

**Memorandum of Understanding  
Between  
Marin Head Start  
And  
San Rafael City Schools**

This Memorandum of Understanding (MOU) between Marin Head Start (MHS) and the San Rafael City Schools describes agreements regarding the 2016 Summer Bridge program. The program is funded by a grant from First 5 of Marin as part of their continuing support of the Summer Bridge Program, which is in its fourteenth year.

**Background:** The purpose of the *Summer Bridge Pre-Kindergarten* is to increase school readiness for children who are enrolling in Kindergarten at Bahia Vista, San Pedro, Coleman, Laurel Dell and Venetia Valley, Short, Sun Valley, and Glenwood Elementary schools in August 2016, by providing a 4 week part-day preschool program for children, including opportunities for parents and children to work and learn together. The program will take place at Bahia Vista School and Venetia Valley.

The daily schedule is 8:30 A.M. to 12:00 P.M., Monday through Thursday with Parent Engagement activities on Fridays from June 28 –July 22, including a staff work day on June 27.

**1. Facilities**

MHS agrees to:	San Rafael Schools agrees to:
Provide access to the Head Start classroom at Bahia Vista for the program	Provide 3 additional school classrooms at Bahia Vista and 2 classrooms at Venetia Valley.
Support the Summer Bridge Coordinator and assist in classroom arrangement prior to Summer Bridge	Provide classroom equipment, e.g., desks, chairs as available. Provide previously purchased Summer Bridge furniture and equipment.
	Provide janitorial services for 6 classrooms

**2. Staffing**

MHS agrees to:	San Rafael Schools agrees to:
Post job openings, interview and hire 6 classroom assistants through the Head Start hiring process. (Summer Bridge coordinator will be part of the interview panel)	Post job openings, interview and hire 6 classroom teachers according to the San Rafael Schools hiring process for summer positions. (Summer Bridge coordinator will be part of the interview panel)
Pay hired staff members from the First 5 funding	Provide mechanism for Head Start to pay classroom teachers hired within the SRCS system
Identify the Summer Bridge Coordinator as needed during the Summer Bridge program.	Support a Summer Bridge Coordinator to lead the program for the summer and support communication and consistent implementation of SRCS procedures between District staff and Summer bridge staff

**3. Supervision**

MHS agrees to:	San Rafael Schools agrees to:
Identify and hire the Summer Bridge Coordinator with questions about curriculum, room arrangement, referrals and family engagement as needed.	Summer Bridge Coordinator will be responsible for supervision of the Summer Bridge teachers, assistant teachers and volunteers. .Provide appropriate channels for any grievance that may arise with staff hired through the District hiring process or the program structure.

**4. Curriculum and Staff Training**

MHS agrees to:	San Rafael Schools agrees to:
Provide curriculum support for classroom activities as needed and any needed staff	Support the curriculum as developed by the Summer Bridge

**5. Transition**

MHS agrees to:	San Rafael Schools agree to:
Support the Summer Bridge Coordinator to develop a mechanism to share student data from Summer Bridge with appropriate Kindergarten teachers.	Support the transfer of student/ family data and information

**6. Evaluation**

MHS agrees to:	San Rafael Schools agrees to:
The Summer Bridge Coordinator, with the support of the Marin Head Start Director, will be responsible for any required data compilation and necessary reports to First Five of Marin.	Assist with any appropriate district data.
Share any data compiled from Summer Bridge student and/ or parent evaluations with SRCS	Provide mechanism for the School Principal/Kindergarten teachers to provide information on the preschool experience of the incoming Kindergarten children.

Grant funding from First 5 will cover teaching staff salaries, teaching assistants salaries, summer bridge coordinator salary, materials and supplies for program.

In-Kind from Marin Head Start and the School District will cover facilities, hiring process costs, janitorial and incidental staff time in implementation of project.

\_\_\_\_\_ date \_\_\_\_\_  
 Jan Yarish  
 Marin Head Start Director

\_\_\_\_\_ date \_\_\_\_\_  
 Harriet MacLean  
 Assistant Superintendent  
 San Rafael City Schools