



“OUR CHILDREN – OUR FUTURE”

Ravenswood City School District BUSINESS SERVICES

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 Maria Pulido, Member
Sharifa Wilson, Member

Gina Sudaria

Interim Superintendent

Memorandum of Understanding BETWEEN

Ravenswood City School District

AND

East Palo Alto Stanford Academy (EPASA)

This Memorandum of Understanding (MOU) describes and confirms an agreement between the ***Ravenswood City School District (DISTRICT)*** and ***the East Palo Alto Stanford Academy (EPASA)***. The purpose of the collaboration is to develop an effective and coordinated approach to implementing an academic enrichment program, including Math and English language arts, for rising 7th and 8th grade students in the Ravenswood City School District, consisting of, but not limited to:

I. DESCRIPTION OF SERVICES and PURPOSE OF COLLABORATION

Academic Year and Summer Programming

1. Provide academic enrichment including Math and English language arts instruction to rising 7th and 8th grade students.
2. Academic year program: Work with up to 40 students, on Saturdays, for seven Saturday per quarter (October 19, 2019- May 30, 2020).
3. Summer program: Work with up to 40 students, five days a week, for five weeks (June 29, 2020 – July 31, 2020).
4. Work with up to 40 students, on Saturdays, for seven Saturday per quarter (October 19, 2019- May 30, 2020).
5. Provide curriculum, materials, and staffing to run the program.
 - a. Curriculum used will be hands-on, project-based learning
6. Program classrooms to be located at Stanford University Campus
7. Student meals provided by EPASA
8. Transportation provided by EPASA via RCSD bus
9. Weekly field trips and community service opportunities

The services indicated above come to *RCSD* as an in-kind service that is equal to the monetary amount of **\$80,000**. The Ravenswood City School District will not incur any monetary cost for the program.

Staff from the parties represented by this agreement will work to establish and sustain the services indicated.

All staff operating under this MOU will provide services to meet the needs of students, parents and school.

II. **TERMS OF UNDERSTANDING**

This agreement is effective on **October 1, 2019** and will remain in effect until **July 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.

III. **SCHOOL and DISTRICT OBLIGATIONS**

A. The DISTRICT will ensure that an appropriate administrator will be designated for assistance in implementing the EPASA summer program. The administrator will perform, but is not limited to, the following functions:

1. Serve as the liaison between district staff, school site staff, service providers and the staff.
2. Designate a single point of contact for targeted school sites as listed below:
 - a. Ravenswood Middle School

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 EPASA 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.

EPASA agrees to ensure that all program staff fulfill their mandated reporting obligations under California Penal Code [§11165.1](#) and Stanford University guidelines which state as follows: "Mandated reporters of child abuse include administrators and employees of camps, teachers, clergy, physicians, psychologists, and therapists. Starting on January 1, 2013, people who, in their work for Stanford, have contact with minors on a regular basis are also mandated reporters as are their supervisors, even if the supervisors do not have contact with minors. For a full list of mandated reporters, please see [California Penal Code §11165.1](#)."

E. The DISTRICT will provide professional development to assist EPASA in aligning the summer curriculum to the DISTRICT Common Core curriculum.

F. The DISTRICT will provide student report card and student progress information to EPASA for instructional placement.

RCSD agree to the reporting process outlined in Appendix A.

IV. *East Palo Alto Stanford Academy (EPASA)*

- A. **EPASA** agrees to provide stated service as in Section I to the schools identified in section III.A.2.
- B. EPASA 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. EPASA agrees that services provided by EPASA pursuant to this MOU may be supervised and evaluated by staff from the Ravenswood City School District as a supplement to EPASA primary oversight.
- D. EPASA staff will ensure that there is **20:1 student to supervisory^a staff ratio** at all times.
- E. EPASA 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.
- F. EPASA agrees to provide orientations/presentations to district representatives, program staff, school staff and parents for informative purposes.
- G. EPASA 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.
- H. EPASA agrees that when its interns and volunteers are utilized, staff from EPASA 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.
- I. EPASA 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. EPASA will provide RCSD with written verification that program staff has been cleared.
- J. EPASA 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

^a 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.

\$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 EPASA management representatives.

VI. NON-DISCRIMINATION

EPASA 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:

East Palo Alto Stanford Academy
Priscila Garcia
Program Director
562 Salvatierra Walk Stanford, CA 94305
650-725-0543
Priscila.garcia@stanford.edu

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

Copy to:

Lara Burenin
Director of C&I
Ravenswood City School District
2120 Euclid Avenue
East Palo Alto, CA 94303

Copy to:

Chief Business Official
Ravenswood City School District
2120 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

East Palo Alto Stanford Academy, Haas Center for Public Service

Executive Director

Date

Program Director

Date