



PO Box 1328, Santa Rosa, CA 95402

www.californiapoets.org

CPITS Poetry Residency—M.O.U. for Services

This memorandum of understanding is between

Poet's Name: _____ Prartho Sereno _____

And School/Site: _____ Venetia Valley School _____

California Poets in the Schools will provide # 30 of poetry workshops between the dates of January 23 to April 24 (10 ~~Thursdays~~ ^{Wednesdays} _{PS}) * As noted below through a grant provided by _____ Marin Community Foundation _____.

The purpose of the poetry workshops will be to promote and celebrate student's creativity, intuition, and intellectual curiosity through the creative writing and oral delivery of poetry.

The poet teacher will be responsible for providing poetry lessons after meetings with either classroom teacher/s, principal or arts coordinator to determine the best curriculum for the students at hand, which considers appropriateness for grade level per Common Core Standards.

Poetry classes are usually held within a 45-60 minute time frame providing students time to write and for all students to share their work out loud over the course of the residency.

The classroom teacher will agree not leave the classroom (unless in an emergency) during the poetry workshop time. The classroom teacher will be the primary source of any disciplinary action if needed. The classroom teacher will contribute to the encouragement their students during writing and sharing time to ensure overall success of the poetry workshop.

The school will provide access to a copy machine for poetry handouts.

The school will provide additional funding (payment) if the number of workshop sessions is extended beyond this original agreement.

The poet teacher will adhere to the schedule agreed upon and give immediate notice if any changes need to be made. Likewise the school will give ample notice to the poet teacher if there are assemblies, field trips or other changes that interfere with the initial schedule agreed upon. If

the poet teacher cancels a class, a makeup class will be scheduled. If the school cancels a class, a makeup class may be scheduled subject to the availability of the poet teacher.

If any student poetry is considered for possible publication through the CPITS statewide anthology, the poet teacher will ask permission for a copy of the student's poem. A release form will be given to the student for the parent to sign off on. The classroom teacher and the poet will decide who contacts the parent/s to ensure these forms return in a time frame to adhere to submission guidelines. The school may provide parent contact information to the poet teacher.

An end of residency poetry reading will take place at the school site at an available time for parents and teachers to attend.

The school site will provide at least two evaluations of the poet teacher's residency within two weeks of completion. The classroom teacher/s will fill these out. The poet teacher provides the evaluation form. The evaluation can either be directly given or mailed to the poet teacher upon completion of the residency or mailed to the CPITS address on this form.



Poets Signature

September 11, 2018
Date

5 Sierra Avenue; San Anselmo, CA; 94960
Mailing Address

prartho@juno.com
Email

(415) 721-7519
Phone


Principal Teacher Signature

9/24/18
Date

177 N. San Pedro Rd. San Rafael
Mailing Address

rodriguez@skcs.org
Email

(415) 485-3150
Phone

* Dates: Wednesdays Jan. 23, 30
Feb. 6, 27
March 6, 13, 20, 27
April 17, 24