


INDEPENDENT SCHOOL DISTRICT 271
Bloomington, Minnesota

REQUEST FOR SCHOOL BOARD ACTION

DATE OF BOARD MEETING: August 14, 2017

SUBJECT: Memorandum of Understanding between
Volunteers of America, Retired and Senior
Volunteer Program (RSVP) and Independent
School District 271, Volunteer Connection


ORIGINATING DEPARTMENT: Learning Supports

APPROVAL OF ADMINISTRATIVE
CABINET MEMBER: Andy Kubas 
Executive Director of Learning Supports

RESOLUTION FOR BOARD TO ADOPT:

RESOLVED, that the School Board of Independent School District 271 approves the Memorandum of Understanding between Volunteers of America Retired and Senior Volunteer Program (RSVP) and Independent School District 271, Volunteer Connection effective August 21, 2017 through August 20, 2020.

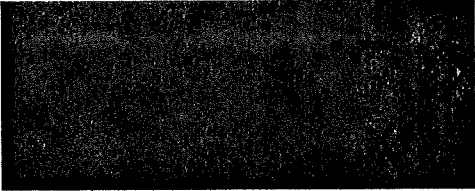
RECOMMENDATION OF SUPERINTENDENT:

Approve. 

DETAILED BACKGROUND:

The Volunteers of America Retired and Senior Volunteer Program (RSVP) recruit seniors to volunteer in communities. The Memorandum of Understanding states Independent School District 271 will provide volunteer sites and opportunities through the Volunteer Connection. The RSVP office will coordinate with the Volunteer Connection office to find appropriate placements in Bloomington in accordance with requirements set forth in Policy 906, Volunteers.

The District's legal counsel and insurance carrier of record have reviewed the Memorandum of Understanding.



MEMORANDUM OF UNDERSTANDING

BETWEEN

**Retired and Senior Volunteer Program (RSVP)
Sponsored by Volunteers of America of Minnesota**

AND

ISD 271 - Bloomington Public Schools – Volunteer Connection

3612 Bryant Ave. S.
Minneapolis, MN 55409
Phone: 612-704-6114
FAX: 888.657.4993

38 Union Street N
Mora, MN 55051
Phone: 612-390-5218
FAX: 888.657.4993

Name: ISD 271 – Bloomington Public Schools - Volunteer Connection		
Address: Bloomington Public Schools – The Pond Center, 9600 3 rd Ave. S.		
City: Bloomington	State: MN	Zip: 55420
Tel: 952-681-6291	Fax: 952-681-6290	E-Mail: dbelfry@isd271.org

Volunteer Station staff person responsible for volunteer training, supervision, and signing of time sheets:

Name and Title: Debbie Belfry, Coordinator of Career Development & E-12 Volunteer Connection Programs	
Federal Focus Area: Education – School Readiness and K-12 Success	

Volunteer Station Mission Statement:
Please attach an organizational brochure/mission statement.

Targeted recipients of volunteer services (annually):
Estimated # of children & youth: 2400 adults: seniors:
Show how this is measured: 600 volunteers reporting contact with an average of 4 students

Volunteer Station complies with the Americans with Disabilities Act? Yes No

Volunteer station is a public or private non-profit agency or organization (with the exception of proprietary health care facilities)? Yes No

I certify the eligibility of ISD 271 – Bloomington Public Schools as a public or private non-profit organization, or a proprietary health care agency.

For Office Use Only
Date
Initials

This Memorandum of Understanding (MOU) contains basic provisions, which will guide the working relationship between both parties. It may also include an Addendum to address site-specific issues. This MOU may be amended, in writing, at any time with concurrence of both parties and must be renegotiated at least every three years.

BASIC PROVISIONS OF MEMORANDUM OF UNDERSTANDING

A. RSVP Sponsored by Volunteers of America of Minnesota will:

1. Recruit, interview and enroll RSVP volunteers and refer volunteers to the volunteer station.
2. Instruct RSVP volunteers in the proper use of monthly reports, reimbursement guidance and program procedures.
3. Provide RSVP orientation to volunteer station staff prior to placement of volunteers, and at other times as the need arises.
4. Develop publicity for RSVP such as radio, TV, print or verbal presentations highlighting volunteers' service, accomplishments, and impact on the community.
5. Furnish accident, personal liability, and excess automobile insurance coverage as required by program policies. Insurance is secondary coverage and is not primary insurance.
6. Periodically monitor volunteer activities at volunteer station to assess and/or discuss needs of volunteers and volunteer station.
7. Reimburse RSVP volunteers for transportation cost between their home and volunteer station in accordance with RSVP policies.

B. Volunteer Station will:

1. Provide job descriptions for current volunteer assignments or planned assignments.
2. Interview and make final decision on assignment of volunteers.
3. Provide volunteers with station and task-specific orientation and in-service instruction, including any necessary specialized training and/or background checks.
4. Furnish volunteers with materials required for assignment, as follows:

ID Badge; Worksheets, books, papers, DVDs and other assorted classroom supplies as needed

5. Furnish volunteers with transportation required during their assignments, as follows:

N/A

6. RSVP and the station will identify mutually agreed upon data to be collected and reported to RSVP. See attached addendum.
7. Provide supervision of volunteers.
8. Provide for adequate safety of volunteers, conduct an annual safety review and submit an assurance email upon request of the project sponsor.
9. Collect and sign appropriate volunteer reports for submission to the RSVP office on a monthly basis. Time sheets are vital to RSVP for reporting and recognition of the RSVP volunteers.

10. Investigate and immediately report any accidents and injuries involving RSVP volunteers to the RSVP office. All reports will be submitted in writing.
11. Respond within two business days to RSVP staff regarding potential volunteer referrals. The expectation is that partner sites will follow up with potential volunteers with a personalized phone call or email within 2 business days.
12. Projected Volunteer Assignments: The total number of volunteer assignments projected to be available with the Volunteer Station on an annual basis is 2 (school time + after school). Total number of volunteers requested for these assignments is varies.

It is projected these assignments will be at the following locations (attach additional list if necessary):

Location	Number of Positions (if known)	Position Description Attached (yes/no)
School Time Opportunities - Multiple Bloomington Public Schools - 15 School Locations		Yes – See VC Brochure + Volunteer Tutor Description
After School Opportunity - Homework Connection Oxboro Library		Yes – See VC Brochure + Homework Connection Flyer

C. Other Provisions:

1. **Separation from Volunteer Service:** The volunteer station may request the removal of an RSVP volunteer at any time. The RSVP volunteer may withdraw from service at the Volunteer Station or from the RSVP at any time. Discussion of individual separations will occur among RSVP staff, Volunteer Station Staff, and the volunteer to clarify the reasons, resolve conflicts, or take remedial action, including placement with another Volunteer Station.
2. **Religious & Political Activities:** The Volunteer Station will not request or assign RSVP volunteers to conduct or engage in religious, sectarian, or political activities.
3. **Displacement of Employees:** The Volunteer Station will not assign RSVP volunteers to any assignment which would displace employed workers or impair existing contracts for services.
4. Neither the grantee nor any volunteer station requests or receives compensation from the beneficiaries of Senior Corps volunteers.
5. Any volunteer station financial support of the Senior Corps project is not a precondition for that station to obtain volunteer service.
6. **A Senior Corps volunteer does not receive a fee for service from service recipients, their legal guardian, or members of their family, or friends.**
7. **Accessibility and Reasonable Accommodation:** The Volunteer Station will maintain the programs and activities to which RSVP volunteers are assigned accessible to persons with disabilities (including mobility, hearing, vision, mental, and cognitive impairments or addictions and diseases) and/or limited English language proficiency and provide reasonable accommodation to allow persons with disabilities to participate in programs and activities.
8. **Prohibition of Discrimination:** The Volunteer Station will not discriminate against RSVP volunteers or in the operation of its program on the basis of race; color; national origin, including limited English

proficiency; sex; age; political affiliation; sexual orientation; religion; or on the basis of disability, if the volunteer is a qualified individual with a disability.

- 9. **Publicity and Media Coverage:** Volunteer Station will specify, either by written information or verbally, that RSVP volunteers are participants of the RSVP Program sponsored by Volunteers of America of Minnesota in any publicity: radio, TV, print or verbal presentation.
- 10. Conditions of the Memorandum of Understanding may be amended or terminated in writing at any time at the request of either party. It will be reviewed at least every three years to permit needed changes.
- 11. This Memorandum of Understanding contains all the terms and conditions agreed upon by the contracting parties. No other understanding, oral or otherwise, shall be deemed to exist or to bind any of the parties hereto.
- 12. This Memorandum of Understanding will be in effect upon dated signature of the Volunteer Station's Representative and RSVP staff.

Period Covered:

8/21/2017	To	8/20/2020
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Signed:

 Independent School District 271 School Board Chair Date

 Name and Title, RSVP Sponsored by Volunteers of America of Minnesota Date

Updated:

 Name and Title, Volunteer Station Date

 Name and Title, RSVP Sponsored by Volunteers of America of Minnesota Date

Updated:

 Name and Title, Volunteer Station Date

 Name and Title, RSVP Sponsored by Volunteers of America of Minnesota Date

Addendum to the RSVP Memorandum of Understanding
Annual Data Collection for Focus Area: Tutoring/mentoring

_____ *Unduplicated* Number of students served by program

_____ Number of students with improved academic performance in literacy and/or math measured by a standardized test instrument---or whatever similar info you collect for your own use.
(Not collected by site – CC, 5/26/17)

How do you measure this improvement? _____

Volunteer Info**

_____ Total number of volunteers (all volunteers of all ages)

_____ Total number of hours served by all volunteers

_____ Number of your volunteers *who are veterans**
(Not collected by site – CC, 5/26/17)

Optional Student Demographic info

_____ Number of students who are children of deployed military or veterans
(Not collected by site – CC, 5/26/17)

When you give us your total # of volunteers **of all ages and the total # of hours they put in, we are better able to figure out what percentage of volunteer work at your location was done by RSVP volunteers. Thank You!