



Memorandum of Understanding (2019-2020)

This MOU is between the Jewish Coalition for Literacy (JCL) and Theuerkauf Elementary School

This document explains the working relationship between the Jewish Coalition for Literacy (JCL) and **Theuerkauf Elementary School**, 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:

The Tutoring Site will:

- a) Assign 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, set the tutoring schedule, and work with 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 with school district/site regulations.
- d) Have classroom teacher fill out a **JCL Student Profile Questionnaire** if/when a JCL tutor is working with a new student. Give this completed form to the tutor along with any other pertinent information about the student.
- e) Notify tutors in advance of cancelled sessions due to field trips or programs.
- f) Complete JCL's end-of-year electronic survey designed to measure student progress and program effectiveness.
- g) Engage in best practices by giving tutors a warm welcome, acknowledging them by name, and including them in any volunteer appreciation events if appropriate.

Jewish Coalition for Literacy will:

- a) Provide a JCL staff person to 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 (proof of negative TB test, references and fingerprinting background check).
- c) Notify the "Site Coordinator" to begin the matching process between student and tutor.
- d) Work with the tutor and school to resolve any tutoring problems.
- e) All services are provided free of charge.

Name of Site Coordinator: Vanessa Licona

Position at Tutoring Site: SCTF

Phone: 650. 903. 6925

Email: vlicona@mvwsd.org

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: Therese Kauf Elementary

Principal (Please Print): Swati Dagar

Email: sdagar@mvwsd.org Phone: _____

Signature: Swati Dagar Date: 9/18/19

Cathy Baur, Chief Academic Officer, Mountain View Whisman School District

Signature: _____ Date: _____

Corinne Jaffe-Gellman, Peninsula/Marin Program Manager, Jewish Coalition for Literacy

Signature: Corinne Jaffe-Gellman Date: 9/6/2019

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

Scan: cjgellman@jcrc.org
Fax: 415-369-9552 Attn: Corinne Jaffe-Gellman
Mail: Jewish Coalition for Literacy, 131 Steuart Street, Suite 205, San Francisco, CA, 94105

If you have any questions, please contact **Corinne Jaffe-Gellman**, Peninsula/Marin Program Manager, cjgellman@jcrc.org or 415-977-7439. Thank you.