



"OUR CHILDREN - OUR FUTURE"

Ravenswood City School District
ADMINISTRATIVE OFFICE
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Board Members:
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Stephanie Fitch, Vice- President
Marielena Gaona-Mendoza, Clerk
Ana Maria Pulido, Member
Sharifa Wilson, Member

Gina Sudaria
Interim *Superintendent*

Memorandum of Understanding
BETWEEN
Ravenswood City School District
AND
Girlstart

This Memorandum of Understanding (MOU) describes and confirms an agreement between the **Ravenswood City School District (DISTRICT)** and **Girlstart**. The purpose of this agreement is to formalize and clarify any expectations of and the relationship between the parties involved, thereby ensuring an effective working relationship for the implementation of **Girlstart's After School Program at Willow Oaks Elementary School**.

I. DESCRIPTION OF SERVICES and PURPOSE OF COLLABORATION

Girlstart After School is a free, weekly, two-semester program encouraging young women to believe in themselves and to pursue paths to higher education and greater career opportunities in STEM. Girlstart After School seeks to enhance and supplement girls' science learning in the classroom through engaging activities that introduce important STEM concepts in a hands-on and informal environment.

Obligations of Girlstart After School

- a. Provide registration forms and marketing flyers for Girlstart After School at Willow Oaks Elementary
- b. Free Girlstart After School registration up to 25 4th-5th grade girls.
- c. To maintain consistent communication with Campus Coordinator during planning, program implementation, and follow-up.
- d. Provide one hour of weekly NGSS and TEKS aligned curriculum and hands-on informal STEM activities and materials.
- e. Provide qualified, female Program Leaders (referred to as 'STEM CREW') to implement Girlstart After School.
- f. Program Leaders are in compliance with all laws related to working with minors.
- g. Be sure the room used for Girlstart After School is left in its initial condition.
- h. Follow agreed upon arrival and dismissal plans for participants.
- i. Provide free Girlstart T-shirts to participants that complete a full year in Girlstart After School.
- j. Provide snack at weekly Girlstart After School meetings if requested.
- k. Host a Family/Community Showcase at the end of each semester.

II. TERMS OF UNDERSTANDING

This agreement is effective on **August 14, 2019** and will remain in effect until **May 31, 2020**, unless terminated pursuant to Section IX. The MOU shall be reviewed quarterly to ensure that it is fulfilling its purpose and to make any necessary revisions.

Amendments to this MOU must be provided to all signing persons and will become effective upon the signed approval of all parties.

181t

III. SCHOOL and DISTRICT OBLIGATIONS

- A. The DISTRICT will ensure that an appropriate administrator will be designated for assistance in implementing Girlstart After School at Willow Oaks. The administrator will perform, but is not limited to, the following functions:

Obligations of Willow Oaks

- a. Support Girlstart After School, a one hour after school program that meets once a week throughout the fall and spring semesters.
- b. Identify a Teacher/Counselor/Librarian to act as Girlstart liaison on your campus (referred to as the 'Campus Coordinator').
- c. Support Girlstart staff and have an open door policy with them.
- d. Help secure a room for weekly after school program meetings.
- e. Provide a secure space (room, shelf, closet) to store our materials on campus if needed.
- f. Support the outreach and recruitment of 25 girls, expecting retention of 18-20 throughout the year.
- g. Support Girlstart's efforts in data collection to help generate funding to continue programming.
- h. Require administration signature on Girlstart's Statement of Acknowledgement.
- i. Provide letters of support for Girlstart as needed and requested.

Obligations of Campus Coordinator

- a. Act as Girlstart liaison on campus, including communicating to Girlstart's Program Coordinator on a weekly basis.
- b. Choose Girlstart After School meeting day and time.
- c. Work with Girlstart's Program Coordinator to set Girlstart After School's fall and spring calendar.
- d. Register 25 4th-5th grade girls, expecting retention of 18-20 throughout the year.
- e. Create a selection procedure and maintain a waitlist policy if necessary.
- f. Collect and verify registration forms from Girlstart participants and return to Girlstart's Program Coordinator by second week of program.
- g. Secure a room for weekly after school program meetings.
- h. Help secure a space (room, shelf, closet) to store our materials on campus if needed.
- i. Create and facilitate a dismissal plan for Girlstart participants (Girlstart Program Leaders cannot wait with girls to be picked up from school).
- j. Help maintain consistent weekly attendance (no more than 4 absences per semester) through parent communication when needed.
- k. Remind girls about attending club weekly.
- l. Schedule and help facilitate a Girlstart After School Parent Showcase at the end of each semester for half an hour directly following the regular club meeting.
- m. *Optional: Enter participant registration information in Girlstart's online data system. Girlstart will provide an extra honorarium of \$50 for those who elect to complete this additional task.*
- n. Unless required by administration and/or previously agreed upon with Girlstart, the Campus Coordinator is not required to stay after school during Girlstart After School meetings as long as the facilities are available, a campus led dismissal plan is in place, and there is a school representative available to handle girls picked up late. Additionally, Girlstart will provide the campus coordinator with an honorarium of \$250 at the end of the semester for his/her assistance and support for Girlstart's programs.

- B. The DISTRICT agrees to appoint District staff, as necessary, to act as the primary point of contact between *and* RCSD for the development of a strategic plan for serving Ravenswood students.
- C. The DISTRICT agrees that District staff will help facilitate the process to gain access to program needs such as appropriate space, student information, etc.
- D. The DISTRICT agrees that *Ravenswood City School District* will act as primary reporting agency when a staff person informs school staff of reasonable suspicion of child abuse, child neglect, harm to self or harm to others of a student residing in the district.

1811

- E. The DISTRICT will provide professional development to assist _____ in aligning _____ to the DISTRICT Common Core curriculum. (INCLUDE ONLY IF APPLICABLE)
- F. The DISTRICT will provide student report card and student progress information to **Girlstart** for instructional placement. (INCLUDE ONLY IF APPLICABLE)

RCSD agree to the reporting process outlined in Appendix A.

IV. **GIRLSTART**

- A. **Girlstart** agrees to provide stated service as in Section I to the schools identified in section III.A.2. Activities outside those specified in the stated services (section I) will be determined jointly by representatives from DISTRICT and **Girlstart** (e.g. field trips, etc.).
- B. **Girlstart** agrees to collaborate with the Director of Student Services and/or District Summer Program Coordinator and other RCSD staff in providing timely attendance reports, programming updates, student reports, accountability reports, and other unspecified reporting.
- C. **Girlstart** agrees to work with RCSD Child Nutrition Services for any food service needs.
- D. **Girlstart** agrees that services provided by **Girlstart** pursuant to this MOU may be supervised and evaluated by staff from the Ravenswood City School District as a supplement to **Girlstart's** primary oversight.
- E. **Girlstart** staff will ensure that there is 20:1 student to supervisory¹ staff ratio at all times.
- F. **Girlstart** will ensure that all staff in a supervisory position within the 20:1 ratio will fulfill the requirements for an instructional aid status (NCLB compliant) as listed below:
1. have an AA or BA degree or
 2. have 48 semester or 72 quarter college units or
 3. Have a passing status on the Instructional Aid Exam administered by RCSD.
- G. **Girlstart** agrees to provide orientations/presentations to district representatives, program staff, school staff and parents for informative purposes.
- H. **Girlstart** agrees to provide the DISTRICT with a schedule and calendar of daily activities and upcoming events and to coordinate with the Director of Curriculum & Instruction and/or other District Staff in the planning and coordination of these events.
- I. **Girlstart** agrees that when its interns and volunteers are utilized, staff from **Girlstart** will be responsible for their training, supervision, TB clearance, fingerprinting, federal criminal background check, and of ensuring that such person fulfills all district requirements for instructional aid status if this person is in a supervisory position within the 20:1 student to staff ratio.
- J. **Girlstart** agrees to ensure that all of their staff who will be on school property or work with students has proof of a negative skin test or chest x-ray for Tuberculosis. **Girlstart** will provide RCSD with written verification that program staff has been cleared.

¹ Supervisory is defined as any one adult on school grounds in charge of 20 students or less, regardless of their status as an employee or volunteer.

7/8/14

- K. ***Girlstart*** agrees to ensure that all program staff that will be on school property has proof of FBI and Department of Justice Child Abuse Index fingerprint clearance. ***Girlstart*** will provide RCSD with written verification that program staff has been cleared.
- L. ***Girlstart*** agrees that in every case where a program staff person has reasonable suspicion of child abuse, child neglect, harm to self or harm to others of a student residing in the district, the staff person will comply with the reporting process outlined in Appendix A.
- M. ***Girlstart*** has in force, and during the term of this Agreement shall maintain in force, a Comprehensive General Liability Insurance policy with limits not less than \$1,000,000.00 (one million dollars) each occurrence combined Single Limit for Bodily Injury and Property Damage. The policy shall name as additional insured the Ravenswood City School District, its Board, officers and employees. The policy shall require the insurer to provide to the District a thirty- (30) day notice of any cancellation or reduction of such insurance.

V. **CONFLICT RESOLUTION**

The Parties agree that differences of opinion regarding personnel or service practices or Parties will be discussed. If resolution is not obtained then, decisions will be made after discussion between the Director of Student Services, Director of Curriculum & Instruction, and ***Girlstart*** management representatives.

VI. **NON-DISCRIMINATION**

Girlstart and the DISTRICT shall not discriminate against any person rendering or receiving services pursuant to this Memorandum, on the basis of race, color, age, marital status, national origin, sex, creed, sexual orientation, or physical or mental disability, including HIV disease, as provided by State and Federal Law.

VII. **HOLD HARMLESS**

Each party is an independent contractor responsible for its acts and the acts of its officers, agents, and employees. Each party agrees to indemnify, defend, and hold harmless the other party, its officers, agents, and employees from any and all loss, injury, liability, damages, claims, demands, suits, or judgments arising from the acts or omissions of its officers, agents, and employees in connection with the performance of this agreement.

VIII. **CONFIDENTIALITY**

The parties shall maintain the confidentiality of all records generated during the period of this agreement pursuant to applicable Federal and State laws.

IX. **TERMINATION**

This Agreement may be terminated by either party by giving a minimum of thirty (30) days advance written notice to all parties.

X. **NOTICES**

All notices of the parties shall be in writing and shall be addressed as set forth below:

18th

SIGNATURE PAGE

XI. AUTHORIZATION

The signing of this MOU is not a formal undertaking. It implies that the signatories will strive to reach, to the best of their ability, the objectives stated in the MOU.

On behalf of the organization I represent, I wish to sign this MOU and contribute to its further development.


RAVENSWOOD CITY SCHOOL DISTRICT

Gina Sudaria, Superintendent

Date

Girlstart


Tamara Hudgins, Executive Director

15  August 2019.
Date

NSVT

Girlstart

Tamara Hudgins
Executive Director
1400 W Anderson Lane
Austin, TX 78757
512-916-4775
tamara@girlstart.org

TO SCHOOL DISTRICT:
Superintendent
Ravenswood City School District
2120 Euclid Avenue
East Palo Alto, CA 94303

Copy to:

Business Services
Ravenswood City School District
2110 Euclid Avenue
East Palo Alto, CA 94303

1815

APPENDIX A

REPORTING PROCESS OF CHILD ABUSE, CHILD NEGLECT, HARM TO SELF OR HARM TO OTHERS

RAVENSWOOD CITY SCHOOL DISTRICT and *Girlstart*

The DISTRICT and the schools within the district and *Girlstart* agree to the following process in the case of a student within the district reporting child abuse, child neglect, harm to self or harm to others:

1. In the case of harm to self, harm to others, or reporting of child abuse, *Girlstart* staff will immediately contact and inform the appropriate program coordinator and/or school administrator to initiate the school's reporting process and *Girlstart* staff-person will make a verbal and written report to that after school program site coordinator and/or school administrator.
2. The district's school sites shall carry out the reporting responsibilities (reports to law enforcement/child protective agencies) required by the Child Abuse and Neglect Reporting Act (Penal Code section 11164 et seq.) These include reports of the known or suspected instance of abuse to the child protective agency immediately, or as soon as practically possible, by telephone and by sending a written report within 36 hours of receipt of information by *Girlstart*.
3. Within 24 hours, the school will send a facsimile transmission immediately, or as soon as practically possible, to *Girlstart* confirming that the verbal report was made, as required by the Child Abuse and Neglect Reporting Act (Penal Code section 11164 et seq.), to the appropriate child protective agency.

The school will also send a facsimile transmission immediately, or as soon as practically possible, to *Girlstart* confirming that a written report was made, as required by the Child Abuse and Neglect Reporting Act (Penal Code section 11164 et seq.), to the appropriate child protective agency within thirty-six (36) hours.

4. *Girlstart* staff will send a letter concerning the incident within twenty-four (24) hours to the Director of Student Services. (Director should be notified immediately along with site coordinator- Director should be aware and will be consulted in the event that a report is made – probably move this up in your process...)

10/14

