

SAMPLE

Memorandum of Understanding

**Ben Painter Elementary School in the Alum Rock Unified School District
and
City Year San Jose/Silicon Valley
1997-1998**

I. STATEMENT OF PURPOSE

City Year San Jose/Silicon Valley is a community service organization which provides an opportunity for young people between the ages of 17 and 24 to give a year of service to the San Jose/Silicon Valley community. The City Year corps members, a remarkably diverse group of young people, work primarily with children, providing literacy tutoring, after-school programs, vacation camps, leadership and community service opportunities, and classroom support at schools and other sites around the region. This year, City Year San Jose/Silicon Valley has 50 full-time Corps Members serving as literacy tutors in four local public schools, providing after-school programs at four school sites, and providing vacation camps at four schools and community centers, as well as providing other services. In the 1997-1998 City Year, four corps members will be supporting Ben Painter Elementary School's work with students.

II. PRIORITIES

1. Literacy: Ben Painter Elementary School is committed to supporting literacy enhancement projects for its students.

Corps members will:

- provide one-on-one tutoring to specific students on an on-going basis.
- serve those students referred by the reading resource specialist based on need.
- support the learning of reading and writing of students in classroom settings, especially in work with small groups.
- support the learning of reading and writing of students in after-school settings.
- provide literacy tutoring for both English and Spanish speakers when corps members have appropriate language skills.

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2. Safe and productive environments: Ben Painter Elementary School believes in providing safe and positive environments for its students.

Corps members will:

- design, create and provide an after-school program for Painter students which will incorporate athletic, artistic and academic elements.
- ensure that Painter students have a safe, positive and productive environment to be in during the after-school hours.
- support the Families and Schools Together (FAST) program by providing supervision for children while their parents take parenting classes.

3. Additional corps member responsibilities:

Corps members will:

- support school-wide events, such as beautification projects, Net Day, and Physical Training
- serve as role models for the students of Painter
- participate in all trainings relevant to their work offered by Painter
- help with video and photo documentation of City Year at Painter and other Painter events
- create a Physical Training program which will remain after City Year corps members leave Painter

III. STRUCTURE AND SUPPORT OF CORPS MEMBERS

A. Ben Painter Elementary School

1. Site Supervision: Virginia Kite will be the corps members' primary site supervisor. Corps members will meet with Virginia at least once weekly to update her on projects and to receive support. Principal Louis Henry will also support the corps members and has an open-door policy for them. Interim Principal Lalo Morales will have the same policy while Mr. Henry is away on sick leave. Those teachers working directly with corps members will also meet with them on a weekly basis to support and advise.

Principal Louis Henry, and/or Interim Principal Lalo Morales, will meet on a bi-monthly basis with Lauren Thurmond, Painter's Service Leader, to address any concerns and discuss the teamlet's progress at Painter.

2. Training: Virginia Kite and City Year affiliated teachers at Ben Painter will assess the training needs of corps members on an on-going basis and will relay those needs to City Year staff. Necessary trainings will be provided through collaboration between Ben Painter and City Year San Jose/Silicon Valley. Trainings may be conducted by Ben Painter, by City Year San Jose/Silicon Valley, or may be outsourced to the Alum Rock Unified School District or other training facilities.

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3. **Office Space:** Corps members at Painter will have a space from which to work in the Resource Center located next door at Sheppard Middle School. They will have a desk and access to a computer at Sheppard, and will have access to phones, a fax machine and a copy machine at Painter.
4. **Lunch:** Painter will provide lunch for the corps members on site for all four days which they work each week.
5. **Evaluation:** The Principal and/or Interim Principal will fill out bi-annual surveys regarding service at the site. All affiliated teachers at Painter will also fill out bi-annual surveys. Surveys will address the progress of the City Year/Painter relationship and the work of the corps members. Surveys will be completed and returned to City Year by the designated due date.
6. **Civic Engagement:** Painter staff will support and promote the efforts of City Year corps members to inspire local community members to civic action in school activities, community service, tutoring programs, and other City Year-generated projects.

B. City Year San Jose/Silicon Valley

City Year San Jose/Silicon Valley is committed to helping Ben Painter Elementary School promote literacy and provide safe environments for students. Toward that end:

1. **Teamlet:** City Year San Jose/Silicon Valley will provide a teamlet of diverse, well-trained and committed Corps Members who will work full-time, four days a week, from September 1997 through June 1998. Corps members will be a part of the staff team at Ben Painter Elementary School and must comply with the same policies and procedures that govern that site, as well as with City Year's Basic Standards. Corps members will participate in in-service trainings that support their service at the site.
2. **Supervision and accountability:** Lauren Thurmond, Service Leader, and Lisa Chick, Schools Field Manager, will work closely with the corps members, teachers and site leadership to ensure that the work of the corps members and the partnership is meeting the expectations and priorities of the site. City Year-affiliated staff responsibilities will include providing on-going weekly teamlet meetings, and meeting with site staff at least on a bi-monthly basis to consistently monitor and assess the development of the partnership and issues as needed.
3. **Trainings:** City Year San Jose/Silicon Valley will provide at least two trainings for corps members, each month on Fridays, to give corps members leadership and service skills. Corps members are required to attend all Friday trainings.

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IV. RENEWAL PROCESS:

City Year San Jose/Silicon Valley has worked with Ben Painter Elementary School since September of 1996, and is committed to continue that partnership until June 1998, on the conditions that:

1. Both the site (supervisor, teachers, students and parents) and City Year San Jose/Silicon Valley are genuinely committed to and actively supporting the academic growth and literacy of students, as well as to providing a safe place for all students;
2. The Corps Members' work is meaningful and helps to provide essential support to Ben Painter and essential skills to Corps Members;
3. The partnership is consistent with the goals of the partnering agency, City Year San Jose/Silicon Valley, and the school, Ben Painter Elementary School; and,
4. City Year San Jose/Silicon Valley is able to raise the funds necessary to support the costs of the Corps Members.

Each Spring, City Year San Jose/Silicon Valley and the partnering site will conduct a Partnership Renewal Process. Within this process, Ben Painter Elementary School will complete a Request for Proposal, detailing why they would like to continue to partner with City Year San Jose/Silicon Valley and in what capacity. The goals of the renewal process are to:

1. Reflect upon and evaluate the progress of the Corps Members and the site toward the goals of the partnership;
2. Determine if both the site and City Year San Jose/Silicon Valley are committed to renewing the partnership; and,
3. Develop a memorandum of understanding outlining the projects, objectives, and roles and responsibilities of City Year San Jose/Silicon Valley and Ben Painter Elementary for the upcoming year.

V. SERVE-A-THON, RECRUITMENT, AND OTHER EFFORTS:

Occasionally corps members will be asked to support events like City Year's Serve-a-thon, City Year's recruitment efforts, Martin Luther King Jr. Weekend, and other City Year events and activities. In such cases, corps members will be re-deployed from their service site temporarily and on a short-term basis, and service partners will be warned of such re-deployment in advance.

VI. AMENDMENTS:

Amendments may be made to this Memorandum of Understanding only upon agreement between the partnering agency and City Year San Jose/Silicon Valley. Either agency may terminate the Memorandum of Understanding for the assignment of corps members to the partnering agency if either agency fails to comply with the terms and conditions of the Memorandum of Understanding. In

cases where such an act is proposed, the agency must give reasonable notice of such intended action.

This document reflects my understanding of the partnership.

Virginia Kite, Site Supervisor
Ben Painter Elementary School

Louis Henry, Principal
Ben Painter Elementary School

Lauren Thurmond, Service Leader
City Year San Jose/Silicon Valley

Pam Gerber, Executive Director
City Year San Jose/Silicon Valley