



“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:*

Mele K. Latu, President  
Tamara Sobomehin, Vice President  
Bronwyn Alexander, Clerk  
Ana Maria Pulido, Member  
Jenny Varghese Bloom, Member

Gina Sudaria  
*Superintendent*

**Memorandum of Understanding  
BETWEEN  
Ravenswood City School District  
AND  
All Students Matter**

This Memorandum of Understanding (MOU) describes and confirms an agreement between the ***Ravenswood City School District (DISTRICT)*** and ***All Students Matter (ASM)***. 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 All Students Matter programs.

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

For the last 13 years All Students Matter has had a strong partnership with RCSD. We exclusively support the District and are guided by the RCSD staff, principals and teachers. Our mission is to provide trained volunteers to support RCSD classroom teachers and literacy coaches. We have surveyed the teachers we support for the last five years and found our effort has improved the academic performance of the students we work with as well as the students' self-esteem. *Our almost 200 dedicated ASM volunteers have been going into the Ravenswood schools every week, all school year, with a strong commitment to the staff, teachers and students of RCSD.*

ASM volunteer training is designed and reviewed by District staff. We are dedicated to mirroring the approaches used in the classroom which includes improving the literacy, common core math and social/emotional skills of the students. Training is provided to new volunteers in September. Additional training is provided through ASM Quarterly Newsletters, ASM Lecture Series, and individual volunteer shadowing with our ASM Program Director.

In the 2020-2021 school year, we supported TK-5<sup>th</sup> grade classrooms at Belle Haven and Costano schools. We supported Los Robles in 3<sup>rd</sup> - 5<sup>th</sup> grades with mostly bilingual volunteers and supported 5 teachers at CCRMS. We provided teachers with an average of three trained volunteers that connected with students in the virtual classroom every week, for the full school year. We also provided 83 trained volunteers to support students outside of school hours with virtual tutoring support. In addition we provided trained mentors to several fifth grade classrooms who led a 12-week book club focusing on comprehension, balanced literacy and social emotional needs. For the 2021-22 school year we will continue to support all TK-5<sup>th</sup> grade classrooms at Belle Haven and Costano schools and Los Robles 3<sup>rd</sup>-5<sup>th</sup> grade classrooms. In addition we'll be adding science support for TK-5<sup>th</sup> grade classrooms and will continue with the 5th grade book club program in the spring of 2022. Our support will be in-person if the current health situation allows but we will continue with our virtual tutoring program if the social distancing guidelines prevent us from being physically in the classroom.

It has been our honor to serve and partner with the District's teachers over the years and to help inspire their students to achieve their potential. We hope to serve the District many years to come whether in person or virtually.

## II. TERMS OF UNDERSTANDING

This agreement is effective on August 12, 2021 and will remain in effect until June 30, 2022, 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 All Students Matter program. The administrator will perform, but is not limited to, the following functions:

Ensure All Students Matter programs integrate with the goals of the district.

Principals provide ASM with teachers' emails and classrooms.

Teachers provide students and reading levels for volunteers when appropriate.

- B. The DISTRICT agrees to appoint District staff, as necessary, to act as the primary point of contact between All Students Matter *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 All Students Matter in aligning literacy and math volunteer training to the DISTRICT Common Core curriculum. (INCLUDE ONLY IF APPLICABLE)
- F. The DISTRICT will provide student report card and student progress information to All Students Matter for instructional placement. (INCLUDE ONLY IF APPLICABLE)

RCSD agree to the reporting process outlined in Appendix A.

## IV. All Students Matter

- A. ***All Students Matter*** 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) will be determined jointly by representatives from DISTRICT and All Students Matter (e.g. field trips, etc.).
- B. ***All Students Matter*** 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. ***All Students Matter*** agrees to work with RCSD Child Nutrition Services for any food service needs.
- D. ***All Students Matter*** agrees that services provided by All Students Matter pursuant to this MOU may be supervised and evaluated by staff from the Ravenswood City School District as a supplement to All Students Matter primary oversight.

- E. *All Students Matter* staff will ensure that there is **20:1 student to supervisory<sup>1</sup> staff ratio** at all times.
- F. *All Students Matter* 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. *All Students Matter* agrees to provide orientations/presentations to district representatives, program staff, school staff and parents for informative purposes.
- H. *All Students Matter* 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.
- I. *All Students Matter* agrees that when its interns and volunteers are utilized, staff from *All Students Matter* 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. *All Students Matter* agrees to ensure that all of their staff and volunteers who will be on school property or work with students has proof of a negative skin test or chest x-ray for Tuberculosis. *All Students Matter* will provide RCSD with written verification that program staff and volunteers have been cleared or ensure staff and volunteers go through the district clearance process.
- K. *All Students Matter* agrees to ensure that all program staff and volunteers that will be on school property has proof of FBI and Department of Justice Child Abuse Index fingerprint clearance. *All Students Matter* will provide RCSD with written verification that program staff and volunteers have been cleared or ensure staff and volunteers go through the district clearance process.
- L. *All Students Matter* 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.
- M. *All Students Matter* 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 *All Students Matter* management representatives.

VI. **NON-DISCRIMINATION**

***All Students Matter*** 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:

***All Students Matter***

Angie Holman  
Executive Director  
20 Willow Rd. #42 Menlo Park, CA 94025  
(650) 714-2095  
angie@allstudentsmatter.org

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

Copy to:

Directory of Curriculum and Instruction  
Ravenswood City School District  
2110 Euclid Avenue  
East Palo Alto, CA 94303

Copy to:

CBO, 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***

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Gina Sudaria, Superintendent

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Date

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#### ***All Students Matter***

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Angie Holman, Executive Director

\_\_\_\_\_  
Date

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## APPENDIX A

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

#### RAVENSWOOD CITY SCHOOL DISTRICT and *All Students Matter*

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