

**MEMORANDUM OF UNDERSTANDING ("MOU") BETWEEN THE COUNTY OF SAN MATEO ("COUNTY") AND THE SAN MATEO COUNTY LIBRARIES ("SMCL") IN SUPPORT AND IN FURTHERANCE OF "THE BIG LIFT" INITIATIVE**

**WHEREAS**, in 2012, the Peninsula Partnership Leadership Council (PPLC) – a coalition of government, education, nonprofit, foundation and business leaders in San Mateo County – launched The Big Lift™ to significantly improve children’s third grade reading proficiency through strategic, thoughtful, evidence-based investments in early learning and education, and

**WHEREAS**, it is recognized that third grade reading proficiency is essential in promoting the life-long learning skills needed to create productive residents and a prosperous community, as third grade is the year when students make the leap from learning to read to reading to learn, and

**WHEREAS**, the goal of The Big Lift is to increase the percentage of students in San Mateo County who are reading at grade level by the end of third grade to 80% and

**WHEREAS**, The Big Lift has been implemented in seven San Mateo County communities in which third grade reading proficiency scores were close to or below the County average based on 2012-2013 school year data; those seven communities are Cabrillo, Jefferson Elementary, La Honda-Pescadero, Ravenswood, Redwood City, San Bruno Park, and South San Francisco, and

**WHEREAS**, to achieve this goal, The Big Lift has committed to advancing the national Campaign for Grade-Level Reading framework, which specifies the following evidence-based interventions, or “four pillars”:

- A comprehensive school readiness strategy focused on high-quality preschool for 3 and 4 year-olds, leading to an aligned and sequenced set of high-quality learning experiences in kindergarten through third grade;
- A focus on reducing chronic absences in the early grades, based on research about the importance of attendance in the early years to improving academic outcomes;
- Inspiring summer learning opportunities that enable children to maintain their academic and developmental gains from high-quality preschool throughout the early grades; and
- Strengthening family and community engagement through investments in strategies that support children’s learning in school, out of school and at home, and

**WHEREAS**, The Big Lift is a collective impact collaborative led by four agencies – Silicon Valley Community Foundation (SVCF), the San Mateo County Office of Education (COE), San Mateo County Libraries (SMCL) and the County of San Mateo (the County) - in which school districts partner with preschool programs and community-based agencies to work toward the long-term goal of third grade reading success through the four pillars of The Big Lift, and

**WHEREAS**, the data collected by school districts and COE show that children participating in The Big Lift preschools are entering more Kindergarten-ready than demographically similar peers with no preschool; and paired with The Big Lift Inspiring Summers, children are maintaining learning gains over the summer, and

**WHEREAS**, since 2015, Raising A Reader has served all Big Lift preschool programs as the primary family engagement strategy of The Big Lift implemented by SVCF until 2021 when its operation transitioned to SMCL; and

**WHEREAS**, since 2016, SMCL has operated The Big Lift Inspiring Summers (BLIS) program across The Big Lift school districts in collaboration with school staff and community partners to curb learning loss in the summers between kindergarten and third grade; and

**WHEREAS**, SMCL and the County wish to continue this partnership, whereby SMCL will implement the BLIS and Raising A Reader programs from July 1, 2021 through June 30, 2023, and

**WHEREAS**, the County will allocate up to \$2,376,024 for the SMCL BLIS and Raising A Reader programs.

**NOW, THEREFORE**, in consideration of the foregoing and the terms, covenants and conditions herein contained, County and SMCL agree to the following:

1. COUNTY OF SAN MATEO'S RESPONSIBILITIES:
  - a. Communicate, notify and share information collaboratively with SMCL;
  - b. The County and SMCL appointed leaders agree to meet regularly to review updates and provide strategic direction for The Big Lift;
  - c. Provide administrative and fiscal leadership on grants and expenditure of County funds to meet all funding and reporting requirements;
  - d. Pursuant to the terms of this MOU, provide funding to SMCL for costs incurred associated with The Big Lift
    - i. Funds will be deducted from the County's appropriated funds for The Big Lift based on the SMCL budget approved by the County, as attached in Exhibit B;
    - ii. In no event shall the County's total fiscal obligation under this MOU exceed \$1,188,012 each fiscal year for the term July 1, 2021 through June 30, 2023 for a total not to exceed amount of \$2,376,024;
  - e. Help identify new long-term public and private investment to sustain The Big Lift programs and services and cooperate in and support fundraising efforts for The Big Lift;
  - f. Analyze data to determine the success of the efforts undertaken in support of The Big Lift.
2. SAN MATEO COUNTY LIBRARIES' RESPONSIBILITIES:
  - a. SMCL will provide the programs described in Exhibit A.
3. COMPENSATION
  - a. The County will reimburse SMCL \$1,188,012 each fiscal year for the term July 1, 2021 through June 30, 2023 for a total not to exceed

\$2,376,024 for the term of the MOU. In FY 2021-22, \$1,188,012 will be available to be claimed under the Measure K JL Code "LIBBL." In FY 2022-23, \$1,088,012 will be available to be claimed under the Measure K JL Code "LIBBL" and \$100,000 under the Measure K JL Code "LIBRR."

- b. Expenses shall be eligible for reimbursement in the amounts and based on compliance with the budget set forth in Exhibit B.
- c. The County shall disburse funds quarterly and on a reimbursement basis to SMCL upon receipt of invoices. Invoices should be accompanied by back up documentation (e.g., receipts for professional services rendered, salary and benefits back up, etc.) and submittal of any required summary reports. The County reserves the right to change the disbursement method during the term of this MOU.
- d. Invoices should be (1) on SMCL's official letterhead, (2) include date of invoice, amount requested, and Agreement number, and (3) submitted to the attention of:

Heather Ledesma, Principal Management Analyst  
400 County Center, 1st Floor, Redwood City, CA 94063  
Ph: (650) 363-4174  
Email: [hledesma@smcgov.org](mailto:hledesma@smcgov.org)

#### 4. TERM AND TERMINATION

Subject to all terms and conditions, the term of this MOU shall be July 1, 2021 through June 30, 2023. This MOU will not automatically renew, nor shall it create any reliance on the possibility of future funding.

County may terminate this MOU based on the unavailability of Federal, State or County funds by providing written notice to SMCL within a reasonable time after County learns of said unavailability of funding. SMCL acknowledges that this MOU may be subject to approval of the Board of Supervisors.

County may suspend and/or terminate this MOU if SMCL fails to comply with the terms of this MOU and may, at its sole discretion, withhold or cancel pending and future disbursements of funds and/or upon a showing of cause require SMCL to return some or all of funds disbursed under this MOU.

SMCL may, at any time after execution of this MOU, terminate this MOU in whole or in part, for the convenience of SMCL, by giving written notice specifying the date and scope of such termination. Termination shall be effective on a date no less than thirty (30) days from notice. In event of termination, SMCL shall be compensated for all work performed until termination.

**THIS MOU IS NOT VALID UNTIL SIGNED BY ALL PARTIES. NO FUNDS WILL BE DISTRIBUTED UNTIL THIS DOCUMENT IS SIGNED BY THE COUNTY'S DESIGNEE.**

San Mateo County Libraries

DocuSigned by:  
*Anne-Marie Despain*  
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3/22/2022

Authorized Signature

Date

County of San Mateo

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County Executive or Designee

Date

**Exhibit A**

In consideration of the payments set forth in Exhibit B, SMCL shall provide the following programs and initiatives in support of The Big Lift Goals:

<p><b>Goal 1: Work in collaboration with the County of San Mateo, San Mateo County Office of Education and the Silicon Valley Community Foundation to support collective impact activities for Big Lift partners, and to provide countywide coordination and support for The Big Lift pillars.</b></p>
<p>a. Help coordinate and attend meetings with local partners; identify service integration and other opportunities that will advance The Big Lift goals and improve the quality of the initiative.</p>
<p>b. SMCL staff will sit on the Core Lead Implementation Team comprised of representatives from SMC, SMCOE, SVCF and SMCL, and meet regularly to plan and ensure progress in the implementation of The Big Lift; identify policy and program issues and bring them to Core Team for discussion.</p>
<p>c. Help identify new long-term sources of funding and provide fiscal support to The Big Lift Inspiring Summers Program and Raising A Reader in order to sustain and enhance the programs.</p>
<p>d. Prepare reports, grant applications, and presentations as necessary to support The Big Lift.</p>

<p><b>Goal 2: Provide administrative leadership and operate The Big Lift Inspiring Summers Program in collaboration with SMCOE, SMC and the seven Big Lift school districts to provide a high-quality Inspiring Summers Program for a minimum of four weeks.</b></p>
<p>a. Oversee the implementation, coordination and quality control of The Big Lift Inspiring Summers Program; and lead year-round program planning meetings consisting of school district Partner Program Leads (PPLs), SMCOE, SMC and any additional curriculum or program partners as relevant to program planning.</p>
<p>b. Identify and implement in collaboration with The Big Lift Leadership and with school district input research-based rising K through 3<sup>rd</sup> grade literacy curriculum, and afternoon STEAM curriculum based on the CREATE framework.</p>
<p>c. Support SMCOE and school districts to manage and monitor the Inspiring Summers online registration process, and communicate expectations and timelines about Inspiring Summers enrollment, data requirements and other deadlines.</p>
<p>d. Provide translated outreach and marketing materials to school districts, and support the application and enrollment process with emails, phone calls and text messages to families as needed.</p>
<p>e. Coordinate with County Human Resources to recruit, hire, execute background checks and conduct a TB risk assessment for all part-day</p>

<p>facilitators, full-day facilitators and floater positions at all sites, and maintain employee records for all positions.</p>
<p>f. Provide SMCL coaches for at all sites and ensure proper background checks and conduct a TB risk assessment and maintain employee records for all coaches.</p>
<p>g. Provide training for all SMCL staff facilitators, floaters and coaches on the morning curriculum, afternoon curriculum, health and safety guidelines, mindfulness, and trauma-informed classroom behavior management.</p>
<p>h. Provide an annual report on Inspiring Summers by September 30<sup>th</sup> of that year.</p>
<p>i. Code The Big Lift Inspiring Summers expenditures under the defined Measure K JL code LIBBL.</p>

<p><b>Goal 3: Engage families and family needs around learning and literacy through participating in the Big Lift community collaboratives, Raising A Reader, Inspiring Summers, and other family engagement strategies.</b></p>
<p>a. Oversee Raising A Reader implementation, quality control, inventory management and delivery of teacher training and RAR materials to all Big Lift preschool classrooms.</p>
<p>b. Coordinate with preschool sites to ensure that all Big Lift preschool sites attend and dedicate staff time to attend an annual RAR training by SMCL staff; hold an annual Family Kick-Off Event, 1-2 family engagement events during the year, and a Library Connection Event; and rotate RAR book bags regularly.</p>
<p>c. Perform financial and program reporting, budgeting and administrative tasks associated with RAR implementation and other family engagement strategies.</p>
<p>d. Explore data-informed and data-rich family engagement strategies for Inspiring Summers.</p>
<p>e. Facilitate engagement with the local library through the Big Lift local community collaboratives and participate in local collaboratives as needed.</p>
<p>f. In FY 2021-22, code all Big Lift RAR expenditures under the defined Measure K JL code LIBBL. Starting in FY 2022-23, code all Big Lift RAR expenditures under the defined Measure K JL code LIBRR.</p>

**Exhibit B**

In consideration of the programs provided by SMCL described in Exhibit A and subject to the terms of the MOU, SMCL shall submit invoices for reimbursement of eligible expenses to the County on a quarterly basis.

In no case shall the total amount payable under this Agreement for the work indicated in Exhibit A exceed \$2,376,024 without prior written consent of the County in the form of an amendment to the MOU. In FY 2021-22, \$1,188,012 will be available to be claimed under Measure K Job Code "LIBBL." In FY 2022-23, \$1,088,012 will be available to be claimed under Measure K Job Code "LIBBL" and \$100,000 under Measure K Job Code "LIBRR."

	<b>2021-2022</b>	<b>2022-2023</b>
<b>Inspiring Summers</b>	<b>\$1,088,012</b>	<b>\$1,088,012</b>
A. Salaries & Benefits	\$1,229,801	\$1,440,365
B. Supplies & Services	\$64,086	\$28,960
C. Snacks & Meal Service	\$44,781	\$0
D. Training/Consultants	\$4,065	\$4,065
<b>Raising A Reader</b>	<b>\$100,000</b>	<b>\$100,000</b>

**Certificate Of Completion**

Envelope Id: 1B3E678CA5344AE9AE30F205D22F2A75	Status: Completed
Subject: Please DocuSign: SMCL Big Lift MOU FY21-23_FINAL.pdf	
Source Envelope:	
Document Pages: 7	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Lindsey Freeland
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	125 Lessingia Ct.
	San Mateo, CA 94402
	freeland@smcl.org
	IP Address: 99.121.59.155

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**Signer Events**

Anne-Marie Despain  
 despain@smcl.org  
 Director  
 San Mateo County Libraries  
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Signing Complete	Security Checked	3/22/2022 1:32:34 PM
Completed	Security Checked	3/22/2022 1:32:34 PM
Payment Events	Status	Timestamps