



## **Memorandum of Understanding (2018-2019)**

### **This MOU is between the Jewish Coalition for Literacy (JCL) and San Rafael City Schools**

This document explains the working relationship between the Jewish Coalition for Literacy (JCL) and San Rafael City Schools, hereinafter referred to as the "Tutoring Site." The Tutoring Site and JCL agree to work together as outlined below to ensure the smooth and efficient functioning of JCL's tutoring program at the Tutoring Site.

#### **JCL Program Goals**

- 1) To recruit and train volunteer reading tutors and place them in public elementary schools and after-school programs, to tutor individually or in small groups with struggling readers in grades K-3, for one hour a week throughout the school year
- 2) To help targeted K-3 grade students develop literacy skills and a love of reading and learning through 'Read Aloud' and one-to-one tutoring techniques
- 3) To provide tutors with a positive volunteer experience through supervision, guidance, and support

To achieve these goals JCL and the Tutoring Site will undertake the following functions:

#### **Jewish Coalition for Literacy will:**

- a) Provide a JCL staff person who will be the chief liaison with the Tutoring Site.
- b) Recruit, train and support volunteer tutors and ensure that they have completed all requirements for volunteering in the school district (TB, references, and fingerprinting).
- c) Notify the "Site Coordinator" to begin the matching process between student and JCL tutor.
- d) Work with the tutor and school to resolve any tutoring problems.

#### **The Tutoring Site will:**

- a) Identify a staff person to be the chief liaison ("Site Coordinator") with JCL. This person will match students with JCL tutors, keep records of student/tutor pairings, the tutoring schedule, and the students' primary teacher(s).
- b) Identify the children in need of tutoring assistance and match them with a JCL tutor.
  - *JCL's target population consists of children who do not read at grade level but who do not need professional intervention and can benefit from 1-2 hours a week with a volunteer tutor.*
  - *Participating students should have consistent attendance records.*

- c) Provide appropriate space (quiet space is best) for volunteers to read with their students. This can be in the classroom or in another designated area to conform to school district/site regulations.
- d) Provide reading level and other pertinent information to JCL tutors about their tutees.
- e) Allow a 5-10 minute 'Read Aloud' experience (JCL's focus) at each tutoring session to develop language fluency and comprehension skills.
- f) Notify tutors of cancelled sessions in advance.
- g) Complete JCL's short end-of-year electronic survey designed to measure program effectiveness and impact.
- h) Welcome JCL volunteers and include them in appropriate volunteer appreciation events at the Tutoring Site.
- i) At the end of each semester, provide attendance data for JCL-tutored students to JCL's program staff.
- j) At the end of the academic year, provide the beginning (August) and most recent (May) student reading scores to JCL's program staff. *Students will not be identified by name.*

Name of Site Coordinator: \_\_\_\_\_

Position at Tutoring Site: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

All parties agree to uphold the responsibilities outlined above. This document can be amended at any time in writing by both parties.

Name of Partner Site: \_\_\_\_\_

Principal/Director (please print): \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Randi Fields, Bay Area Director, Jewish Coalition for Literacy

Signature: 

Date: 10/5/18

**Please return this signed MOU to JCL by any one of the following methods:**

**Mail:** 131 Steuart Street, Suite 205, San Francisco, CA 94105

**Fax:** 415-369-9552

**Electronically:** rdfields@jcrc.org

If you have any questions, please contact Randi Fields, Bay Area Director, at rdfields@jcrc.org or 415.977.7435. Thank you.