



**MEMORANDUM OF UNDERSTANDING
BETWEEN
BOYS & GIRLS CLUBS OF WHITTIER
AND
SOUTH WHITTIER SCHOOL DISTRICT**

This Memorandum of understanding (MOU) is entered in to by Boys & Girls Club of Whittier (BGCW) and South Whittier School District (SWSD). The term of this MOU shall be from July 1, 2021, to June 30th, 2022 –and will be revisited at the end of the term.

This agreement sets forth the responsibilities of both parties in providing an expanded learning program under the Community Development Block Funding (CDBG) grant with emphasis on Academic Achievement, Healthy Lifestyles, and Character and Citizenship.

BOYS & GIRLS CLUBS OF WHITTIER & SOUTH WHITTIER SCHOOL DISTRICT PARTNERSHIP OVERVIEW

BGCW's mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. With a focus on developing 21st Century Skills by strategically using a child's time out of school as a potential learning experience, while providing the supervision and stability needed to achieve academically and develop socially.

Accordingly, BGCW has partnered with the Los Angeles County Development Authority (LACDA) and secured funding through Community Development Block Grant (CDBG) for the 2021-2022 academic year to provide families in District 4 additional social and emotional support.

BOYS & GIRLS CLUB OF WHITTIER (BGCW) RESPONSIBILITIES

BGCW will provide the following position to support the social and emotional wellness of students and families in South Whittier School district, contingent upon grant funding:

BGCW Wellness Checks Case Manager

Job Position/Essential Elements

Under the direction of the Area Director, the Wellness Checks Case Manager will collaborate with the district to identify students who are either not attending school or

are not participating regularly in the District's Learning program and provide outreach support for those children and their families. The Wellness Checks Case Manager is responsible for providing consultation, training and technical support to families and coordinating community resources to support students' health and emotional wellness and enhance their learning potential.

SWSD Contract #21-22-029

Major Duties and Responsibilities

- Collaborate with the district to conduct comprehensive needs assessment to identify students who are either not attending or not participating in the district learning program regularly
- Collaborate with the district to create and maintain a database of identified students that can be used to monitor weekly progress
- Perform home visits to assess attendance/participation-related issues
- Provide consultation, training, and technical assistance to families to ensure students have the necessary tools and environment to participate in learning activities
- Assist families with creating goals and service plans (learning improvement plan)
- Promote parent engagement in the educational process.
- Maintain consistent contact with family to monitor progress
- Provide community referrals, linkages, and collaborations with District and community resources to address student and family needs.
- Help families navigate and access resources when necessary
- Provide individual and family supportive counseling to ensure that good habits regarding school attendance/participation are established
- Provide case management coordinating with other public agencies when necessary
- Coordinate with community resources to match students with mentors
- Provide education to families on laws associated with attendance and consequences (SART, SARB etc.)
- Collaborate with school attendance clerks to monitor student attendance/participation; Analyze and communicate attendance/participation data for identified students
- Participate in interdisciplinary team meetings to address attendance-related issues such as Student Success Team (SST) meetings or Student Attendance Review Team (SART)
- Contact appropriate community/legal agencies regarding student attendance and related problems, when necessary

Education Required

An earned bachelor's degree in Social Work from an accredited college or university or currently enrolled in a program for bachelor's degree in Social Work

Knowledge, Skills, Abilities, and Personal Characteristics

1. Bilingual in oral and written communication in English and Spanish
2. Skill in the various modes of social work with emphasis on family intervention, supportive counseling techniques, and community outreach.
3. Sensitivity to and understanding of the needs of English Learners (EL) students and parents.
4. Skill in using computer software such as Microsoft Office applications.
5. Understanding of the physical, intellectual, social, and emotional growth patterns of students.
6. Appropriate manner including poise, tact, good judgment, and ability to work effectively with District personnel, community representatives, parents, and students.

In addition to the Wellness Checks Case Manager, BGCW will:

SWSD Contract #21-22-029

1. Adopt SWSD policies and procedures, specifically emergency procedures.
2. Include SWSD families and students in BGCW annual events or activities.
3. Provide SWSD families and students access to additional services secured through various community partnerships (e.g., The Literacy Council, The Whole Child, Caterina's Club).
4. Seek additional support/funds to serve additional youth above contract amount.
5. Conduct a criminal background check on all BGCW employees, including volunteers and board of directors annually and will comply with the requirements of Education Code Section 45125.1 with respect to fingerprinting of personnel who may have contact with the District's pupils.
6. Certifies that employee will have successfully passed a TB Test prior to working with SWSD students.
7. BGCW represents and acknowledges that they are an equal opportunity employer and that they shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex, or age. Such nondiscrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. Consultant and its sub-consultants are required to give written notice of their obligations to labor organizations with which they have a collective bargaining or other agreement. Consultant shall also comply with all relevant provisions of District's Minority Business Enterprise program, if any, or other related programs or guidelines currently in effect or hereinafter enacted. Consultant must make a good faith effort to contact and utilize DVBE subcontractors or sub-consultants and suppliers in securing bids for performance of the Agreement and shall be required to certify its good faith efforts towards retaining DVBE subcontractors or sub-consultants and suppliers and identify DVBE firms utilized in performance of the Agreement.

SOUTH WHITTIER SCHOOL DISTRICT (SWSD) RESPONSIBILITIES

1. Integrate Wellness Checks Case Manager into SWSD Social Work Department –including but not limited to team placement and direct support.
2. Provide 26% (approximately \$18,000) of total personnel and program cost.

3. Provide any/all necessary training to work in the intended capacity (e.g., SWSD policies and procedures).
4. Provide workspace for Wellness Checks Case Manager.
5. Provide keys to Wellness Checks Case Manager and/or ensure access to assigned office and any applicable entry/exit points.
6. Include Wellness Checks Case Manager in emergency procedures training.
7. Provide BGCW access to grade and homework portals so BGCW may provide targeted academic assistance to students enrolled in program.
8. Share participants' statistical and demographic information with BGCW for reporting and funding purposes.
9. Share program outcomes with BGCW for reporting and funding purposes.
10. Engage BGCW in strategic in discussion regarding after school and expanded learning programs.
11. Provide custodial services for the office space to be used by BGCW.
12. Help distribute information about BGCW programs to students and guardians.
13. Provide timely feedback to BGCW management related to staff member's effectiveness or concerns.

INDEMNIFICATION AND INSURANCE

BGCW agrees to indemnify, defend and hold harmless SWSD and their appointed officers, employees, and agents from and against any and all liability or expenses, including defense cost and legal fees, arising from or connected with claims for damages or workers' compensation benefits relating to SWSD operations or its services which result from bodily injury, death, personal injury, or property in the care, custody, or control of BGCW.

SWSD agrees to indemnify, defend and hold harmless BGCW and their appointed officers, employees, and agents from and against any and all liability or expenses, including defense cost and legal fees, arising from or connected with claims for damages or workers' compensation benefits relating to BGCW operations or its services which result from bodily injury, death, personal injury, or property in the care, custody, or control of SWSD.

During the term of this Memorandum of Understanding, BGCW shall purchase and maintain, at its sole cost and expense, (1) Workers Compensation Insurance with statutory limits (2) Employee Liability Insurance with limits of no less than \$1,000,000 per occurrence, (3) General and Auto Liability Insurance, including bodily injury and property damage coverage, with limits of no less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate, and (4) Professional Liability Insurance covering errors and omissions with limits of no less than \$1,000,000 per occurrence. Concurrent with the execution of this Memorandum of Understanding, BGCW shall provide SWSD certificates of insurance for the above insurance coverage requirements. The General Liability Insurance policy shall name SWSD as an additional insured.

MUTUAL AGREEMENT

This MOU may be modified, revised, amended, or renewed by the mutual written consent of BGCW and SWSD. During this agreement, BGCW or SWSD may, with sole discretion, have the right to cancel the MOU and terminate the service and agreement within thirty days' written notice with or without cause. Programs offered by BGCW are contingent upon CDBG grant funding.

BOYS & GIRLS CLUBS OF WHITTIER

Date _____

Oscar Hernandez, Chief Professional Officer

Boys & Girls Club of Whittier

SOUTH WHITTIER SCHOOL DISTRICT

Date _____

Dr. Gary Gonzales, Superintendent

South Whittier School District