



“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:*  
Ana Maria Pulido, President  
Sharifa Wilson, Vice President  
Stephanie Fitch, Clerk  
Marielena Gaona- Mendoza, Member  
Tamara Sobomehin, Member

Gina Sudaria  
*Superintendent*

**Memorandum of Understanding  
BETWEEN  
Ravenswood City School District  
AND  
StreetCode Academy**

This Memorandum of Understanding (MOU) describes and confirms an agreement between the **Ravenswood City School District (DISTRICT)** and **StreetCode Academy**. 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 IT Support of Ravenswood City School District Elementary Schools

**I. DESCRIPTION OF SERVICES and PURPOSE OF COLLABORATION**

StreetCode Academy will serve as an on-call support to technical issues across the Ravenswood City School District Elementary Schools. As the district has returned to virtual learning full-time, there became an apparent gap around tech literacy of the devices. 10-15% of students are having tech issues. This has been a stress on both teachers and families; it is estimated around 30-50% of teacher time is focused on this issue. The current crisis is reminding us of the important role that technology plays in the success of modern families. StreetCode will provide virtual IT Support through both phone and video channels. This is a remote position. StreetCode will dedicate a full-time employee for the immediate need, with the understanding that more positions will need to be added over time. Some responsibilities include:

- Managing & Answering Phone Calls
- Hosting Zoom Calls for Student Support
- Creating support documents, FAQ's, and hosting learning sessions with Parents on best tech practices
- Managing interns to support helpdesk calls
- Coordinating with Ravenswood IT Dept. for hardware issues.

“StreetCode Academy is requesting a budget of \$50,000. This will cover the salary of three newly hired part-time employees of StreetCode that would work exclusively on the IT Support of Ravenswood IT Support for Elementary Schools.”

**II. TERMS OF UNDERSTANDING**

This agreement is effective on October 26<sup>th</sup> 2020 and will remain in effect until June 16<sup>st</sup> 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.

**III. SCHOOL and DISTRICT OBLIGATIONS**

- A. The DISTRICT will ensure that an appropriate administrator will be designated for assistance in implementing the launching of IT Support for RCSD Elementary Schools. The administrator will perform, but is not limited to, the following functions:
- Allow StreetCode Academy staff and/or paid volunteer access to students that require IT Support
  - Assist in promotion and advertising of IT Support to teachers and families.
  - Regular communication with StreetCode Academy staff to approve outreach plans and schedule of activities.
- B. The DISTRICT agrees to appoint District staff, as necessary, to act as the primary point of contact between StreetCode Academy *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 StreetCode Academy in aligning its support services to the DISTRICT Common Core curriculum.
- F. The DISTRICT will provide family and student contact information to StreetCode Academy as required in accordance with FERPA and other applicable federal and state privacy regulations.

RCSD agrees to the reporting process outlined in Appendix A.

#### IV. **StreetCode Academy**

- A. StreetCode Academy agrees to provide stated service as in Section I to the schools identified- Elementary Schools. Activities outside those specified in the stated services (section I) will be determined jointly by representatives from DISTRICT and StreetCode Academy (e.g. middle schools)
- B. StreetCode Academy agrees to collaborate with the Director of Technology and/or other RCSD staff in providing timely IT Report Tickets, programming updates, and other unspecified reporting.
- C. StreetCode Academy agrees to be responsible for recruiting, onboarding, pay, and managing 2-3 individuals by the end of the calendar year to provide additional support for the IT Services. The positions would be part-time, and go until the end of the school year. This would be invoiced monthly.
- D. StreetCode Academy agrees that services provided by StreetCode Academy pursuant to this MOU may be supervised and evaluated by staff from the Ravenswood City School District as a supplement to StreetCode Academy primary oversight.
- E. StreetCode Academy staff will have a dedicated phone number and Zoom link for IT Services with multiple staff members able to pick up during the agreed upon hours (Monday through Friday, 9 AM - 12 PM)
- F. StreetCode Academy 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. Fingerprinting AND Background Check
  2. Or StreetCode Staff
- G. StreetCode Academy agrees to provide documentation, FAQ's, and support documents to Director of Technology for board reports.

- H. StreetCode Academy agrees to provide the DISTRICT with a schedule and calendar of daily activities and upcoming events, planning and coordination of these events.
- I. StreetCode Academy agrees that when its interns and volunteers are utilized, staff from StreetCode Academy will be responsible for their training, supervision, 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. StreetCode Academy 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. StreetCode Academy will provide RCSD with written verification that program staff has been cleared.
- K. StreetCode Academy 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.
- L. StreetCode Academy 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 StreetCode Academy management representatives.

**VI. NON-DISCRIMINATION**

StreetCode Academy 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:

**XI. INVOICING AND PAYMENT**

Party, shall provide District with an invoice for services rendered under this MOU. District shall pay the party all properly invoiced amounts within thirty (30) days of receipt.

StreetCode Academy  
Jasmyne Sanders  
Chief of Staff  
1195 Hamilton Court  
650-485-1413  
jasmyne@streetcode.us

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

## SIGNATURE PAGE

### XII. 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

#### StreetCode Academy

---

Signature & Title

---

Date

---

Signature & Title

---

Date

## APPENDIX A

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

#### RAVENSWOOD CITY SCHOOL DISTRICT and **StreetCode Academy**

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

## **APPENDIX B**

[Link to the Ravenswood IT Proposal Document](#)