



**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**  
**Ravenswood Reads, a Program of the Haas Center for Public Service**  
**At Stanford University**

This Memorandum of Understanding (MOU) describes and confirms an agreement between the **Ravenswood City School District (DISTRICT)** and **Ravenswood Reads**. 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 (INSERT INFORMATION)

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

Ravenswood Reads connects Stanford students with teacher-selected early grade students in meaningful *individualized literacy tutoring*. The program uses a research-based, structured curriculum that helps young students develop language and literacy skills, emphasizing phonemic awareness and text comprehension along with phonics, vocabulary, and fluency. In the 2021/22 academic year, tutoring will be provided using a hybrid method of delivery including a) lessons in person at school sites, and b) lessons adapted to Zoom for delivery. Method of delivery will be determined according to needs identified by school principals and Haas program staff throughout the academic year. The Ravenswood Reads collaboration provides a service to meet a need identified by the Ravenswood City School District and creates a valuable learning experience for Stanford students to gain knowledge of teaching and learning skills.

During the 2021/22 academic year, Stanford University and Ravenswood Reads will continue to collect assessment data, lesson data, and communication data to inform research questions about providing real-time tutor support as well as parent and teacher communication via text message. This research agenda will be facilitated by Renee Scott, the director of the Ravenswood Reads program, and directed by Emma Brunskill and Rebecca Silverman, Principal Investigators (PI's) on the project.

**Training of Tutors**

The Program Sponsor will recruit, schedule, and train tutors prior to their placement on **October 13, 2021** and provide continued support to the tutor throughout the program. The Program Sponsor will collaborate with the Community Partner to update the Ravenswood Reads Tutoring curriculum and technology as necessary to meet the needs of the youth at the Community Partner site.

**Supervision of Tutors**

The overall supervision of tutors and the service they provide is the responsibility of the Ravenswood Reads Program. Tutors will follow the policies of the Community Partner

site while complying with the goals and objectives of the Ravenswood Reads program. Tutors who are unable to follow the policies of the partner site and Ravenswood Reads will be excluded from the program.

## **Material Resources**

The Program Sponsor will provide transportation for tutors and technology tools necessary to facilitate the connection between tutors and youth in the Ravenswood City School District for each of the 40-minute tutoring sessions occurring during the school week. If needed, technologies will include Zoom, Google Slides, Reading A-Z and other online support for communication with children. The Program Sponsor will also provide tutoring materials including books, language arts activity materials and training materials. Program sponsor will provide, collect, and store permission forms issued by Stanford University through ePom (Protection of Minors:

<https://cardinalatwork.stanford.edu/working-stanford/policies/protection-minors/epom>) that will be distribute to parents of participating youth digitally.

## **II. TERMS OF UNDERSTANDING**

This agreement is effective on 9/1/2021 and will remain in effect until 7/1/2022, 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 Ravenswood Reads. The administrator will perform, but is not limited to, the following functions:
- Agrees to provide referrals of kindergarten aged students to Ravenswood Reads, as well as signed parent permission slips.
  - Agrees to provide referrals of *Kindergarten through 2<sup>nd</sup>* grade students who are enrolled in RCSD elementary schools Ravenswood Reads program admins. Once students are selected, they will remain with Ravenswood Reads for a complete academic year unless it is mutually determined that the program is no longer necessary or of benefit to the child.
  - Agrees to the best of their ability, notify Program Staff in advance if a child is scheduled to miss a tutoring session for any reason.
  - Agrees to provide data to the Program Sponsor when necessary for program evaluation, funding, and research purposes.
  - Agrees to provide tutors with the opportunity to observe a class as part of their orientation to the school and allow tutoring sessions to be video-recorded upon the consent of the parents of participating children. Because learning from videotape is central to tutor training and program research and evaluation, the Community Partner understands that parents who do not allow their child to be video-recording may not be selected to participate in the program.

- Agrees to provide information, such as child reading levels and appropriate assessment results, to the Ravenswood Reads Program Director to support tutors in developing individualized and effective lesson plans.
  - Help facilitate regular meetings between Ravenswood Reads Directors/administrators and appropriate district teachers to provide updates and share useful information and feedback on program progress/development. This agreement includes participation in at least one staff meeting to meet classroom teachers, provide orientation, and facilitate future communication among school staff.
- B. The DISTRICT agrees to appoint District staff, as necessary, to act as the primary point of contact between *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 \_\_\_\_\_ in aligning \_\_\_\_\_ to the DISTRICT Common Core curriculum. (INCLUDE ONLY IF APPLICABLE)
- F. The DISTRICT will provide student report card and student progress information to \_\_\_\_\_ for instructional placement. (INCLUDE ONLY IF APPLICABLE)

*RCSD* agree to the reporting process outlined in Appendix A.

#### IV. ***Ravenswood Reads of the Haas Center for Public Service, Stanford University***

- A. ***Ravenswood Reads*** 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 ***Ravenswood Reads*** (e.g. field trips, etc.).
- B. ***Ravenswood Reads*** agrees to collaborate with the Director of Student Services and/or District After-School Program Coordinators and other RCSD staff in providing timely attendance reports, programming updates, student reports, accountability reports, and other unspecified reporting.
- C. ***(Ravenswood Reads)*** agrees to work with RCSD Child Nutrition Services for any food service needs.
- D. ***(Ravenswood Reads)*** agrees that services provided by ***(Ravenswood Reads)*** pursuant to this MOU may be supervised and evaluated by staff from the Ravenswood City School District as a supplement to ***Ravenswood Reads*** primary oversight.
- E. ***Ravenswood Reads*** staff will ensure that there is **1:20 student to supervisory<sup>1</sup> staff ratio** at all times.
- F. ***Ravenswood Reads*** agrees to provide orientations/presentations to district representatives, program staff, school staff and parents for informative purposes.

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<sup>1</sup> 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.

- G. **Ravenswood Reads** 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.
- H. **Ravenswood Reads** agrees that when its interns and volunteers are utilized, staff from **Ravenswood Reads** 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.
- I. **Ravenswood Reads** 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. **(Ravenswood Reads)** will provide RCSD with written verification that program staff has been cleared.
- J. **Ravenswood Reads** 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 as per the office of the Protection of Minors at Stanford University. **Ravenswood Reads** will provide RCSD with written verification that program staff has been cleared.
- K. **Ravenswood Reads** 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. **Ravenswood Reads** 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 **Ravenswood Reads** management representatives.

VI. **NON-DISCRIMINATION**

**Ravenswood Reads** 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:

***Ravenswood Reads***

Renee Scott, Ph.D.  
Director of Early Education, Education Partnerships  
Haas Center for Public Service  
562 Salvatierra Walk, Stanford, CA 94305  
619-980-3701(cell)  
rcscott@stanford.edu

TO SCHOOL DISTRICT:  
Superintendent  
Ravenswood City School District  
2120 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***

\_\_\_\_\_  
Ms. Gina Sudaria, Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_

***(Haas Center for Public Service)***

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director

\_\_\_\_\_  
Date

## APPENDIX A

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

#### RAVENSWOOD CITY SCHOOL DISTRICT and *Ravenswood Reads*

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