

2017-18 MEMORANDUM OF UNDERSTANDING FOR TEAMUP SERVICE

This memorandum of understanding is entered into between Playworks Education Energized ("Playworks") and Lynhaven Elementary School located in Campbell, CA ("School").

This document serves as an agreement between Playworks and the School for proposed services to be delivered and outlines mutual expectations to ensure the success of programming. This agreement must be included either as an addendum or within the body of a formal binding contract.

Playworks is a non-profit, public benefit corporation organized and operated exclusively for charitable purposes within the meaning of section 501(c)(3) of the Internal Revenue Code. The mission of Playworks is to improve the health and wellbeing of children by increasing opportunities for physical activity and safe, meaningful play. Playworks contracts with schools to provide a high quality, multi-faceted program to accomplish this mission during the school day and after school. This memorandum of understanding is entered into for the purpose of establishing an effective partnership between School and Playworks.

Playworks and the School understand that:

LOGISTICS

1. The Playworks Site Coordinator will be an employee of Playworks.
2. The Playworks Site Coordinator is trained by Playworks and receives regular training and supervision throughout the school year. The Site Coordinator receives training in youth development, group management, safety and leading healthy play and physical activities for elementary age students. Site Coordinators are CPR/first aid certified, are fingerprinted through the Department of Justice and are tested negative for tuberculosis. Site Coordinators also attend a mandated reporting workshop and are required by law to report suspected child abuse.
3. A Playworks Program Manager is responsible for supervision of the Site Coordinator and will provide the Site Coordinator with support in program implementation at the School. **School administrators will meet the Playworks Program Manager within the first month of the school year and approximately monthly throughout the program.** The Program Manager should be contacted regarding any program problems or questions.
4. Playworks offers a teacher training for all teachers and school staff at the School. This teacher training provides teachers and school staff with best practices and examples to implement opportunities for play and physical activities for their students. **The School must provide the Playworks with a block of staff development time, ideally two to three hours, for this teacher training within the first six weeks of the school year.**
5. Playworks programming is not a substitute for physical education (PE). Playworks Site Coordinators may coordinate with an existing PE program, but are in no way a substitute for credentialed PE teachers or a PE program. Playworks staff may not support the process for grading students related to PE.
6. If the Site Coordinator is unable to deliver consultation due to illness or emergency, the Program Manager will communicate to the School their availability to support implementation of the Junior

Coach training, coaching sessions with the Recess Coach and additional observation visits as needed.

7. The School will assign two roles to support implementation of this program, the School Recess Coach and School Recess Manager.
 - a. **School Recess Coach:** School will identify a Recess Coach who will lead program components and receive on-going coaching and professional development from the Site Coordinator and Program Manager. The school Recess Coach will be an employee of the School.
 - b. **School Recess Manager:** School will identify a Recess Manager who will serve as the direct supervisor for the Recess Coach and will serve as the School's liaison for the Site Coordinator and Program Manager.

PROGRAM

8. Schedule:
 - a. Playworks will provide the School with **one** Site Coordinator Monday through Friday for one week out of every 4 weeks during the course of the school year, four days a week for a total of 5 to 7 hours for in-school and out-of-school programming and one day a week for a total of 4 hours of in-school programming.
 - b. Playworks will provide School with schedule for TeamUp implementation weeks when the Site Coordinator is not onsite.
 - c. In some cases, due to the School Calendar, Playworks may utilize certain weeks to implement program components on a daily versus a weekly schedule.
 - d. Final program schedules and preparation periods will be approved by both Playworks and School at the start of the school year.

9. Program Components:

There are three components that the Playworks Site Coordinator will provide both consultation for and facilitation of during each TeamUp program week:

- a. Recess (grade level: all grades) - starts on the first week of Playworks programming
 Playworks will support the school Recess Coach to use the recess times to coordinate the playing of core playground games, sports, skills building activities, and cooperative games. During this time the Site Coordinator will provide consultation and modeling for the school Recess Coach on strategies for recess facilitation. During recess, the Site Coordinators are focused on consulting and supporting the Recess Coach and are not available for yard supervision. Playworks and the School will work together to create an indoor recess plan in case of inclement weather. **School agrees to provide certified adult yard supervision during all recess periods and assumes responsibility for yard supervision.** Playworks does not support the removal of recess privileges for extended periods of time as a method of discipline.
- b. Class Game Time (grade level: all grades) starts by second rotation of Playworks programming
 Playworks Site Coordinators provide classroom teachers Class Game Time. The purpose is to teach students and teachers the rules, expectations and skills of the games and activities provided during recess in a safe and organized setting. The Site Coordinator will work with the School to create the best possible Class Game Time schedule. Depending on the number of classrooms being served, Class Game Times will range from 30 to 40 minutes on a rotating schedule. **The School agrees to provide the presence of a credentialed adult, preferably the classroom teacher, during the Class Game Time session.** Playworks requires the Site Coordinator's approval on all Class Game Time

schedules before distribution to school and teachers. Site Coordinators cannot schedule Class Game Times during any regularly scheduled recess period.

- c. Junior Coach Program (grade level: 4-6) - starts by second rotation of Playworks programming
 Playworks will provide a Junior Coach program to establish student leadership within the school and to build student ownership of some key school functions. Junior Coaches are selected through a process that includes student application, teacher recommendation and parent permission. These students serve as role models on the playground during recess. Playworks will work with the School and the school Recess Coach to implement this Junior Coach program.
 - i. During the School Day:
 Junior Coaches are required to participate as leaders at recess 1-3 times a week. Junior Coaches are expected to make up missed work and maintain good grades to participate in the program. Junior Coaches will lead games and activities during the recess time as well as help students manage conflicts if they arise.
 - ii. Out of School Time:
 The Site Coordinator will provide 2-4 hours of engaging skill development trainings, team-building games and fun Playworks activities. The trainings may be held before school, after school or during enrichment or elective blocks during the school day. Trainings are based on Playworks JCLP curriculum that includes, but is not limited to, thematic units on *Junior Coach Job Training, Conflict Resolution Strategies, Leadership Development and Inclusion Practices*. Playworks Site Coordinators lead trainings and skill practice activities in order to prepare Junior Coaches for their leadership role on the playground. Junior Coach teams are limited to 15 students per training. Junior Coach attendance is required for all trainings in order for Junior Coaches to participate in their leadership role at recess.

10. Professional Development for Recess Coach and Recess Team

- a. The Playworks Site Coordinator and Program Manager will provide the Recess Coach with professional development throughout the course of the school year. Workshop content will include: Playworks Theory of Change, Playworks program implementation training and sustainable program model strategy.
- b. Recess Coach will be required to attend all professional development sessions. (see item #18)
- c. The Recess Manager and Team will be offered training related to managing recess improvements with school staff to the administrator responsible for supervising recess staff

11. Coaching Sessions for Recess Coach:

- a. The Site Coordinator will provide a minimum of one hour of coaching sessions with the Recess Coach during their TeamUp week to support their skill development and capacity to facilitate recess and the Junior Coach program during the school implementation weeks.
- b. Coaching content will include goal setting and implementation of best practices to achieve program outcomes including but not limited to: group management strategies, rapport building, game facilitation, and leadership development.
- c. Playworks and the School will determine the schedule for the coaching sessions at the beginning of the school year.

12. Curriculum and Assessment Tools:

- a. The School will be provided with Playworks curriculum that supports program implementation. The curriculum includes: Playworks Playbook, Recess Coach Manual, Junior Coach Leadership Program lesson plans and Class GameTime lesson plans.
- b. The School will be provided with recess assessment tools to support the ongoing evaluation of program quality.

SCHOOL IMPLEMENTATION WEEKS

13. During the weeks the the Playworks Site Coordinator is not onsite (approx. 3 weeks a month) the Recess Coach and school will lead and facilitate two program components.
14. The School agrees that the Recess Coach will be present to lead and facilitate the following components:
 - a. Recess (grade level: all grades): school Recess Coach will implement the recess program model as defined by the School and Playworks.
 - b. Junior Coach Leadership Program (grade level: 4-6): school Recess Coach will lead the Jr Coach Program implementation through the supervision and management of Junior Coaches at recess.
15. The Program Manager will conduct observation visits at least once during school implementation weeks. During this time the Program Manager will observe and assess recess function and efficacy including the impact of the Junior Coach program during recess. The Program Manager will provide feedback to the school Recess Coach and Manager to address a continuous program quality improvement strategy.
16. The Program Manager will conduct a minimum of 2 consultation visits, one in the fall and one in spring. During this time the Program Manager will formally evaluate program implementation and provide school administration with a report with assessments and recommendations. The Program Manager will schedule at least one visit in the spring with the school administration to evaluate the ongoing Playworks programming services and product support for continued school climate improvement.

SCHOOL PARTNERSHIP AND RESPONSIBILITIES

Playworks and the School understand the importance of the role of the School in the successful implementation of Playworks program at their site. As such the School agrees to:

17. Assign two school staff members to hold the roles of the Recess Coach and Recess Manager positions prior to the start of the school year. Ensure the Recess Manager is able to provide ongoing support, observation, and management to the Recess Coach throughout the school year
18. Ensure Recess Coach is present for all program implementation, professional development and coaching sessions. The total hours will include: all hours for recess periods, **one hour** per TeamUp week for Recess Coach to attend coaching session with Site Coordinator, and a **range of 8 - 20 hours of professional development** off site per year. Agreed upon offsite professional development hours for 17/18 school year are _____.
19. Principal will attend all consultation and evaluation meetings scheduled with Program Manager.
20. Program Implementation:
 - a. Support implementation of each program component as described under PROGRAM and SCHOOL IMPLEMENTATION WEEKS
 - b. Schedule date for staff training prior to program start date (see #4)
21. Data Collection:
 - a. The School will participate in reasonable data collection efforts at various times throughout the year necessary to: (1) support Playworks programming, (2) meet external reporting requirements,

- (3) for fundraising and school recruitment.
- b. One or more of the following tools may be implemented to measure program impact:
 - i. Junior Coach Training Attendance and Assessment: coaches track attendance at junior coach training events and complete assessments of skill development throughout the year.
 - ii. Great Recess Framework observation tool: completed by Playworks staff after observing recess.
 - iii. Recess observations and reflections: completed by Playworks staff after observing recess.
 - iv. Annual Survey: completed voluntarily by school staff at the end of the year.
- c. The principal will be provided with a data collection list at the start of the school year. The principal agrees to manage school staff completion of data collection for Playworks.
- d. Playworks maintains confidentiality of all student-level data and reports only in aggregate to funders.
 - i. Personally identifiable information (PII) is protected under various state and federal laws. Maintaining the confidentiality of such information is critical to the School. Therefore, the Playworks Site Coordinator will comply with all federal and state laws and district policies related to the confidentiality of student data.
 - ii. All data collection will be completed in accordance with state and federal law, including but not limited to both the state and federal family educational rights and privacy acts as well as the Government Records Access and Management Act.
 - iii. Playworks shall access individually identifiable student-level data for the sole purpose of implementing and evaluating the program described in this agreement.
- e. Playworks reserves the right to engage a third party to support analysis of data. Third parties are under contract with Playworks and maintain confidentiality of data. All data is owned by Playworks.

- 22. School agrees to purchase and provide a basic set of playground equipment, based on a sample list provided, before the beginning of the school year. Playworks will support the Recess Coach with systems to maintain the equipment throughout the school year.
- 23. Provide a workspace for the Site Coordinator, classroom space for Junior Coach Leadership Program trainings as well as access to a computer and the Internet.
- 24. Payment: support implementation of all necessary steps to ensure timely payment of all invoices based on agreed upon payment installation.

PAYMENTS

- 25. The fee for the Playworks program for one school year is \$ 10,000 .00. This is a fixed cost and may not be pro-rated, regardless of program start or end date.
- 26. **Payment* on all invoices is due within 30 days of invoice date.** Please initial next to your requested payment schedule:
 - Full year: invoiced September 1 - *A discount of 3% applies if invoice is paid in full by 9/30/2017. (see #26)*
 - Semester: 50% invoiced September 1 and 50% January 20

Playworks will send itemized invoices for all contract billings to:

(name) _____ (address) _____

** please make all checks payable to Playworks Education Energized*

27. **School fee discounts:** The school must be responsible for the entirety of the fee and payment must be received by September 30, 2017 for the discount to apply. If Playworks receives additional funding that partially pays for the School fee, the School is not eligible for the discount. If Playworks receives a discounted payment after September 30, the school will owe the unpaid amount, even if the school takes all appropriate and necessary actions for payment to proceed in a timely manner.
28. **Program suspension / termination:** At Playworks/School's discretion, and with reasonable advance notice, programming may be discontinued at School during the course of the school year. Playworks reserves the right to suspend programming if payment of amounts owed is not made in a timely manner.
29. Please check potential funding source(s):

- categorical funds
- general purpose funds
- PTA / PTO
- other:

30. School Accounts Payable Contact Information

- a. Name *Beatrice Rowan*
- b. Title *Principal*
- c. Email *browan@Campbellusd.org*
- d. Address *881 S. Cypress Ave, San Jose, CA 95117*
- e. PO# (if needed)

APPROVALS

 Playworks Signature	 School Signature	 District Signature (if required)
<i>Angel Munoz</i> Printed Name	<i>Beatrice Rowan</i> Printed Name	 Printed Name
<i>Program Manager</i> Title	<i>Principal</i> Title	 Title
<i>7-10-17</i> Date	<i>8/10/17</i> Date	 Date