



Memorandum of Understanding

BETWEEN

Ravenswood City School District

AND

SPEARITWURX INC

This Memorandum of Understanding (MOU) describes and confirms an agreement between the **Ravenswood City School District (DISTRICT)** and **SPEARITWURX INC**. The purpose of this agreement is to formalize and clarify any expectations of and the relationship between the parties involved, thereby ensuring an effective working relationship for the implementation of CHANGEMAKERS PROGRAM.

I. DESCRIPTION OF SERVICES and PURPOSE OF COLLABORATION

A. Purpose of Collaboration

To provide the CHANGEMAKERS PROGRAM with professional development and youth engagement services for **girls of African and Polynesian descent** to support positive youth engagement, social-emotional learning, and cultural healing.

B. Description of Services

DELIVERABLE #1: PROFESSIONAL DEVELOPMENT & COACHING:

Curate and facilitate professional development learning sessions and provide group & 1-on-1 coaching with 3-5 Ravenswood Changemaker Staff who are doing Healing Centered Youth Engagement work with girls (Radical Healing)

INITIAL OBJECTIVES:

- Build/deepen authentic connections that foster collaboration and graceful accountability for staff engaged in Radical Healing
- Engage in authentic conversations about Race in America and understand the impacts that culture, identity, power, and intersectionality have on our own individual, interpersonal and institutional relationships to help prepare for Radical Healing Work with girls.
- Support and co-create Ravenswood's Radical Healing Curriculum and learning experiences
- Develop a Personal Plan for wellness, racial healing, understanding triggers, minimizing micro-aggressions and/or sustaining peace while doing Radical Healing work with Girls.

PROPOSED FREQUENCY/SCHEDULE:

- 1 four-hour in person Experiential Learning "Retreat" at/near Ravenswood (Dec 2024)
- 3 quarterly – 90 Minute Virtual Learning Sessions (Jan- May 2025)
- 10 hours of 1-on-1 coaching (to be scheduled directly with Valaria Miranda)

DELIVERABLE #2: YOUTH ENGAGEMENT- HEALING CENTERED FUN DAY:

Engage 15-20 middle school girls of African and Polynesian decent and 3-5 Ravenswood Adult leaders in Healing Centered Fun Day with experiential learning and cultural exploration

INITIAL OBJECTIVES:

- Engage in arts-based story telling as an educational opportunity for young people to reflect on and share their life experiences and cultural identities
- Explore self-care modalities to reinforce wellness and instill hopefulness through fun experiential breakouts, including aromatherapy, gardening, movement and creative play
- Create a Healing Centered Learning space that deepens relationships and build community that enables collective empowerment and wellbeing
- Connect Black and Polynesian youth and their families to a cultural anchor, to radically heal from urban social toxins and degrading conditions
- Encourage youth to communicate, collaborate and find solutions through intentional use of Radical Healing games and activities
- Co create additional objectives with Ravenswood Changemaker team

PROPOSED FREQUENCY/SCHEDULE:

- 1 5-hour in person Fun day @ Ravenswood (January 29, 2025)

DELIVERABLE #3: INTERGENERATIONAL RADICAL HEALING RETREAT:

Facilitate 3 Day/2 night Radical Healing Retreat for 20 girls and 5 Ravenswood Changemaker staff in Weed CA

INITIAL OBJECTIVES:

- Travel to Weed CA for 3 day 2 night Healing Experience
- Create opportunities to explore nature and ourselves and develop critical consciousness about the predisposing social and political conditions
- Create a Healing Centered Learning space that deepens relationships and build community that enables collective empowerment and wellbeing
- Connect Black and Polynesian youth and their families to a cultural anchor, to radically heal from urban social toxins and degrading conditions
- Encourage youth to communicate, collaborate and find solutions through intentional use of Radical Healing games and activities
- Deepen learning experiences from year-long initiative

PROPOSED FREQUENCY/SCHEDULE:

- One 3 day/2 night Radical Healing Retreats in Weed CA (April 28-30, 2025)

DELIVERABLE DETAILS	QTY	RATE	TOTAL COST
PROFESSIONAL DEVELOPMENT & COACHING			
Facilitate 1 four-hour in person learning retreats (Sep/Oct 2024)	1	\$5,000/each	\$5,000

Facilitate 3 - 90 minute virtual professional development and group coaching sessions	3	\$2,500/each	\$7,500
Provide 10 hours of 1-on-1 coaching for Valeria Miranda	10	\$500/hour	\$5,000
Healing Centered Resources & Wellness for Changemaker team includes Books, Wellness Kits, Circle Keepers Kit, etc.	5	\$100/person	\$500
YOUTH ENGAGEMENT- HEALING CENTERED FUN DAY			
Coordinate & Facilitate Day Long in-school session	1	\$5,000/each	\$5,000
Additional Spearitwux Facilitators/Specialists	1	\$1,000/each	\$1,000
Supplies for art, Aromatherapy, seed planting, games and activities	-	\$510	\$510
Wellness Kits for 20 Youth Participants	20	\$50/each	\$1,000
INTERGENERATIONAL RADICAL HEALING RETREAT			
Facilitation of 3 day/2 night retreat	2	\$5,000/day	\$10,000
2 night accommodations for 25 people	25	\$100/each	\$2,500
Food (2 breakfasts, 3 lunches, & 2 dinners)	25	\$150/each	\$3,750
Additional Facilitators/Specialists	1	\$1,000/each	\$1,000
T-Shirts & Swag	25	\$26.20/each	\$655
OVERALL PROJECT COORDINATION			
Coordination, planning and meeting time	15	\$250/hour	\$3,750
Documentation/Videographer	10	\$200/hour	\$2,000
Transportation (travel time to East Palo Alto from Weed, CA)	3	200	\$600
Indirect (includes insurance, communications and operations costs for Spearitwux)	-	10%	\$5,076.50
SUBTOTAL			\$55,841.50
Community Discount		~10% off	-\$5,841.50
TOTAL			\$50,000

C. Definition of Success & Anticipated Outcomes:

The success of the partnership will be measured through regular check-ins with staff responsible for supporting the program, ensuring continuous alignment and effective implementation.

Students will have the opportunity to engage with key topics, while staff will receive targeted training to effectively address these issues. Anticipated outcomes include improved student engagement and understanding, as well as enhanced staff competence in facilitating these discussions.

II. TERMS OF UNDERSTANDING

This agreement is effective on **October 1, 2024** and will remain in effect until **June 20, 2025**, unless terminated pursuant to Section IX. The MOU shall be reviewed quarterly to ensure that it is fulfilling its purpose and to make any necessary revisions.

Amendments to this MOU must be provided to all signing persons and will become effective upon the signed approval of all parties.

III. SCHOOL and DISTRICT OBLIGATIONS

- A. The DISTRICT agrees to appoint District staff or a school administrator, as necessary, to act as the primary point of contact between PARTNER and DISTRICT, and to assist in implementing this agreement. The staff or administrator will schedule regular touchpoints with PARTNER to check in on program progress and identify opportunities to support with roadblocks or other program needs. Additionally, this point of contact will perform, but is not limited to, the following functions:

Gina Sudaria, Superintendent

- B. The DISTRICT agrees that District staff will help facilitate the process to gain access to program needs such as appropriate space, student information, etc.
- C. The DISTRICT agrees that Ravenswood City School District will act as primary reporting agency when a staff person informs school staff of reasonable suspicion of child abuse, child neglect, harm to self or harm to others of a student residing in the district.
- D. The DISTRICT will provide professional development to assist - in aligning -to the DISTRICT Common Core curriculum.N/A
- E. The DISTRICT will provide student report card and student progress information to - for instructional placement.N/A
- F. The DISTRICT agrees to the reporting process outlined in Appendix A.

IV. PARTNER OBLIGATIONS

- A. **PARTNER** agrees to provide stated service as in Section I to the schools identified in section I.B. Activities outside those specified in the stated services (section I) will be determined jointly by representatives from DISTRICT and **PARTNER** (e.g. field trips, etc.).
- B. **PARTNER** agrees to collaborate with the Director of Student Services and/or District Summer Program Coordinator and other RCSD staff in providing timely attendance reports, programming updates, student reports, accountability reports, and other reporting as needed.
- C. **PARTNER** agrees to convene with the appointed RCSD primary point of contact through regular touchpoints (at least twice a year) to continuously evaluate the effectiveness of the program and partnership. **PARTNER** will provide reporting on the agreed upon desired

outcome measures pursuant to Section I as well as collaborate with RCSD on other evaluation processes. Consideration for renewal of partnerships, if applicable, will only be made for organizations that complete the evaluation process.

- D. **PARTNER** agrees to work with RCSD Child Nutrition Services for any food service needs.
- E. **PARTNER** agrees that services provided by **PARTNER** pursuant to this MOU may be supervised and evaluated by staff from the Ravenswood City School District as a supplement to **PARTNER** primary oversight.
- F. **PARTNER** staff will ensure that there is **20:1 student to supervisory¹ staff ratio** at all times. (INCLUDE ONLY IF RECEIVING ASES FUNDS)
- G. **PARTNER** will ensure that all staff in a supervisory position within the 20:1 ratio will fulfill the requirements for an instructional aid status (NCLB compliant) as listed below:
 - 1. have an AA or BA degree or
 - 2. have 48 semester or 72 quarter college units or
 - 3. Have a passing status on the Instructional Aid Exam administered by RCSD.(INCLUDE ONLY IF RECEIVING ASES FUNDS)
- H. **PARTNER** agrees to provide orientations/presentations to district representatives, program staff, school staff and parents for informative purposes.
- I. **PARTNER** agrees to provide the DISTRICT with a schedule and calendar of daily activities and upcoming events and to coordinate with District Staff in the planning and coordination of these events.
- J. **PARTNER** agrees that when its interns and volunteers are utilized, staff from **PARTNER** will be responsible for their training, supervision, TB clearance, fingerprinting, federal criminal background check, COVID vaccination status, and of ensuring that such person fulfills all district requirements for instructional aid status if this person is in a supervisory position within the 20:1 student to staff ratio.
- K. **PARTNER** agrees to ensure that all of their staff who will be on school property or work with students has proof of a negative skin test or chest x-ray for Tuberculosis. **PARTNER** will provide RCSD with written verification that program staff has been cleared.
- L. **PARTNER** agrees to ensure that all program staff who will be on school property have proof of FBI and Department of Justice Child Abuse Index fingerprint clearance. **PARTNER** will provide RCSD with written verification that program staff has been cleared.
- M. **PARTNER** agrees that in every case where a program staff person has reasonable suspicion of child abuse, child neglect, harm to self or harm to others of a student residing in the district, the staff person will comply with the reporting process outlined in Appendix A.
- N. **PARTNER** agrees to ensure that all program staff who will be on school property have proof of full COVID vaccination, as well as a booster (if eligible). **PARTNER** will provide RCSD with evidence of COVID vaccination status if requested.
- O. **PARTNER** has in force, and during the term of this Agreement shall maintain in force, a Comprehensive General Liability Insurance policy with limits not less than \$1,000,000.00 (one million dollars) each occurrence combined Single Limit for Bodily Injury and Property Damage. The policy shall name as additional insured the Ravenswood City School District, its Board, officers and employees. The policy shall require the insurer to provide to the District a thirty- (30) day notice of any cancellation or reduction of such insurance.

¹ Supervisory is defined as any one adult on school grounds in charge of 20 students or less, regardless of their status as an employee or volunteer.

V. CONFLICT RESOLUTION

The Parties agree that differences of opinion regarding personnel or service practices or Parties will be discussed. If resolution is not obtained then, decisions will be made after discussion between the Chief Business Officer and **PARTNER** management representatives.

VI. NON-DISCRIMINATION

PARTNER and the DISTRICT shall not discriminate against any person rendering or receiving services pursuant to this Memorandum, on the basis of race, color, age, marital status, national origin, sex, creed, sexual orientation, or physical or mental disability, including HIV disease, as provided by State and Federal Law.

VII. HOLD HARMLESS

Each party is an independent contractor responsible for its acts and the acts of its officers, agents, and employees. Each party agrees to indemnify, defend, and hold harmless the other party, its officers, agents, and employees from any and all loss, injury, liability, damages, claims, demands, suits, or judgments arising from the acts or omissions of its officers, agents, and employees in connection with the performance of this agreement.

VIII. CONFIDENTIALITY

The parties shall maintain the confidentiality of all records generated during the period of this agreement pursuant to applicable Federal and State laws.

IX. TERMINATION

This Agreement may be terminated by either party by giving a minimum of thirty (30) days advance written notice to all parties.

X. NOTICES

All notices of the parties shall be in writing and shall be addressed as set forth below:

TO PARTNER

Mizan Alkebulan-Abakah
Executive Director, Spearitwurx Inc
PO BOX 683 Weed, CA 96094
mizanalkebulan@gmail.com

TO SCHOOL DISTRICT:

Superintendent
Ravenswood City School District
2120 Euclid Avenue
East Palo Alto, CA 94303

Copy to:

Chief Business Officer
Ravenswood City School District
2120 Euclid Avenue
East Palo Alto, CA 94303

SIGNATURE PAGE

XI. AUTHORIZATION

The signing of this MOU is not a formal undertaking. It implies that the signatories will strive to reach, to the best of their ability, the objectives stated in the MOU.

On behalf of the organization I represent, I wish to sign this MOU and contribute to its further development.

RAVENSWOOD CITY SCHOOL DISTRICT

Gina Sudaria, Superintendent

Date

SPEARITWURX INC

Mizan Alkebulan-Abakah, Executive Director

Date

APPENDIX A

REPORTING PROCESS OF CHILD ABUSE, CHILD NEGLECT, HARM TO SELF OR HARM TO OTHERS

RAVENSWOOD CITY SCHOOL DISTRICT and PARTNER

The DISTRICT and the schools within the district and **PARTNER** agree to the following process in the case of a student within the district reporting child abuse, child neglect, harm to self or harm to others:

1. In the case of harm to self, harm to others, or reporting of child abuse, **PARTNER** staff will immediately contact and inform the appropriate program coordinator and/or school administrator to initiate the school's reporting process and **PARTNER** staff-person will make a verbal and written report to that after school program site coordinator and/or school administrator.
2. The district's school sites shall carry out the reporting responsibilities (reports to law enforcement/child protective agencies) required by the Child Abuse and Neglect Reporting Act (Penal Code section 11164 et seq.) These include reports of the known or suspected instance of abuse to the child protective agency immediately, or as soon as practically possible, by telephone and by sending a written report within 36 hours of receipt of information by **PARTNER**.
3. Within 24 hours, the school will send a facsimile transmission immediately, or as soon as practically possible, to **PARTNER** confirming that the verbal report was made, as required by the Child Abuse and Neglect Reporting Act (Penal Code section 11164 et seq.), to the appropriate child protective agency.

The school will also send a facsimile transmission immediately, or as soon as practically possible, to **PARTNER** confirming that a written report was made, as required by the Child Abuse and Neglect Reporting Act (Penal Code section 11164 et seq.), to the appropriate child protective agency within thirty-six (36) hours.

4. **PARTNER** staff will notify Director of Students Services and Site Administrator immediately, and will send a letter concerning the incident within twenty-four (24) hours to the Director of Student Services.