



“OUR CHILDREN – OUR FUTURE”

Ravenswood City School District

ADMINISTRATIVE OFFICE

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Gina Sudaria

Interim *Superintendent*

Memorandum of Understanding *BETWEEN* Ravenswood City School District **AND Boys & Girls Clubs of the Peninsula**

This Memorandum of Understanding (MOU) describes and confirms an agreement between the ***Ravenswood City School District (DISTRICT)*** and ***Boys & Girls Clubs of the Peninsula (BGCP)***. 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 the BGCP Expanded Learning Time Program at the four schools in the Ravenswood City School District during the 2020-21 school year.

I. DESCRIPTION OF SERVICES and PURPOSE OF COLLABORATION

Purpose

BGCP's mission is to provide low socioeconomic youth in our community with the expanded learning time opportunities they need to achieve school success. We partner with schools and districts to provide afterschool and summer expanded learning time programs for youth from Kindergarten through 12th grade.

Description of Services

BGCP will recruit, enroll, and provide a high-quality expanded learning time program for the following target number during the 2020-21 school year.

- * 200 students at Belle Haven campus
- * 235 students at Costaño campus
- * 125 students at Los Robles Ronald McNair Academy
- * 150 students at Cesar Chavez Ravenswood Middle School

- BGCP will provide its Expanded Learning Time Program, as detailed in its annual program plan, to students starting immediately after school and remain open until at least 6:00pm every regular school day (including minimum days), for a minimum of 15 hours per week, 5 days a week, for 177 days during the regular 2020-21 school year.
(For accounting purposes, the State counts the individual students served and the amount of days multiplied by students are served which are reflected below.)
- BGCP will work with a minimum of 83 students each day at Belle Haven campus, providing after school program services to a minimum total of 14,691 students over the course of the regular 2020-21 school year
- BGCP will work with a minimum of 113 students each day at Costaño campus providing after school program services to a minimum total of 20,001 students over the course of the regular 2020-21 school year
- BGCP will work with a minimum of 83 students each day at Los Robles Ronald McNair providing after school program services to a minimum total of 14,691 students over the course of the regular 2020-21 school year

- BGCP will work with a minimum of 113 students each day at Cesar Chavez Ravenswood Middle School providing after school program services to a minimum total of 14,691 students over the course of the regular 2020-21 school year

II. TERMS OF UNDERSTANDING

This agreement is effective on July 1, 2020 and will remain in effect until June 30, 2021, 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.

The terms of understanding are dependent on reopening approaches and guidelines due to COVID-19 and are subject to change based on information from health officials and district partners.

III. SCHOOL and DISTRICT OBLIGATIONS

- A. The DISTRICT will ensure that the School principal are designated for assistance in implementing The BGCP Expanded Learning Time Program on the campuses listed above. The administrators will perform, but will not be limited to, the following functions:
1. Meet weekly with BGCP site leadership to share information and feedback to ensure the program is aligned and continues to meet student and school priorities.
 2. Communicate any pertinent information to BGCP site leadership that will impact the delivery of the Expanded Learning Time Program, including but not limited to school-wide events, operational considerations, or other circumstances.
 3. Facilitate communication between BGCP afterschool staff and RCSD school day staff to support the effective implementation of the Expanded Learning Time Program.
- B. The DISTRICT agrees to appoint District staff, as necessary, to act as the primary point of contact between BGCP *and* RCSD for the development of a strategic plan for serving Ravenswood students.
- C. The DISTRICT will provide appropriate facilities for the Expanded Learning Time Program on the school campus, including general maintenance and custodial services for all spaces designated for the Expanded Learning Time Program.
- D. The DISTRICT will provide office space for:
- 3 full-time BGCP staff on the Belle Haven campus.
 - 4 full time staff on the Costaño campus
 - 2 full time staff on the Los Robles Ronald McNair campus
 - 3 full time staff on the Cesar Chavez Ravenswood Middle School campus
- E. The DISTRICT will provide BGCP staff and students during the Expanded Learning Time Program access to resources, including but not limited to computer labs, laptop carts, and internet access.
- F. The DISTRICT will provide BGCP Operations and IT staff appropriate access to facilities on all campuses and District Operations and IT staff to support ongoing facilities and technology needs and office relocations.
- G. The DISTRICT agrees that District staff will help facilitate the process to gain access to program needs such as appropriate space, student information, etc.

- H. 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.
- I. The DISTRICT will provide student report card and student progress information to BGCP for instructional placement and will abide by the terms of the Data-Sharing MOU signed in September 2017.
- J. The DISTRICT will compensate BGCP for work accomplished as outlined in this agreement through ASES funding in the full allotment for Belle Haven, Costaño, Los Robles Ronald McNair, and Cesar Chavez Ravenswood Middle School. The State has not issued the allotment for the 2020-2021 school year at this time but the allotment for 2019-2020 was \$133,169.40 each for Belle Haven, Costaño, Los Robles Ronald McNair and \$177,559.20 for Cesar Chavez Ravenswood Middle School. Payment due in 30 days from invoice date.
- K. The DISTRICT will reimburse BGCP at the rate of \$8.19 per student per day, not to exceed the total amount of this agreement. This amount is pending the State allotment for the 2020-2021 school year. The reimbursement rate will match the allotment by the State allotment.
- L. RCSD agrees to the reporting process outlined in Appendix A.

IV. **BGCP COMMITMENTS**

- A. **BGCP** 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) and BGCP's annual program plan will be determined jointly by representatives from DISTRICT and **BGCP**.
- B. **BGCP** agrees to collaborate with the Director of Student Services and other RCSD staff in providing timely attendance reports, programming updates, student reports, accountability reports, and other unspecified reporting.
 - 1. ALAS attendance will be submitted monthly
 - 2. BGCP site leadership will meet weekly with site principals to share student and programming updates
 - 3. A BGCP site leadership representative will also attend monthly DISTRICT ALAS program coordinator meetings.
- C. **BGCP** agrees to work with RCSD Child Nutrition Services for any food service needs.
- D. **BGCP** agrees that services provided by **BGCP** pursuant to this MOU may be supervised and evaluated by staff from the Ravenswood City School District as a supplement to **BGCP** primary oversight.
- E. **BGCP** will ensure that there is **20:1 student to supervisory¹ staff ratio** at all times.
- F. **BGCP** 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. **BGCP** agrees to provide orientations/presentations to district representatives, program staff, school staff and parents for informative purposes.
- H. **BGCP** 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. **BGCP** agrees that when its interns and volunteers are utilized, staff from **BGCP** 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. **BGCP** 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. **BGCP** will provide RCSD with written verification that program staff has been cleared.

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:

Boys & Girls Clubs of the Peninsula
Peter Fortenbaugh
Chief Executive Officer
[401 Pierce Road](#)
Menlo Park, CA 94025
650.646.6121 | peter@bgcp.org

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

Copy to:

Director of Student Services
Ravenswood City School District
2110 Euclid Avenue
East Palo Alto, CA 94303

Copy to:

Chief Business Official, 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, Superintendent

Date

Boys & Girls Clubs of the Peninsula

Peter Fortenbaugh, Chief Executive Officer

Date

APPENDIX A

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

RAVENSWOOD CITY SCHOOL DISTRICT and *Boys & Girls Clubs of the Peninsula*

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