

# 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 upon that FRIENDS OF VISION LITERACY, a 501 (c)(3) nonprofit corporation, shall provide the services listed in this agreement at no additional cost: 20 hours of instruction, for a term of service February 29, 2020 - May 16, 2020. Original MOU was approved on 10/10/19. Rendered services commenced on 11/29/19 and expired on 2/1/2020. This MOU serves to continue services at no additional cost. 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 reside in the school district, some of whom have students enrolled at 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 MVWSD community residents, some of whom are parents of students enrolled at Castro. 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.

### **Proposed Dates and Times:**

Saturday classes will commence on February 29th, 2020 and follow a weekly schedule for 10 total weeks: 3/7/2020, 3/14/2020, 3/21/2020, 3/28/2020, 4/18/2020, 4/25/2020, 5/2/2020, 5/9/2020, 5/16/2020. Class time will be 10:00am-12:00pm.

**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.

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

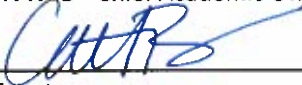
- Appropriate learning spaces and furnishings for adults and children.
- Child care staffing for Castro students for the 10 sessions.

By agreement Vision Literacy will provide the following resources to support the **Together We Learn** program.

- 5-6 tutors to continue teaching ESL for 10 weeks at no cost to Mariano Castro School, or MVWSD
- Breakfast snacks and coffee, purchased by Vision Literacy and set up and cleaned up by Vision Literacy staff.

A certificate of insurance has already been provided upon first MOU approved on 10/10/19.

**Cathy Baur**  
MVWSD - Chief Academic Officer

  
\_\_\_\_\_  
Signature

2/7/20  
\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date