



San Mateo
County
Libraries

Request for Signature

To: Anne-Marie Despain/ Director of Library Services

From: Danae Ramirez/ Interim Deputy Director of Library Services
Carine Risley/ Deputy Director of Library Services
Dolly Goyal/Library Services Manager

Date: June 19, 2020

Re: BLIS 2020 MOU with the County

The Big Lift Inspiring Summers program has been significantly modified for the summer of 2020 due to COVID-19. The existing contract between the County of San Mateo and San Mateo County Libraries includes terms that no longer apply to the COVID-19 situation and the modified program. The County and the Libraries have agreed to update the MOU to reflect new program terms and deliverables. The MOU was reviewed and updated. The resulting contract is presented for your signature. The agreement is expected to be adopted by the County Board of Supervisors on June 30, 2020.

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

WHEREAS, on March 26, 2019, the County entered into a MOU with SMCL for a term extending until June 30, 2021 to provide the Big Lift Inspiring Summers (BLIS) Program in amounts not to exceed \$1,088,012 for FY 2019-20 and \$1,088,012 for FY 2020-21; and

WHEREAS, due to the novel Coronavirus, known as COVID-19, the number of school districts participating in BLIS will be reduced for the Summer of 2020; and

WHEREAS, the number of school districts participating in BLIS during the Summer of 2021 is uncertain due to COVID-19; and

WHEREAS, Measure K funding for BLIS is provided on a reimbursement basis for actual expenditures based on invoices with supporting documentation of expenditures; and

WHEREAS, the parties desire to amend the MOU as set forth herein.

IT IS HEREBY AGREED by the County and SMCL as follows:

1. Section 2 of the MOU is hereby replaced in its entirety by the following:

2.1 SAN MATEO COUNTY LIBRARIES' RESPONSIBILITIES DURING SUMMER 2019:

1. SAN MATEO COUNTY LIBRARIES' RESPONSIBILITIES:
 - a. Serve as the lead planning agency in the coordination of the Big Lift Inspiring Summers Program

Serve as the direct point of contact for school districts in the outreach, recruitment and enrollment of summer participants. Manage BLIS enrollment software, provide technical assistance to school districts using the online system. Provide translated outreach and marketing materials to districts. Support school district's enrollment process through emails, texts and phone calls to families (if necessary).

- b. Lead program planning meetings
- c. Recruit, hire, execute background checks and secure negative TB clearance for all Part-Day Facilitators at all BLIS sites (up to 65 part-day facilitators)
- d. Recruit, hire, execute background checks and secure negative TB clearance for all Full-Day Facilitators at all BLIS sites (up to 65 full-day facilitators)
- e. Recruit, hire, execute background checks and secure negative TB clearance for all Floater teaching positions (9 floaters, one per Inspiring Summers site)
- f. Provide coaches for afternoon program at all BLIS sites (9 coaches). Ensure all coaches have the proper background checks and secure negative TB clearance for all coaches positions
- g. Recruit, hire, execute background checks and secure negative TB clearance for all Meal Service staff positions at 3 sites (6 positions)
- h. Maintain employee records for full-day facilitators, part-day facilitators, floaters and afternoon coaches
- i. Train all staff facilitators and coaches to deliver high quality and safe afternoon programs and meals
- j. Maintain scholar safety and adult-child ratios 2:18 for Rising K and 2:21 for Rising 1st and 2nd
- k. Secure materials and supplies needed for afternoon program
- l. Effectively communicate with all partners (County, SVCF, Building Educated Leaders for Life (BELL), all seven participating school districts, and San Mateo County Office of Education district representatives)
- m. Cooperate and coordinate with all media and outreach efforts of The Big Lift
- n. Code all Big Lift expenditures under the defined Measure K JL code LIBBL

2.2 SAN MATEO COUNTY LIBRARIES' RESPONSIBILITIES DURING SUMMER 2020:

- a. Serve as the lead planning agency in the coordination of the Big Lift Inspiring Summers Program
 - i. Serve as the direct point of contacts for school districts on the outreach, recruitment and enrollment of summer participants. Manage BLIS enrollment software, provide technical assistance to school districts using the online system. Order program materials and snacks. Provide translated outreach and marketing materials to school districts. Support school district's enrollment process, through emails, texts and phone calls to families (if necessary).
- b. Lead program planning meetings.
- c. Recruit, hire, execute background checks and secure negative TB clearance for all BLIS staff, including up to 70 Part-Day Facilitators, and up to 9 Coaches (one per BLIS site).
- d. Maintain employee records for all Facilitators and Coaches.

- e. Train all staff Facilitators and Coaches to provide high quality and safe program services.
- f. Maintain scholar safety and provide facilitator support for children in the Rising K, 1st, 2nd, and 3rd grade programs.
- g. Secure materials and supplies needed for BLIS programs.
- h. Effectively communicate with all partners (County, SVCF, BellXcel), all participating school districts, and the San Mateo County Office of Education district representatives.
- i. Cooperate and coordinate with all media and outreach efforts of the Big Lift.
- j. Code all Big Lift expenditures under the defined Measure K JL Code LIBBL. Provide family engagement services to include wellness checks to families

2. Except as expressly amended herein, all other provisions of the MOU shall remain in full force and effect.

3. This First Amendment shall take effect upon the date of execution by both parties.

DocuSigned by:

 Anne Marie Despain

6/24/2020

San Mateo County Libraries

Date

San Mateo County Manager

Date