



MENDOCINO COUNTY OFFICE OF EDUCATION

WARREN GALLETTI, SUPERINTENDENT OF SCHOOLS

2240 Old River Road • Ukiah, CA 95482-6156 • 707 467-5001 • Fax 707 462-0379

INTEGRITY • CUSTOMER SERVICE • ACCOUNTABILITY • TEAMWORK • INNOVATION • PASSION

Memorandum of Understanding

Between

Mendocino County Office of Education (MCOE)

Kudos for Kids, After School Education and Safety (ASES) Consortium

And

Arena Union Elementary School District

July 1, 2015 – June 30, 2016

Purpose

This Memorandum of Understanding stands as evidence that the Mendocino County Office of Education (MCOE) and Arena Union Elementary School District intend to work together with the Mendocino County's Kudos for Kids After School Consortium towards the mutual goal of improving academic outcomes for students through a youth development approach that provides key experiences for healthy development – safe environment, supportive relationships, challenging and engaging learning experiences, meaningful participation, and community involvement for students during after school hours. All agencies agree that the implementation of the ASES program, as described herein, will further these goals. To that end, each agency agrees to participate in the program, by coordinating and providing the following services through June 2016.

Deliverables

Mendocino County Office of Education will

- Serve as fiscal agent for this collaborative and ensure fiscal compliance with the California Department of Education (CDE) guidelines for 10% administrative costs allowed by the grant
- Conduct an annual fiscal audit and keep records to ensure accuracy for ASES and prepare program and expenditure reports required by CDE
- Serve as liaison between CDE and Districts/Sites, which include annual site visits
- Collect, compile, and analyze data from sites for evaluation and to guide technical assistance
- Collaborate with Region I Lead and other partners to provide technical assistance, trainings and sustainability strategies to sites and program staff
- Coordinate and facilitate monthly consortium meetings to review results, share information, best practices, and develop strategies to improve and sustain after school programs
- Facilitate/coordinate the Mendocino County Afterschool Network (MCAN) meetings and staff development trainings



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School District will

Administer the after school program for elementary and middle school students in accordance with grant guidelines in terms of program component

<http://www.cde.ca.gov/fg/fo/fm/generalassur2011.asp>

- Ensure that funds from ASES will supplement, not supplant, existing services and funds
- Ensure that staff have current documentation of negative TB Test (PPD) and California Department of Justice (CDOJ) and FBI fingerprint clearance on file for all personnel working directly with students
- Ensure minimal staff requirements for an instructional aide: a high school diploma or its equivalency and one of the following: (a) an AA degree; or completion of 48 semester units in college; or (b) successful completion of the Instructional Assistant Exam/Basic Skills Test administered by MCOE or the District
- Conduct an annual fiscal audit and keep accurate attendance records as required by CDE, including but not limited to, number of pupils served and expenditure of funds for which they were granted
- Ensure grant funds are school site specific and all reports will reflect the expenditures for each individual site
- Implement an Early Release School Board Policy (ERP)
- Cooperate with evaluator to collect and input assessment data
- Assign district and site representative to participate in monthly consortium meetings to analyze data and develop strategies to improve and sustain after school programs
- Provide at least 33% cash or in-kind matching funds (up to 25% of the match can be fulfilled by the facilities usage)
- Charge no more than 5% administrative cost to the ASES grant

School will

Operate an after school program every day that school is in session. The contract is for 180 days, 5 days a week for a minimum of 15 hours per week. The Afterschool Program will start immediately following the regular school day with a staff/student ratio of at least 1:20

- Maintain daily sign-in/sign-out sheets, that include Early Release Policy (ERP) codes
- Provide a snack daily that conforms to the nutrition standards in the California Education Code, Part 27, Chapter 9, Article 2.5, commencing with Section 49430.
- Submit Quarterly Expenditure Reports
- Send a copy of attendance to MCOE by the 5th of each month
- Collect and provide data for reporting and evaluation to CDE



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- Conduct accurate daily attendance, annual parent and student satisfaction surveys, and a yearly self-assessment. An example would be the Quality Self-Assessment Tool (QSAT)
- Include an educational and literacy element designed to provide tutoring and/or homework assistance in one of more of the following subject areas: language arts, mathematics, history and social science, science, and computer training
- Have an educational enrichment element that may include, but is not limited to: fine arts, career technical education, recreation, physical activity, health promotion, general recreation, technology, career awareness, and activities to support positive youth development
- Provide a safe physical and emotional environment, opportunities for relationship building, and will promote active student engagement
- Collaborate and integrate with the regular school day program and other extended learning opportunities
- Participate in monthly consortium meetings
- Participate in after school program staff trainings as coordinated by MCOE
- Commit resources (i.e. matching/in-kind funds) including appropriate space for after school program
- Maintain original written documentation of enrollment packets including early release waiver, all daily attendance records, including all daily sign in/out sheets, for 5 years for auditing purposes

If districts subcontract with a community-based organization (CBO) they must ensure that all deliverables are met by the CBO, this includes and is not limited to; academic enrichment (service learning, project-based learning), tutoring, a nutritious snack, recreation/fine arts enrichment, sign-in/out sheets that include ERP codes, all staff qualification requirements are met, staff have current TB clearance, and finger print clearance. The school provides safe transportation to any off site programs including CBO sites.

Description of Services

The School will support Mendocino County's Kudos for Kids by providing the following services

- Providing facilities, utilities, and janitorial services
- Integration of existing educational, enrichment, health and recreational programs and services
- Teachers linking classroom curriculum and instruction with after school programming to promote the Common Core Standards
- Administration and clerical support of site program
- Supervision and coordination of after school staff
- Use of equipment, desk space, and technology
- Recruitment, outreach, and communication



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Compensation

The ASES grant award amount for the Arena Union Elementary School District is \$108,000. The District shall be entitled to compensation of these funds when in accordance with the terms and conditions of this MOU.

Terms of Agreement

The terms if this MOU shall Commence on July 1, 2015 and remain in effect until June 30, 2016 and are renewable contingent upon continuation of grant funds thereafter on an annual basis.

Administrator/School

Signature

Date

Warren Galletti, Superintendent

Mendocino County Office of Education

Warren Galletti

7-17-15

Brent Cushenbery, Superintendent

Arena Union Elementary School District

Brent Cushenbery

7-21-2015

Kathy Crossman , Principal

Arena Union Elementary School

Bessie Glossenger, Manager

Child Development and Youth Integrated Services, MCOE

Bessie Glossenger

7/17/15