



Memorandum of Understanding (2020-2021)

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

This document explains the working relationship between the Jewish Coalition for Literacy (JCL) and **Mariano Castro 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 online and at the Tutoring Site when circumstances permit.

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, either in-person or online
- 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, the tutoring schedule, the students’ primary teacher(s) and the students’ parent/guardian.
- 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) **Obtain parent/guardian permission and waiver for online tutoring sessions with JCL tutors. Provide JCL with signed copies of parent/guardian consent and waiver forms of participating students.**
- d) Provide appropriate space (quiet space is best) for volunteers to read with their students, when schools return to onsite instruction and volunteers are permitted on campus. This can be in the classroom or in another designated area to conform to school district/site regulations.
- e) 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.
- f) When appropriate, notify tutors of cancelled sessions due to field trips or programs in advance.

- g) Complete JCL’s end-of-year electronic survey designed to measure student progress and program effectiveness.
- h) 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 and/or partner organization (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 tutoring site to resolve any tutoring problems.
- e) All JCL services are provided free of charge to the Tutoring Site.

Name of Site Coordinator: Kristen Calderon

Position at Tutoring Site: SCEF

Phone: 650-526-3590 ext. 1824

Email: kcalderon@mvwsd.org

To the fullest extent provided by law, Vendor shall defend, indemnify and hold harmless the District, including its employees, directors, agents, volunteers, and affiliates, from and against any and all claims, actions, suits, demands, damages, liabilities, obligations, losses, settlements, judgments, costs, and expenses (including without limitation reasonable attorney’s fees and costs) arising out of this Agreement, except to the extent caused by the District’s sole gross negligence or intentional misconduct.

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: Mariano Castro Elementary

Principal (Please Print): Theresa Lambert

Email: tlambert@mvwsd.org **Phone:** 650-526-3590

Signature: _____ **Date:** _____

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

Corinne Jaffe-Gellman, Senior Program Manager, Jewish Coalition for Literacy

Signature: _____ **Date:** _____

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

Email: <u>cjgellman@jcrc.org</u>
Mail: Jewish Coalition for Literacy, 131 Steuart Street, Suite 205, San Francisco, CA, 94105

If you have any questions, please contact **Corinne Jaffe-Gellman**, Senior Program Manager, cjgellman@jcrc.org or (415) 977-7436. Thank you!