

MEMORANDUM OF UNDERSTANDING

Between

Boys and Girls Club of North Lake Tahoe

And

Tahoe Truckee Unified School District

This document serves as a Memorandum of Understanding (MOU) between the Boys and Girls Club of North Lake Tahoe (BGCNLT) and Tahoe Truckee Unified School District (TTUSD) with respect to the proposed After School Education and Safety Grant (ASES). The purpose of this MOU is to establish and maintain an effective working relationship throughout the year. The term of this MOU is one year beginning July 1, 2021, through June 30, 2022. This relationship is established in good faith and trust, and is valid only in the event that grant funding is made available. Each party will consult with the other prior to taking any action that would alter the terms of this agreement.

Tahoe Truckee Unified School District

Under the terms of the MOU, TTUSD agrees to the following:

1. To serve as lead fiscal agent for the project and subcontract all program elements to BGCNLT.
2. To provide staff support to BGCNLT for project evaluation and reporting.
3. To ensure coordination, linkage and ongoing communication between TTUSD administrators, staff and board and the Boys & Girls Club of North Lake Tahoe administrators staff and board.
4. To provide **\$238,609.85** for this year and for the development and expansion of on-site enrichment programs for students in grades **K-5th at Kings Beach Elementary School**. BGCNLT will be paid monthly upon receipt of invoice beginning July 1, 2021.

Boys and Girls Club of North Lake Tahoe

Under the terms of this MOU, BGCNLT agrees to the following:

1. To develop and expand comprehensive before- and after-school enrichment programs for students attending Kings Beach Elementary School for a minimum of five days per week and three hours per day.
Annual in-kind contribution: \$100,000
2. To administer and monitor all MOUs with participating partners.
Annual in-kind contribution: \$40/hr x 2 hours per quarter x 4 quarters = \$320

3. To attend monthly meetings with KBE principal to ensure ongoing communication, maximum utilization of facilities and monitor effectiveness of program.
Annual in-kind contribution: \$40/hr x 1 hr per month x 12 months = \$480
4. To attend staff meetings at KBE monthly.
Annual in-kind contribution: \$20/hr x 2 hrs per month x 9 months = \$360
5. To assign at least one representative to attend monthly community meetings.
Annual in-kind contribution: \$30/hr x 4 hrs per month x 12 months = \$1,440
6. To comply with all grants management, fiscal and evaluation requirements, including participation in evaluation meetings.
Annual in-kind contribution: \$40/hr x 5 hrs per month x 12 months = \$2,400
7. To ensure coordination, linkage and ongoing communication between Boys and Girls Club administrators, staff and board and the Tahoe Truckee Unified School District administrators staff and board.
8. To ensure that the final invoice for each year is adjusted to reflect actual attendance achieved to avoid over-billing.

Total in-kind contribution: \$105,000.00

Duration of the terms of this Memorandum of Understanding:

The terms and conditions contained in the document will remain in force from the date of its signing until the end of the contract period. If for any reason either party decides to terminate this contract, a formal written notice shall be given 30 days in advance, signed by the authorized representatives.

This agreement cannot be amended or modified, except in writing signed by representatives of Kings Beach Elementary School and Boys & Girls Club of North Lake Tahoe. We the undersigned, as authorized representatives of the practices referred to in the Memorandum of Understanding do hereby agree to all of its terms.

The attached Addendum describes the operational intentions for program implementation.

Carmen Ghysels
Superintendent
Tahoe Truckee Unified School District

Mindy R. Carbajal
Chief Executive Officer
Boys and Girls Club of North Lake Tahoe

Date

Date

ADDENDUM TO MEMORANDUM OF UNDERSTANDING

The ASES program provides an opportunity to merge school reform strategies with community resources with the goal of supporting local efforts to improve assistance to students and broaden their base of support for education in a safe, constructive environment. The parties agree as follows:

1. After school programs will consist of two elements:
 - a. The **education and literacy** element will provide tutoring and/or homework assistance designed to help students meet state standards in one or more of the following core academic subjects: reading/language arts, mathematics, history and social studies, or science.
 - b. The **educational enrichment** element will offer a selection of additional services, programs, and activities that reinforce and complement the school's academic program. Educational enrichment may include but is not limited to, positive youth development strategies, recreation and prevention activities.
2. **BGCNLT will meet and track attendance goals as defined by the CDE award letter.**
3. BGCNLT will designate a staff person to be responsible for regular interaction with school representatives to identify and confirm attendance and report outcomes of students participating in ASES programming.
 - a. In collaboration with KBE teachers and with TTUSD designated representative, BGCNLT will endeavor to identify students to participate in ASES programming with the assistance of District data.
 - b. In collaboration with KBE teachers and with TTUSD designated representative, BGCNLT will develop and implement academic programs and curriculum aligned with TTUSD program of study.
 - c. BGCNLT will develop a schedule with TTUSD administration to meet regularly with KBE teachers to monitor student progress to include academic performance assessment data, attendance and positive behavioral changes. If upon evaluation it is determined that adjustments are necessary for student achievement, a plan is to be designed and implemented in coordination with KBE teachers.
 - d. KBE teachers and/or a District representative designated by TTUSD will document student progress through data made available by TTUSD.

4. BGCNLT staff members who directly supervise ASES students will meet the hiring requirements and procedures for an instructional aide in TTUSD.
5. BGCNLT will provide a daily nutritious snack to students participating in the ASES program.
6. BGCNLT ASES programs will operate a minimum of 15 hours per week and until 6:00 p.m. daily, beginning immediately upon conclusion of the regular school day and will operate every regular school day during the regular school year.
7. BGCNLT ASES programs will be operational five days per week to coincide with every regular school day.
8. BGCNLT will continue its successful outreach program to community partners to enhance enrichment programs.
9. TTUSD will identify a representative to coordinate with KBE teachers and BGCNLT for assistance with data collection.
 - a. KBE Teachers and/or TTUSD representative will coordinate with BGCNLT to track student progress through data made available by TTUSD.
10. TTUSD will identify a District representative to work with BGCNLT on ASES grant reporting requirements and is responsible for meeting all grant filing deadlines to the California Department of Education.