

Memorandum of Understanding (MOU)

Memorandum of Understanding

Between

Heart2Heart-Teens (H2H-Teens)

and

Mountain View Whisman School District (MVWSD)

This Memorandum of Understanding (MOU) sets for the terms and understanding between the H2H-Teens (Contractor) and MVWSD for the Soluciones Cariñosas, Parent Project Classes and Programs.

Service Description

The above goals will be accomplished by undertaking the following activities:
Proyecto De Padres – Soluciones Cariñosas, Parent Classes and Programs

Services by Heart2Heart-Teens

- H2H-Teens will offer, facilitate and teach a 10-Weeks classes to Parents from both Mariano Castro Elementary and Gabriela Mistral Elementary. Session will be offered from 5:30 to 8:30PM
- H2H-Teens will offer a Children's CARE program to children 3-10 years old. Class will be offered as a programmed and facilitated class with topics similar to the Parent Project Class.
- H2H-Teens will offer meals/snacks and parents and students attending the classes.
- H2H-Teens will offer a weekend Family Day program such as a field trip and/or community project for all families participating in the program.
- At the end of the 10-week program, H2H-Teens will offer a Graduation celebration and gathering to recognize completion, community service and volunteering. The goal is to celebrate families and its accomplishments.

Services by MVWSD

- MVWSD will provide a classroom or area to host 30 adults who will be participating in Parent Class
- MVWSD will provide the teacher's lounge, or similar for food prep and/or leadership activities

Reporting

H2H-Teens will provide summary of evaluation, reports on attendance and as necessary for MVWSD.

Compensation

Total funding for programs will be \$14,850
Breakdown is Attached

Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from (list partners). This MOU shall become effective on **March 1, 2018 or** upon signature by the authorized officials and will remain in effect until **June 1, 2018 or** modified or terminated by any one of the partners by mutual consent.

Insurance

Heart2Heart-Teens has and will maintain insurance in force during the term of this Agreement with minimum limits identified below and attached (see Certificate of Liability Insurance). Heart2Heart-Teens shall provide to the District certificate(s) of insurance and endorsements satisfactory to the District. The policy(ies) shall not be amended or modified and the coverage amounts shall not be reduced without thirty (30) days written notice to the District prior to modification. Except for worker's compensation insurance, the District shall be named as an additional insured on all policies. Heart2Heart-Teens's policy(ies) shall be primary; any insurance carried by the District shall only be secondary and supplemental. Heart2Heart-Teens shall not allow any subcontractor, employee, or agent to commence Work on this Agreement or any subcontract until the insurance required of Contractor, subcontractor, or agent has been obtained. Coverage amounts as follows: \$1,000,000 for each occurrence, \$1,000,000 coverage for personal injury/Adv. Injury, and \$2, 000,000 general aggregate coverage.

Fingerprint / Criminal Background / Megan's Law

Heart2Heart-Teens has verified and will continue to verify that the employees of Heart2Heart-Teens that will be on any school site and the employees of any subcontractors that will be on any school site are **not** listed on California's "Megan's Law" Website (<http://meganslaw.ca.gov/>). In addition, Heart2Heart-Teens will provide the district with proof of fingerprinting practices and current TB testing in accordance with the Mountain View Whisman School District's requirements and policies.

The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to Contractor's services under this Agreement and Contractor certifies its compliance with these provisions as follows: "Contractor certifies that the Contractor has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all Contractor's employees, subcontractors, agents, and subcontractors' employees or agents ("Employees") regardless of whether those employees are paid or unpaid, currently employed by the District, or acting as independent contractors of the Contractor, who may have contact with District pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. A complete and accurate list of all Employees who may come in contact with District pupils during the course and scope of the Agreement is attached hereto."

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

Contact Information /Authorized Signatures

Heart2Heart-Teens

Directors Name: _____

Position: _____

Address: _____

Telephone: _____

E-mail: _____

_____ Date: _____
(Signature)

(Printed Name, and Title)

Mountain View Whisman School District (MVWSD)

Name: _____

Position: _____

Address: _____

Telephone: _____

E-mail: _____

_____ Date: _____
(Signature)

(Printed Name, and Title)

PROGRAM BUDGET - Soluciones Carritosas.

PARENT PROJECT	Cost	Quantity	Weeks	Total	Notes
Loving Solutions Facilitator I	\$45	4	10	\$1,800	Trained, certified and Insured Facilitator (3hr Class, 1hr Prep)
Loving Solutions Facilitator II	\$40	4	10	\$1,600	Trained, certified and Insured Facilitator (3hr Class, 1hr Prep)
Parent Project Administration	\$35	2	10	\$700	Administration and Parent Follow-up
Loving Solutions Books	\$30	20	n/a	\$600	One Time Order
Class Materials	\$150	1	n/a	\$150	Pens, Notebooks, highlighters, etc.
Advertisement / Printing / Copying	\$75	1	n/a	\$75	Flyers, Adds, Etc.
Hosting - Food	\$150	1	10	\$1,500	Max 65 total (20 fam, 35 students, 5 volunteers, 5 Staff)
Hosting Food Prep and Leader	\$35	5.5	10	\$1,925	
Hosting - Culinary Material and Serving	\$150	1	n/a	\$150	
Insurances	\$250	1	n/a	\$250	
Graduation	\$550	1	n/a	\$550	Materials, Decorations, Etc.
TOTAL COST FOR Parent Project and Childcare				\$9,300	

CHILDREN'S "CARE" PROGRAM	Cost/RATE	Quantity	Weeks	Total	Notes
Childcare - Staff I (Ages 5-10)	\$30	4	10	\$2,400	Two (2) staff for Children's CARE Program (3hr Class, 1hr Prep)
Childcare - Staff II (Ages 3-5)	\$30	4	10	\$2,400	Two (2) staff for Children's CARE Program (3hr Class, 1hr Prep)
Childcare Admin	\$30	1.5	10	\$450	Administration and Reporting
Class and Craft Material	\$30	1	10	\$300	Craft /Materal Cost per Class
Family Weekend Program - Such as Mural or Fieldtrip	\$750	1	n/a	\$750	Family Community Program or Fieldtrip
TOTAL COST FOR Childcare				\$5,550	

PROGRAM TOTAL				\$14,850	
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