

Memorandum of Understanding

Friends of Vision Literacy
Sobrato Center for Nonprofits
540 Valley Way, Bldg. 4
Milpitas, CA 95035
408.676.7323
Pat Lawson-North

Mountain View Whisman School District
750-A San Pierre Way
Mountain View, CA 94043
408.526.3546

It is mutually agreed that FRIENDS OF VISION LITERACY, a 501 (c)(3) nonprofit corporation, EIN- 77-0152534, shall provide services listed in this agreement: not to exceed \$35,250 for 35 weeks 70 hours for the term of service unless adjusted with the consent of both parties. Manny Velasco is the program contact.

July 1, 2017 – June 30, 2018

The **Together We Learn** program is provided by Vision Literacy, in partnership with the Castro Elementary School and Graham Middle School in the Mountain View Whisman School District in Mountain View, CA. The goal is to provide 30-40 Limited English speaking parents and their pre-school children, with English Language instruction, wrap-around 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. The English Learners make up 73% of the student body of Castro Elementary School in Mountain View, CA.

Services include but are not limited to the following:

Specifications of Project:

Objectives:

Recruit 30-40 parents during three enrollment opportunities, August, November and March, and plan for approximately 15-20 school aged children to participate in the program.

Coordinate Community Outreach and Marketing strategies to increase awareness of the, **Together We Learn** program.

Coordination and Management:

Members of the team, program coordinator, advisors, child development and literacy specialist will coordinate all 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 Program.

Together We Learn Program is currently one day a week for two hour sessions which will provide a variety of learning opportunities for each participate to listen, speak, read and write English. Vision Literacy will provide literacy education and parent engagement classes for adults. Child Development staff will coordinate programming for the children. Instruction will be provided once a week for 2 hours each session.

Data Collection and Reporting:

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

The projected fee of \$35,250 dollars for the **Together We Learn** program - July 2017 - June 2018 is to be disbursed in four installments: October 2017, February 2018, May 2018 and June 2018.

Services August 2017 - October 2017	\$10,070	10 sessions
Services November 2017 - February 2018	\$10,070	10 sessions
Services March 2018 – May 2018	\$10,070	10 sessions
Services June 2018	\$ 5,040	5 sessions
Projected total fee for 35 sessions	\$35,250	35 sessions
Enrollment: maximum - 40 adults per session		

By agreement the Mt. View Whisman School District 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 35 sessions for both parents and children.
- 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.

Insurance:

Vision Literacy will assume all responsibility for the program. MVWSD will be held harmless for any loss, event of cancelation, or participant matters of compensation/injury.

Contractor shall have and maintain insurance in force during the term of this Agreement with minimum limits identified below. Contractor 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. Contractor’s policy(ies) shall be primary; any insurance carried by the District shall only be secondary and supplemental. Contractor 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.

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.

Cathy Baur
Assistant Superintendent of Ed. Services

Signature

Date

Pat Lawson-North
Vision Literacy - Executive Director

Signature

Date