Memorandum of Understanding
between the
San Leandro Education Foundation
and the
San Leandro Unified School District

February 10, 2016

Community Engagement Program for SLUSD Schools

I. Purpose

This Memorandum of Understanding (MOU) is entered into by and between the San Leandro Unified School District (SLUSD) and the San Leandro Education Foundation (SLED), collectively referred to as the "Parties." The purpose of the MOU is to define the roles and relationship between the Parties to implement a community based community engagement program for schools.

II. Background

San Leandro Education Foundation is an independent not-for-profit 501(c)(3) organization founded in 2008, and is dedicated to raising resources, improving the lives of children, and improving the education of students in the San Leandro Unified School District. SLED's supporters include parents, community members, elected officials, educators and business leaders who share the belief that strong public schools are essential to our quality of life and the future well-being of our city. SLED's role is to serve as a bridge for those in the community who want to invest in our children, schools and the future of the San Leandro community by providing opportunities and mechanisms to leverage valuable resources where they are needed the most. One of SLED's three focus areas is volunteerism where the SLED endeavors to connect caring adults to San Leandro schools. Currently, the SLUSD has no centrally run volunteer program to recruit, manage, and acknowledge volunteers in the schools.

Ill. Statement of Work

SLED will do the following:

- Hire a part-time Community Engagement Coordinator to design and implement a comprehensive community engagement program for SLUSD schools.
- Create and maintain database for volunteer management.
- Work directly with SLUSD administrators to ensure that no volunteers are violating bargaining unit agreements.
- Recruit and match volunteers based on school site needs.
- Seek funding and partnerships to offset the costs for volunteer TB screening and fingerprint clearance when needed.
- Create and implement a volunteer effectiveness evaluation tool.
- Work with school sites to ensure volunteers feel valued and are acknowledged.
- Host an annual Volunteer Thank You event.

SLUSD will do the following:

- Support SLED's community engagement program by encouraging school sites to participate.
- Include professional development for teachers on how to most effectively utilize volunteers.

- Designate a primary point of contact for the program at each school site.
- Collect and share data on volunteer hours.
- Share volunteer contact information with SLED for acknowledgement purposes.
- Assist in specific volunteer trainings if deemed appropriate.
- Encourage staff to participate in program evaluation.
- Refer all volunteer inquiries to the SLED community engagement program.
- Be responsible for volunteer application screening and approval.

IV. Term

The term of this MOU is from February 10, 2016, to December 31, 2017.

V. General Provisions

Either party may terminate this MOU by giving 30 days written notice to the other party. The notice of termination should specify the effective date of termination.
This MOU is not effective until signed by both parties.

_____	_____
SLED	SLUSD
_____	_____
Date	Date

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