

# Memorandum of Understanding

**Friends of Vision Literacy**  
Sobrato Center for Nonprofits  
540 Valley Way, Bldg. 4  
Milpitas, CA 95035  
408.676.7323

and

**Mariano Castro Elementary School**  
500 Toft Street  
Mountain View, CA 94041  
650-526-3590

It is mutually agreed that FRIENDS OF VISION LITERACY, a 501 (c)(3) nonprofit corporation, shall provide the services listed in this agreement: not to exceed \$10,000 for 10 weeks - 20 hours of instruction, for a term of service, November 1, 2019-February 30, 2020, unless adjusted with the consent of both parties. Kristen Calderon is the Program Contact at Mariano Castro School.

The **Together We Learn** program is provided by Vision Literacy, in partnership with Mariano Castro Elementary School in Mountain View, CA. The goal is to provide English instruction to 30-40 adults that have students enrolled at Castro. English language learners make up the majority of the student body of Castro School. **Together We Learn** will provide small group instruction providing 5-6 tutors.

Services including parenting skills, and literacy-focused child development activities for the children. Interactive play and learn sessions allow families to engage in learning opportunities that can easily be replicated at home to reinforce that the home is a learning place.

## **Specifications of Project**

Services include but are not limited to the following:

### **Objectives:**

Recruit 30-40 parents of students enrolled at Castro and plan for approximately 10-15 school aged children to participate in age appropriate activities. Coordinate Community Outreach and Marketing strategies to increase awareness of the, **Together We Learn** program for the next school year.

### **Coordination and Management:**

Members of the team, program coordinator, advisors, child development and literacy specialist will coordinate elements of the program to meet the goals of the participants and the objectives of the total program. The program advisors and coordinators recommend that 30-40 people be enrolled in the **Together We Learn** Program for one day a week for two-hour sessions which will provide a variety of learning opportunities for each participant to listen, speak, read and write English.

Vision Literacy will provide literacy education and parent engagement opportunities for adults. Child Development staff will coordinate programming for the children with the child-care providers. Instruction will be provided once a week for 2 hours each session for a total of 10 weeks. Vision Literacy will find supplemental funding at no further cost to Mariano Castro School for the purpose of being able to provide additional classes that run for longer than the agreed 10-week period.

A minimum of 20 Castro parents shall be enrolled and attending by the third week of program commencement or this contract shall remain null and void, and no payment will be submitted.

### **Proposed Dates and Times for 2019-2020 school year:**

Saturday classes will commence on November 2nd, 2019 and follow a weekly schedule for 10 weeks: 11/2/19, 11/9/19, 11/16/19, 11/23/19, 12/7/19, 12/14/19, 1/11/20, 1/18/20, 1/25/20, 2/1/20. Class time will be 10:00am-12:00pm.

Classes may continue beyond February 1st, 2020, but at no further cost to Castro Elementary. By week 8 of programming, both parties together will decide if continued classes will occur at the expense of **Together We Learn**. At this juncture, Castro may agree to continue providing use of facilities, however, all further expenses will be provided by donors and/or supplemental funding sought by Vision Literacy.

**Data Collection and Reporting:**

Vision Literacy will collect data and conduct program evaluation with program participants. CASAS – Comprehensive Adult Student Assessment System), pre and post–evaluations for adult participants will be used. Data for required reporting will be provided, including Attendance Figures, Progress Reports, Financials, Participant Questionnaires and Success Stories.

The projected fee of \$10,000 dollars for the **Together We Learn** program from November 1, 2019 - June 30, 2020 that is to be disbursed in one installment: January 2020. The total of \$10,000.00.

By agreement Mariano Castro School will provide the following resources to support the **Together We Learn** program.

- Appropriate learning spaces and furnishings for adults and children.
- Healthy snacks provided for the 10 sessions for both parents and children.
- Child care staffing for Castro students will be provided for the 10 sessions.
- Arrangements for volunteers, if needed, to support small group sessions for adults and supervision and program activities for children.
- Learning materials and toys for children. Vision literacy provides learning materials for adults.

Note: Either party may terminate this agreement for any reason 30 days after date of notice to the other party. Upon termination the service Provider may issue a final invoice for unpaid services rendered up to the date of termination.

A certificate of insurance will be provided.

**Cathy Baur**  
MVWSD - Chief Academic Officer

**Pat Lawson-North**  
Vision Literacy - Executive Director

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Signature

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Signature

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Date

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Date