COMMUNITY EDUCATION PARTNERSHIPS
PO Box 5632, Berkeley, CA 94705
Ph: 510-903-1063 · www.cep.ngo · info@cep.ngo

Memorandum of Understanding Between
San Leandro Unified School District (SLUSD) and Community Education Partnership (CEP)

This Memorandum of Understanding (MOU) is effective as of the date signed by and between San Leandro Unified School District (SLUSD) and Community Education Partnership (CEP). The purpose of the MOU is to set forth the terms and conditions under which SLUSD and CEP will collaborate to serve SLUSD's McKinney-Vento students.

**Community Education Partnerships One-On-One Tutoring Services**
CEP will offer San Leandro Unified District (SLUSD) McKinney-Vento students individualized one-on-one tutoring services.

*Coronavirus Pandemic Accommodations*
In an effort to keep our students and volunteers safe during the current pandemic, CEP is offering Virtual One-On-One Tutoring to students who are 2nd - 12th grade. To participate in tutoring, students will need reliable internet access; a computer, laptop, or tablet; and if under 18, an adult who will be present in the room during all tutoring sessions. This adult can be the parent/guardian, school, or shelter staff.

Post Coronavirus Pandemic, CEP will resume in person tutoring of students pre-K - 12th grade and offer current program participants the option to continue with Virtual Tutoring or move to In Person Tutoring.

*Referral Process*
SLUSD staff are encouraged to use the attached CEP Student Referral form to refer students for tutoring. The Student Referral form is a fillable PDF that families or support staff can type directly onto or print and complete by hand. The form can be returned by email (beth@cep.ngo) or CEP staff can schedule a no-contact pick up.

**Roles and Responsibilities:**

San Leandro Unified School District will:

a. Keep CEP informed of McKinney-Vento students' need for tutors and academic support and facilitate connections between CEP and families seeking academic support.
b. Maintain regular communication with CEP staff regarding McKinney-Vento students' needs and progress and tutors' service, as needed.
c. Will help advertise and facilitate CEP programs in SLUSD.

Community Education Partnership will:

a. Provide screened and trained volunteer tutors to SLUSD McKinney-Vento students.
b. Provide feedback to SLUSD on the needs and experiences of tutors.
c. Check in with SLUSD staff regularly to ensure that tutors are meeting the expectations of their roles.
d. Will participate in each introductory meeting between CEP tutors and SLUSD McKinney-Vento students.

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**Amendments**: Either SLUSD or CEP may propose amendments to this agreement at any time by providing written notice. Amendments of this agreement shall require approval by executive staff of SLUSD and CEP.

**Cancellation**: Either SLUSD or CEP may cancel the agreement upon thirty (30) days written notice.

**Terms of Agreement**: This Memorandum of Understanding shall renew annually on July 1 of each year by agreement of both parties.

Contact Persons:

James Parrish III
Director of Family and Student Support Services
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**Agreed and Accepted:**

James Parrish III, Director of Family and Student Support Services, SLUSD

By: _____ Date: 8/28/20

Erica Mohan, Executive Director, CEP