

## MEMORANDUM OF UNDERSTANDING

*Between*

**Bay Area Community Resources and  
San Rafael City Schools**

*for the 2015-16*

**After School Education and Safety (ASES) Program at Laurel Dell School  
Core Funding**

### SCOPE OF WORK

The **After School Education and Safety Program** will serve San Rafael youth from Kindergarten through 5<sup>th</sup> grade at Laurel Dell Elementary School. A total of 83 students will be served daily by BACR in this after school program during the school year through ASES Core Funding. Bay Area Community Resources will be the lead agency and provide the site coordinator. BACR will also supply afterschool assistants and tutors as well as stipended community members to all the schools included in this grant.

The specific grant obligations for BACR are as follows: Laurel Dell : **Core: 83 students for 180 days.**

#### **This MOU is based upon a number of - agreements**

1. San Rafael City Schools will maintain overall fiscal and programmatic management over the after school programs in the district and the programs will be coordinated by a SRCS program – coordinator, Jennifer Lynch and BACR program managers, Colleen Johnston and Mariana Lopez.
2. The partnership between SRCS and Bay Area Community Resources will help develop vision, guide progress, resolve difficulties and maintain excellence for the programs.
3. All involved agencies and SRCS will be responsible for regularly and openly communicating any issues facing the after school programs and the partnership will be committed to resolving these issues in a fair and collaborative fashion.
4. The lead agency at each site will be responsible for monitoring operating expenses at that site and reporting them to the SRCS as requested.
5. Any substantial change in the use of funds will be approved by the SRCS program coordinator

#### **As part of this agreement San Rafael City Schools and the participating school sites agrees to:**

- Provide program supervision with site principal and district coordinator (Ms. Lynch)
- Provide regular and appropriate classrooms and multi use rooms (gyms) to run program
- Provide office space with phone, voice mail, computer and printer for coordinators
- Provide access to needed school information-attendance reports, behavior records and grades
- Provide access to student emergency cards for contacting parents
- Provide access to -copier machine and fax machine
- Allow easy and timely access to students during the school day as needed
- Participate in fund development activities as needed to strengthen the program.
- Participate in the hiring of all key ASES funded staff located at the school sites
- Coordinate trainings for direct service staff

#### **As part of this agreement BACR agrees to:**

- Hire a qualified afterschool coordinator who will work 32 hours per week from August 17, 2015 through June 24, 2016, a total of 205 work days.
- Hire, train and have in place all after school staff prior to the opening of the program
- Recruit, enroll and pay 4.5 part-time hourly tutors/assistants (approx. 600 hours each) to be placed at Laurel Dell School.
- Train and support one afterschool staff member to be qualified to be 'acting coordinator' in the event that the coordinator is unable to be present for program.

- Start programs at Laurel Dell on August 17 and run for 180 days during the school year through the last day of school on June 16, 2016.
- Work with school staff to identify, recruit and enroll the numbers of students needed to fulfill the grant requirements
- Report attendance numbers to SRCS program coordinator on a monthly basis beginning on 10/1/15
- Send accurately completed expenditure reports on October 30, 2015 (for July 1, 2015- Sept. 30, 2015), January 30, 2016 (for July 1 – December 31, 2015), April 30, 2016 (for July 1 – March 30, 2016) and a final report spanning the program year (July 1, 2015- June 30, 2016) delivered to SRCS no later than July 30, 2016.
- Provide on-site supervision and support to afterschool tutors and assistants at Laurel Dell
- Monitor program expenses and pay outside operating expenses in a timely fashion
- Participate in any after school partner meetings as requested
- BACR coordinators will participate in After school coordinators meeting run by SRCS program coordinator
- BACR Program Director and program accountant will participate in grant monitoring meetings at SRCS as requested.
- Provide periodic reviews of all staff, regular agency supervision, consultation and oversight

#### **PROVISIONS:**

- BACR will be the employer of the individuals selected for program participation in the San Rafael City Schools using funds contracted to the agency. BACR will be solely responsible for paying staff salaries, salary related costs and benefits, if any. BACR will maintain worker's compensation insurance for each of its employees as required by law.
- The program coordinator at each site will be responsible for communicating all pertinent information regarding the After School program to the principal of the school or his/her designee. The BACR program director will have regular meetings, as often as necessary, with the principal and site coordinator to discuss any concerns or feedback that impacts the program.
- BACR shall provide written assurance upon request to the San Rafael City Schools that each of its employees has been fingerprinted and cleared such clearance, has been provided child abuse reporting training and has been tested for Tuberculosis.
- BACR shall defend, indemnify and hold harmless the San Rafael City Schools, its agents, officers and employees, from any liability, claim damages, costs and/or judgments caused by or arising out of the acts and/or omissions of BACR, its agents, officers and employees, in connection with this program or performance under this agreement. The San Rafael City Schools shall defend, indemnify, and hold harmless BACR, its agents, officers and employees from any liability, claim, acts and/or omissions of the District, its agents, officers and employees, in connection with this project or performance under this agreement.
- In the event that a coordinator is absent, he/she will call Mariana Lopez at BACR and inform her that the sites 'acting coordinator' will be in charge that day. BACR will provide other coordinators including Mariana Lopez as the lead coordinator as further back-up. Jennifer Lynch will also be informed of any absence.

**Financial Agreements:**

The total amount due to BACR for the services required through the **After School Education and Safety Program at Laurel Dell** will be **\$86,975**. The **2015-16 ASES Core Budget** attached shows the line-by-line breakdown of the expenses.

**BACR and SRCS agree that our mutual goal is to use the State after school funds to serve as many students as possible with the highest quality after school program. Our aim is to deliver services to 100% of the number specified in the grant. If for any reason, attendance falls below the mandated 85% level that could generate involuntary budget reductions from the State, it is understood that BACR will adjust the operational budget to reflect these reductions in the upcoming years.**

Cuts will not be made to the program because of funding deficits during the current school year program. Any additional monies coming into the after school programs through added State funding and/or outside resources shall be covered by separate MOU's.

BACR also agrees to be a full and active member of the after school collaborative, and to provide management, technical and strategic advice as requested by San Rafael City Schools and/or the After School Steering Committee. BACR will provide over \$50,000 of in-kind or repositioned services to the SRCS after school project.

This agreement is for one year of the grant (July 1, 2015 to June 30, 2016) pending satisfactory compliance. Any proposed changes in these documented services/procedures in the current or subsequent years will need to be approved by all involved parties. A new operating budget will be drawn up and approved prior to each program year that reflects current income projections and expense allocations.

**The total amount due BACR at Laurel Dell Elementary School for the above services is \$86,975—see attached budget.**

Payment to BACR: 30% on October 1, 2015, 30% on February 1, 2016, 30% on May 1, 2016 and 10% on June 30, 2016.

*The undersigned agree to the terms and conditions of this agreement:*

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*San Rafael City Schools*

*Date*

*Martin Weinstein*

*8/18/15*

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*Martin Weinstein, ED BACR*

*Date*