



“OUR CHILDREN – OUR FUTURE”

Ravenswood City School District

ADMINISTRATIVE OFFICE

2120 Euclid Avenue, East Palo Alto, California 94303
(650) 329-2800 Fax (650) 323-1072

Board Members:

Tamara Sobomehin, President
Stephanie Fitch, Vice- President
Marielena Gaona-Mendoza, Clerk
Ana María Pulido, Member
Sharifa Wilson, Member

Gina Sudaria

Interim Superintendent

Memorandum of Understanding

BETWEEN

Ravenswood City School District

AND

Ravenswood Reads

The Haas Center for Public Service, Stanford University

This Memorandum of Understanding (MOU) describes and confirms an agreement between the ***Ravenswood City School District (DISTRICT)*** and ***Ravenswood Reads***. 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 Ravenswood Reads, an ongoing partnership described below.

I. DESCRIPTION OF SERVICES and PURPOSE OF COLLABORATION

Program Description

Ravenswood Reads connects Stanford students with selected Costaño School early grade students in meaningful *one-on-one interactions* focused on *individualized literacy tutoring*. The program uses a researched-based, structured curriculum that helps young students develop language and literacy skills, emphasizing phonemic awareness and text comprehension along with phonics, vocabulary, and fluency. The Ravenswood Reads collaboration provides a service to meet a need identified by the Ravenswood City School District and creates a valuable learning experience for Stanford students to gain knowledge of teaching and learning skills.

Training of Tutors

The Program Sponsor will recruit, schedule, and train tutors prior to their placement on **Thursday, October 10, 2019** and provide continued support to the tutor throughout the program. The Program Sponsor will collaborate with the Community Partner to update the Ravenswood Reads Tutoring curriculum as necessary to meet the needs of the youth at the Community Partner site.

Supervision of Tutors

The overall supervision of tutors and the service they provide is the responsibility of the Ravenswood Reads Program. Tutors will follow the policies of the Community Partner site while complying with the goals and objectives of the Ravenswood Reads program. Tutors who are unable to follow the policies of Costaño School and Ravenswood Reads will be excluded from the program.

Material Resources

The Program Sponsor will provide transportation to tutors for each of the 40-minute tutoring sessions occurring four days per week. Program Sponsor will also provide tutoring materials including books, language arts activity materials and training materials. Program sponsor will

provide, collect and store permission forms issued by Stanford university that the partner will distribute to parents of participating youth.

Collaboration with Bring Me a Book Foundation

As specified in the MOU between Ravenswood City School District (RCSD) and Bring Me a Book Foundation (BMAB), Ravenswood Reads will support the collaboration of these organizations by helping youth navigate the Bookelicious website to choose a book to take home. Ravenswood Reads tutors and coordinators will arrange for a time to engage in this process during their tutoring sessions at the Community Partner (Costaño) school site 3 to 5 times over the course of the academic year.

Program Evaluation

The Sponsor agrees to give timely notification of required data and to adhere to Ravenswood City School District confidentiality policies. Furthermore, the Program Sponsor will provide the Community Partner with updates on students' progress and results from evaluations that are conducted.

II. TERMS OF UNDERSTANDING

This agreement is effective on **September 1, 2019** and will remain in effect until **June 30, 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.

III. SCHOOL and DISTRICT OBLIGATIONS

A. The **DISTRICT** will ensure that an appropriate administrator will be designated for assistance in implementing Ravenswood Reads. The **ADMINISTRATOR** will perform, but is not limited to, the following functions:

- Agrees to provide referrals of kindergarten aged students to Ravenswood Reads, as well as signed parent permission slips.
- Agrees to provide referrals of Kindergarten through 3rd grade students in Costaño's After School Program and signed parent permission slips to Ravenswood Reads program admins. Once students are selected, they will remain with Ravenswood Reads for a complete academic year.
- Agrees to the best of their ability, notify Program Staff in advance if a child is scheduled to miss a tutoring session for assemblies, field trips, or other reasons.
- Agrees to provide an adequate and appropriate space for tutors to work and access to after-school staff support.
- Agrees to provide data to the Program Sponsor when necessary for program evaluation and funding purposes.
- Agrees to provide tutors with the opportunity to observe a classroom as part of their orientation to the school and allow tutoring sessions to be videorecorded

upon the consent of the parents of participating children. Because learning from videotape is central to tutor training and program research and evaluation, the Community Partner understands that parents who do not allow their child to be videorecording may not be selected to participate in the program.

- Agrees to provide information, such as child reading levels, to the Ravenswood Reads Program Director to support tutors in developing individualized and effective lesson plans.
- 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.
- E. The DISTRICT will provide professional development to assist ____N/A____ 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 Renee Scott, Director Early Education/Ravenswood Read as necessary for instructional placement.

RCSD agree to the reporting process outlined in Appendix A.

IV. **Ravenswood Reads - The Haas Center for Public Service, Stanford University:**

- A. 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 **Ravenswood Reads** (e.g. field trips, etc.).
- B. 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. Agrees to work with RCSD Child Nutrition Services for any food service needs.
- D. Agrees that services provided by **Ravenswood Reads** pursuant to this MOU may be supervised and evaluated by staff from the Ravenswood City School District as a supplement to **Ravenswood Reads** primary oversight.
- E. Staff will ensure that there is **20:1 student to supervisory¹ staff ratio** at all times.
- F. 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. Agrees to provide orientations/presentations to district representatives, program staff, school staff and parents for informative purposes.
- H. Agrees to provide the **DISTRICT** with a schedule and calendar of daily activities and upcoming events and to coordinate with the Assistant Superintendent of Curriculum & Instruction and/or other District Staff in the planning and coordination of these events.

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.

- I. Agrees that when its interns and volunteers are utilized, staff from **Ravenswood Reads** 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. 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. **Ravenswood Reads** will provide RCSD with written verification that program staff has been cleared.
- K. 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. **Ravenswood Reads** will provide RCSD with written verification that program staff has been cleared.
- L. 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. 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, Assistant Superintendent of Curriculum & Instruction, and **Ravenswood Reads** management representatives.

VI. **NON-DISCRIMINATION**

Ravenswood Reads 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.

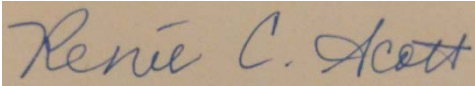
IX. **TERMINATION**

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:

**Ravenswood Reads - The Haas Center for
Public Service, Stanford University**

A handwritten signature in blue ink on a light brown background. The signature reads "Renee C. Scott" in a cursive script.

Renee Scott, Ph.D, Director Early Education &
Lecturer
562 Salvatierra Walk
Stanford, CA 94305-8620
650.736.0341
rcscott@stanford.edu

Copy to:

Copy to:

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

Curriculum and Instruction
Ravenswood City School District
2110 Euclid Avenue
East Palo Alto, CA 94303

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

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, Interim Superintendent

Date

Ravenswood Reads The Haas Center for Public Service, Stanford University

Executive Director

Date

Director

APPENDIX A

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

RAVENSWOOD CITY SCHOOL DISTRICT and *Ravenswood Reads*

The DISTRICT and the schools within the district and *Ravenswood Reads* 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, *Ravenswood Reads* staff will immediately contact and inform the appropriate program coordinator and/or school administrator to initiate the school's reporting process and *Ravenswood Reads* 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 *Ravenswood Reads*
3. Within 24 hours, the school will send a facsimile transmission immediately, or as soon as practically possible, to *Ravenswood Reads* 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 *Ravenswood Reads* 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. *Ravenswood Reads* 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...)