutoring program; 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 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 4,000 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 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'. Almost 40% of the 346 MCSV active volunteers work in SRCS classrooms or afterschool sites. MCSV volunteers are trained to respond to the needs of the teachers, who determine whether student(s) needs 1:1 tutoring/mentoring support, classroom assistance, or afterschool tutoring.

**Academic Year 2014-15**

During the academic year of 2014-15, **138 Adult Volunteers and 54 student volunteers** served at **13 SRCS sites**. Their total donated time equaled approximately **12,108 hours** of service to SRCS students.

During the 2014-15 academic year, MCSV demanded more stringent screening; volunteers were required to take 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)

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)** Appendix C provides data on other impact measures. Academic data will be collected in May, 2016.

### **Summer Program, 2015**

During summer of 2015, MCSV made a concentrated effort to provide more volunteers to the Summer Program at Bahia Vista, based on requests from the Site Principal. MCSV screened, trained and placed **17 adult volunteers and 3 student volunteers** (for afterschool enrichment) who donated a total of **148 hours** of tutoring/mentoring support.

### **2015-2016 Program**

In the current school year, Marin County School Volunteers will continue to recruit, screen, train and place adult volunteers at all SRCS sites. (See **Appendix B** for detailed information regarding current volunteer numbers, schools and placements). As of October 31, 2015, there are currently 144 Adult volunteers placed at 11 SRCS school sites. The goal is to increase the total number of tutors by 10%, or to at least 152 Adult Volunteer tutors this year.

In addition, MCSV 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.

### **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 the San Rafael City Schools:***

- Provide monetary support (budget attached) to MCSV for trainings and coordination of volunteer services
- Provide a structured, well-supervised program for academic tutoring and enrichment where MCSV-trained tutors can be placed
- Collaborate on a system of communication between the SRCS and the tutors for feedback and support

***Responsibilities of Marin County School Volunteers:***

- Implement and coordinate a volunteer tutoring program in coordination SRCS staff
- Recruit and screen community volunteers to be placed at all SRCS sites
- Provide training and skill support to volunteer tutors
- 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	ACTUAL	SRCS Portion
• MCSV Program Manager (12hrs/wk @ \$25/hr; 41 wks)	\$12,300	\$4500
• Training workshops (16 @ \$75)	\$1200	\$500
• End of Year Appreciation Ceremony	\$2000	0
• Materials and Supplies	\$350	0
<b><u>Total</u></b>	<b>\$15,850</b>	<b><u>\$5000</u></b>

Please remit in one installment to:  
Marin County School Volunteers  
PO Box 4925  
San Rafael, CA 94913

**Terms of Agreement**

The terms of this MOU shall be from September 2015 - to June 30, 2016 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:

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

Date\_\_\_\_\_

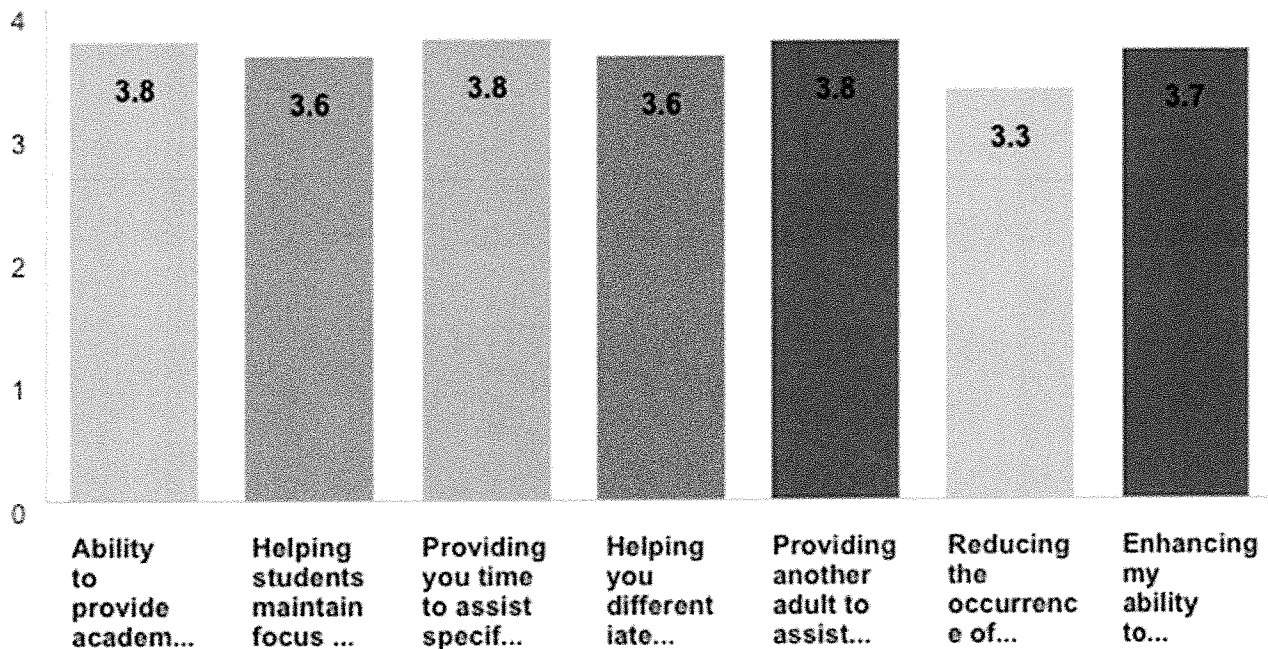
\_\_\_\_\_  
Harriet MacLean, Ed.D.  
Deputy Superintendent  
San Rafael City Schools

Date\_\_\_\_\_

**APPENDIX A**  
**TEACHER SURVEY RESULTS**

**Please rate the impact that the MCSV  
volunteer(s) had in the following areas:**

Answered: 74 Skipped: 1

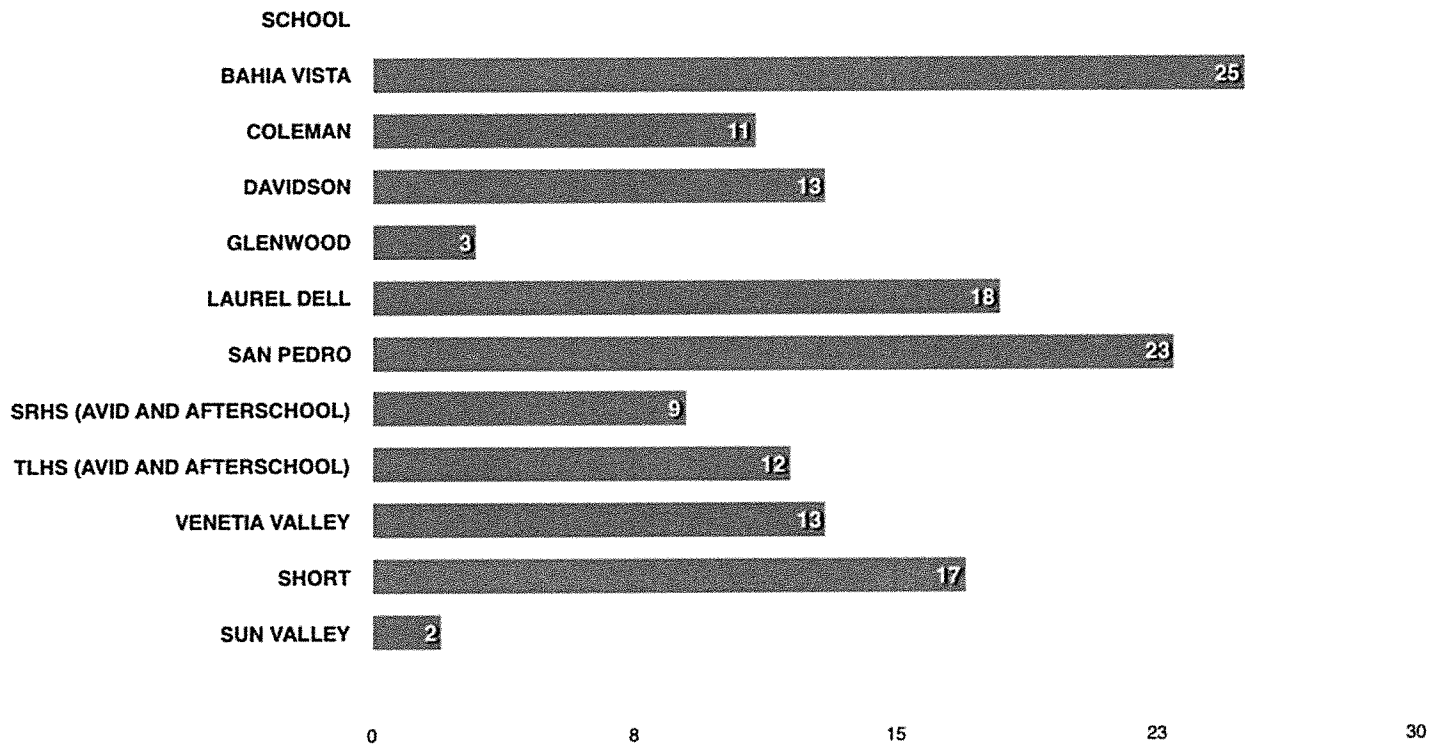


Scale: 1 (low) to 4 (High)

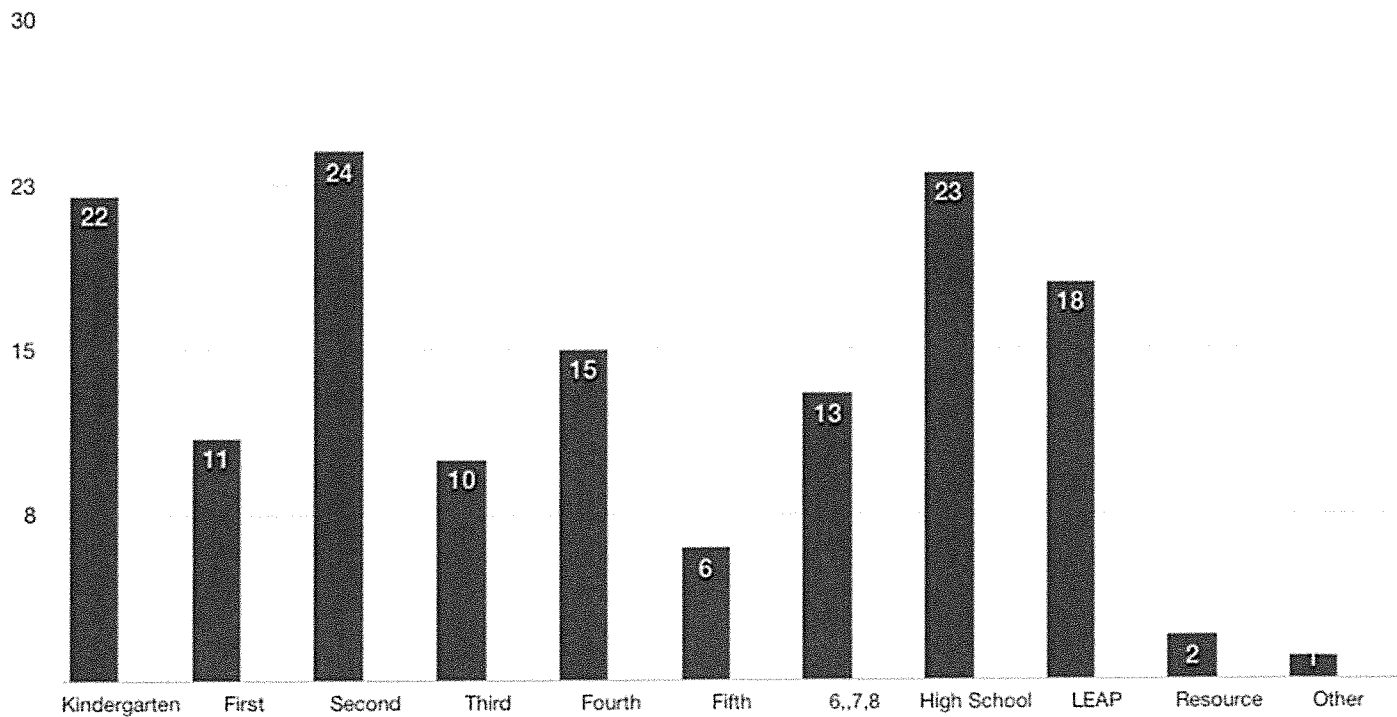
- a) Ability to provide academic support or assistance
- b) Helping students maintain focus on classroom assignments
- c) Providing you time to assist specific students
- d) Helping you differentiate instruction to meet the needs of students
- e) Providing another adult to assist in whatever necessary to meet needs of students
- f) Reducing the occurrence of disruptive behavior by having an additional adult in the classroom
- g) Enhancing my ability to address goals and priorities

## Appendix B

### MARIN COUNTY SCHOOL VOLUNTEERS: BY SRCS SCHOOL



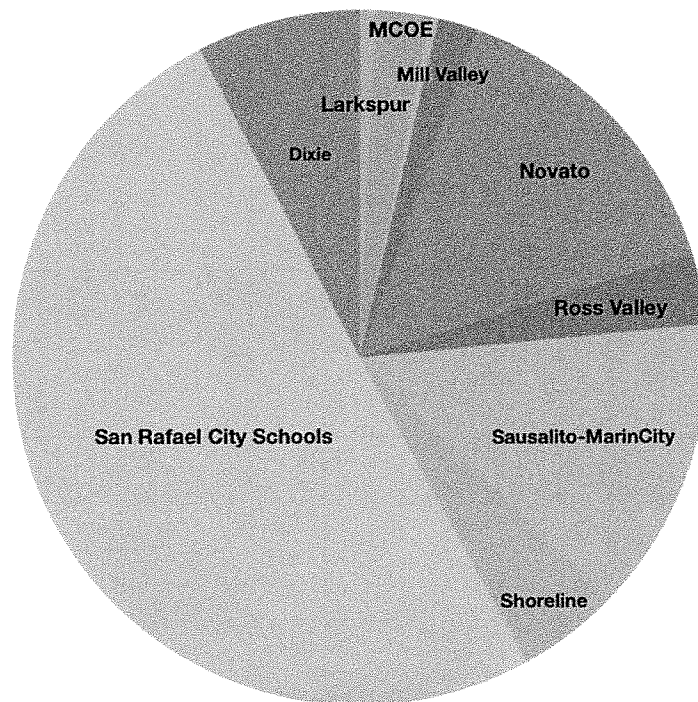
### MCSV Volunteers by Grade Level: SRCS



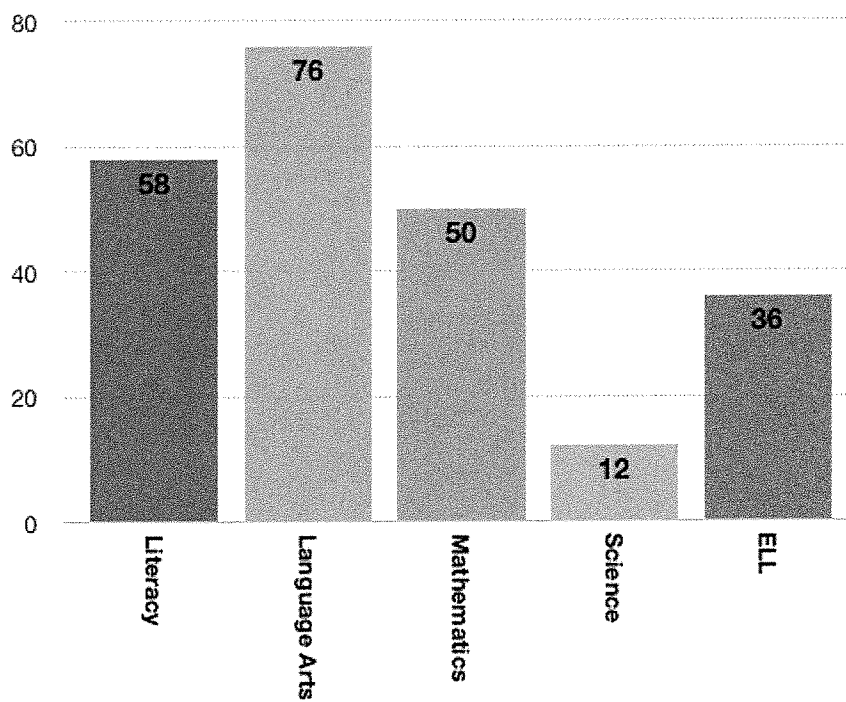
## **Our Impact**

### **Who We Serve**

**MCSV Volunteers by District**



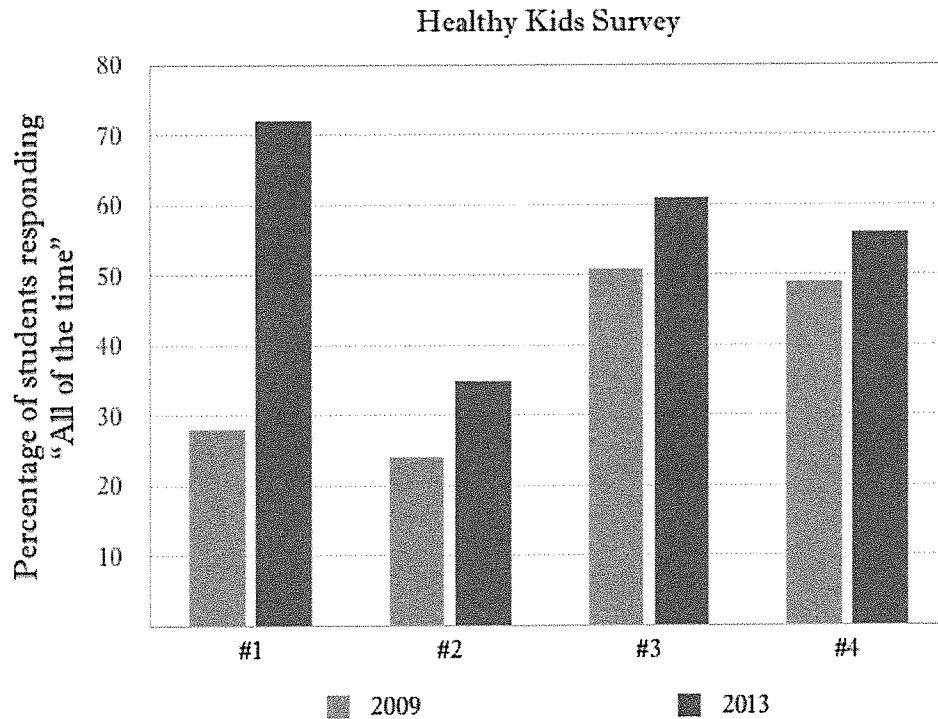
**Tutoring by Subject (Teacher Report)**



## Our Impact

### Students and School Connectedness

Research demonstrates: students who feel connected to school and have positive adult relationships, do better in school. \* This data reflects self-reports from 5<sup>th</sup> grade students at sites where MCSV volunteers are active.



There is a **teacher or adult** at school who...

#1 Cares about me

#2 Believes I can do a good job

#3 I can go to for help with a problem

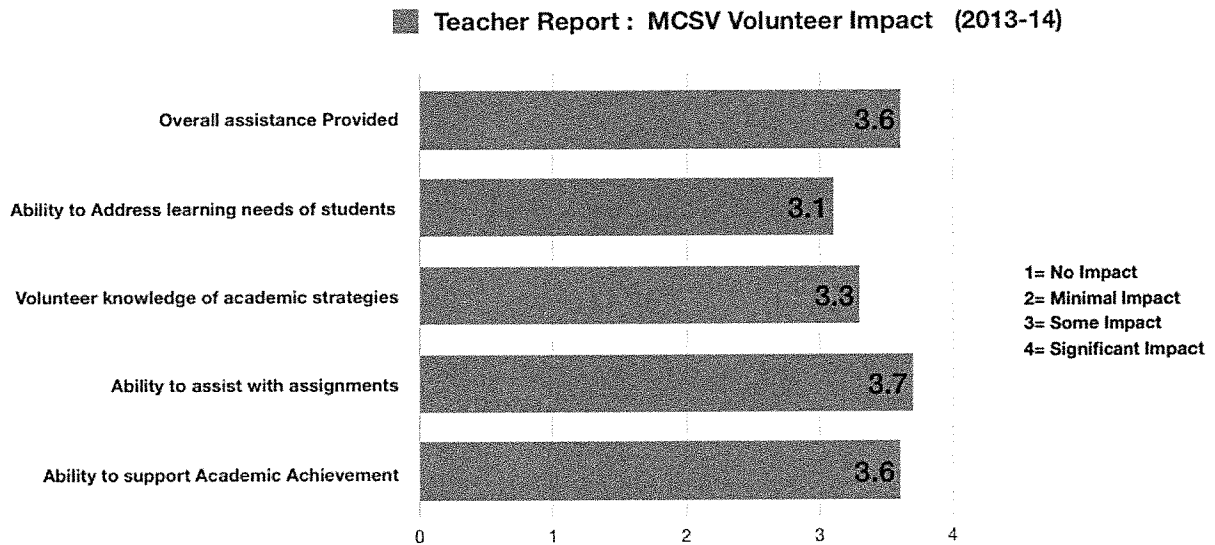
#4 Listens when I have something to say

\*Complete results available at California Healthy Kids Survey 2009-2013

<http://chks.wested.org/reports/search>

## **Our Impact** **Educators Report**

**Educators (teachers and principals) consistently report an overwhelmingly positive impact of having an MCSV Volunteer in their classroom**



## **Our Impact** **Volunteers Report**

**MCSV also provides our community members the opportunity for meaningful intergenerational, intercultural and important community impact. We query our volunteers to determine their satisfaction.**

