SAN LEANDRO UNIFIED SCHOOL DISTRICT

CONTRACTED SERVICES AGREEMENT

INSTRUCTIONS:

1. Submit Contracted Services Agreement for Board Approval at least 1 month prior to services.
2. Forms must be completed with all required signatures and have Board approval before the consultant/independent contractor can perform services for the District. (Requests submitted after services are performed will jeopardize payment.)
3. Clearances must be obtained with Human Resources Dept. (if applicable) prior to the start of services. Originating Dept. will follow up with HR once the contract is received.

Requested by: Joanne Clark / _____ / 8/11/19
(SLUSD) Print Name — Signature — Date

Name of Consultant/Organization: Big Brothers Big Sisters Bay Area

65 Battery St — San Francisco — Ca — 94111
Address — City — State — Zip

Telephone Number — Fax Number — Cell # or E-Mail Address

SCOPE OF WORK: Big Brother Big Sister Mentor Program

LOCATION OF SERVICES: TBD

DATE(S) OF SERVICE: 2019-2020 school year

ESTIMATED COST: 0 (and/or hourly Rate: $_____)

NAME OF PROGRAM: Big Brothers Big Sisters

BUDGET NUMBER: NA (or ASB funds____)

Administrator/Program Manager Approval:

Joanne Clark, Senior Director / _____ / Date: 8/11/19
Print Name — Signature

Consultant/Contractor:

Dawn Kruger / _____ / Date: 7/16/2019
Print Name — Signature

Business Manager: Initial: _____ Date: _____ Human Resources: Initial: _____ Date: _____

The Contracted Services Agreement must include the following before going to Purchasing Dept. for processing. Check off and attach all documentation that applies.

___ BOARD APPROVAL DATE: _____
___ Clearances with Human Resources: _____Fingerprinting ___TB
___ Add as Vendor ___W-9 Tax Form ___EDD form (Employment Development Dept.)
___ Copy of Requisition ___Invoice Attached

Note: District staff cannot be employed as a consultant/independent contractor.

Distribution:
___Originating Department ___Human Resources ___Purchasing Department

Big Brothers Big Sisters of the Bay Area

Serving Alameda, Contra Costa, San Francisco, San Mateo and Santa Clara Counties

Memorandum of Understanding 2019-2020
Between Big Brothers Big Sisters of the Bay Area
and
San Leandro Unified School District

This Memorandum of Understanding (MOU) is effective from August 1, 2019 through June 30, 2020 and is intended to outline the collaboration between Big Brothers Big Sisters of the Bay Area (BBBSBA) and the San Leandro Unified School District (SLUSD). The spirit of this project is to work collaboratively to provide caring adult mentors in the lives of students within SLUSD, thus helping to promote positive student development. This MOU hereby, establishes that BBBSBA and SLUSD contract and agree as follows:

Partnership Goals:

BBBSBA agrees to work together with SLUSD to provide recruitment and resources for enrollment for SLUSD students age 6-16 to be conducted in coordination with staff at SLUSD. The mentoring program will include the following elements:

- Up to 20 new community based one-to-one mentoring matches will be established during the first twelve months.
- The program will serve all district students, and potentially specific high school pathways students, who will benefit most from the developmental relationship that a targeted mentoring program can provide.
- BBBSBA enrollment staff will consult with the SLUSD staff contact regarding identification and recruitment of students.
- Adult volunteers who have interest in working with students will be recruited, screened, matched and trained to ensure child safety and a successful match relationship.
- The matches will be supported through monthly personal contact by BBBSBA Program Staff with Bigs, Littles and parent/guardians.
- BBBSBA staff will liaise as needed with SLUSD staff to monitor the impact and effects of the program on participants.

Roles and Responsibilities:

BBBSBA will:

- Provide the mentoring services at no direct cost to SLUSD
- Plan, manage, and evaluate the program in partnership with SLUSD on a semi-annual basis.
- Recruit, screen, select, and train adult volunteers to serve as mentors.
- Provide on-going match support services, including monthly contact with volunteers, children and their families. Match Support includes, but is not limited to, general support of the match relationship, making appropriate referrals as needed, and crisis management.
- Facilitate and conduct one-to-one matching of carefully screened volunteers with students. The goal for the twelve months is to serve a **total of 20 matches.**
- Track program outcomes and prepare project evaluations and project reports.
- Consult with SLUSD staff regarding identification and recruitment of students.
- Provide SLUSD a certificate of insurance naming SLUSD as additional insured.

SLUSD will:

- Assign a staff person for supervision of SLUSD responsibilities in this partnership.
- Provide information on the Partnership Program including Applications and website information (www.bbbsba.org) to Parents / Guardians and students.

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- If P/G applies online, SLUSD staff will send an email within a timely manner to BBBSBA staff notifying us of the recent application submission. This will allow BBBSBA to prioritize students referred from SLUSD.
- Identify currently enrolled students who need and appear ready to benefit from extra adult attention through a match relationship with a Big Sister or Big Brother in the community based mentoring program.
- Refer school students to BBBSBA enrollment staff and obtain the necessary paperwork for participation in the program.
- Instruct P/G and students that the BBBSBA mentoring program is completely voluntary; both P/G and students must want a mentor.
- Cooperate and provide all information needed for project evaluations including relevant student participant data.
- SLUSD management staff will participate in progress meetings with BBBSBA management staff as needed.
- Assure collaboration of SLUSD staff with BBBSBA staff to ensure the success of the program.
- Provide BBBSBA with a certificate of insurance naming BBBSBA as an additional insured.

BBBSBA staff and SLUSD staff will meet as necessary to maintain and renew this partnership. This agreement is for twelve months and may be renewed on or after that period of time.

Dawn Kruger
CEO
Big Brothers Big Sisters of the Bay Area

San Leandro Unified School District