

MEMORANDUM OF UNDERSTANDING BETWEEN WHITTIER COLLEGE-BCM PROGRAMS AND SOUTH WHITTIER SCHOOL DISTRICT

Partners: Whittier College-South Whittier School District

School Year: Fiscal Year 2020-2021

Whittier College
Center for Engagement with
Communities –
BCM Programs
13406 E. Philadelphia St,
Whittier, CA 90602

South Whittier
School District (SWSD)
7211 Whittier Ave,
Whittier, CA 90602

This Memorandum of Understanding (MOU) is entered by Whittier College-BCM Programs and South Whittier School District (SWSD). The terms of this MOU shall begin November 1, 2020 and will end June 30, 2021.

Community Education Program Initiative | SWSD This agreement sets forth the responsibilities of both parties in providing an environment where adults/parents/guardians feel comfortable attending and participating in activities designed specifically for them. By doing this they will feel comfortable asking, guiding, and leading their own learning and goals. CEPI is designed to develop a community of parents who have a greater sense of ownership and understanding of their children's education and who are confident in advocating for their families. In addition, the goal is to work together and nurture a community where adults, parents, and family members are taking initiative to guide, design, and lead their own goals through community action and education.

WHITTIER COLLEGE RESPONSIBILITIES:

- **Community Education Program Initiative**
 - CEPI Program Manager currently runs a Virtual program that focuses on community building and technology for adults. All activities will be conducted virtually (Zoom, phone calls, text messages, and or WhatsApp groups). Due to the ever-changing landscape of the pandemic there will be no in person activities/events throughout the academic school year. Programming is set to occur over Zoom or other virtual meeting platforms during the weekdays.
 - *Time of operation will coincide with Whittier College's academic calendar (i.e CEPI is closed when university classes are not in session).*

The program will run for the adults from November 1st, 2020 to June 30, 2021).

- CEPI will offer SWSD access to the following Virtual initiatives
 - Virtual workshops
 - Virtual Book club in Spanish
 - Assist Professor in virtual Spanish College classes
 - Access to tutorials (video tutorials or step by step handouts created by WC undergrads)
- CEPI Program Manager will ensure to have constant communication with assigned contact at SWSD in case of any questions or potentials risks and harms.
- The CEPI Program Manager will be responsible for tracking the number of adults/parents/guardians that participate in virtual classes and all other corresponding activities.
- The CEPI Program Manager will be responsible for facilitating virtual workshop trips for adults/parents/guardians free of cost.
- Program Manager, Stephanie Carmona, will be responsible for the training, hiring, and dismissal of the college students working at with CEPI. Program Manager Stephanie Carmona, and Director Katherine Lazo, will also be responsible for issues or complaints by adults that are relevant to CEPI programs.

SOUTH WHITTIER CITY SCHOOL DISTRICT RESPONSIBILITIES:

- **Community Education Program Initiative**
 - Provide a liaison to communicate with CEPI Program Manager and share calendar dates for family events and programs offered.
 - Provide access to SWSD communication systems in order to promote, inform, and consult with organization personnel about the CEPI program.
 - Provide access for CEPI Program Manager to advertise and promote about free workshops, classes, events, or programs for families (as permitted by restrictions and regulations set by the state and county as well as with the permission of the SWSD).

MUTUAL AGREEMENTS

This MOU may be modified, revised, amended, or renewed by the mutual written consent of Whittier College-BCM Programs and South Whittier School District. During this agreement, the BCM Programs or SWSD may, with sole discretion, have the right cancel the MOU and terminate the service and agreement within thirty days notice.

FOR WHITTIER COLLEGE-BCM PROGRAMS-CEPI

 Date: _____
 Gina DiPierro
 Director, Center for Engagement with Communities
 Whittier College-CEC

 Date: _____
 Katherine Lazo
 Director, BCM Community Education Programs
 Whittier College-BCM Community Education Programs

 Date: _____
 Stephanie Carmona
 CEPI Program Manager
 Whittier College - Community Education Program Initiative

FOR SOUTH WHITTIER SCHOOL DISTRICT

 Date: _____
 Name
 Title
 Organization/District

 Date: _____
 Name
 Title
 Organization/District