

**Memorandum of Understanding**  
**between**  
**Fulfillment Fund**  
**and**  
**Centinela Valley Union High School District**

This Memorandum of Understanding (MOU) is made and entered into this 18<sup>th</sup> day of September

2017, by the Centinela Valley Union High School District (CVUHSD), located at 14901 South Inglewood Avenue Lawndale, CA 90260, and Fulfillment Fund (FF), located at 6100 Wilshire Blvd., Suite 600, Los Angeles, CA 90048, hereinafter the Parties.

This MOU as evidence that Fulfillment Fund and Centinela Valley Union School District intend to work together toward the mutual goal of providing services to parents and students enrolled in the district in order to strengthen the students' ability to access college. Both parties agree that the provision of services described herein is contingent upon the availability of funding.

**Part I Fulfillment Fund agrees to:**

1. Provide Mentor Program Case Management Services:  
Through its own specially trained Mentor Program Advisors, and College Counselors (11<sup>th</sup> & 12<sup>th</sup> grade students, only) and other staff, as necessary, the program incorporates a "student-centered" approach to the path of personal and academic success.
2. Ensure students have parent consent to participate within our program, and to access student information such as transcripts and course schedules in order to provide academic advising and mentor/mentee case management services.
3. Provide students participating in the Fulfillment Fund Mentor Program with a trained volunteer mentor that has been screened by the Department of Justice.
4. Provide regular case management to monitor the progress of the relationship for its duration via a Mentor Program Advisor.
5. Make available to 9<sup>th</sup> -12<sup>th</sup> grade students college access/college success events and workshops such as the following;
  - a. Our annual Destination College (college fair) event, and other College/Career fairs
  - b. Enrichment, experiential learning and/or cultural activities, i.e. college day trips, to be determined
6. Make available one-on-one academic advisement to 9th-10th grade students.
7. Fulfillment Fund will maintain strict confidentiality with all student and family information and will follow FERPA and district rules and regulations regarding protection of pupil data.
8. All Fulfillment Fund staff and volunteers who will have contact with students or student information have passed strict background checks, including Live Scan clearance and be TB cleared.
9. Notify CVUHSD regarding use of the CVUHSD name and/or logo in materials distributed to the general public, including but not limited to advertisements, endorsements, flyers, brochures, internet, radio, television, or other media outreach.
10. Fulfillment Fund staff must provide assigned partnership liaison/Administration and/or College Center with advanced notice of visits to campus, specifically, regarding case management meetings with students.
11. To conduct individual meetings with students, campus partnership liaison/Administration and/or College Center must be informed at least 24 hours in advance so they can help arrange for meetings during advisory, nutrition, lunch, or non-academic class periods.

- a. Students must be seen during non-academic classes for individual meetings, unless given permission from Principal or other designee.

**Part II            Centinela Valley Union High School District agrees to:**

1. Notwithstanding any contrary provision of this MOU or any related agreement, the Fulfillment Fund Mentor Program's College Access Curriculum is and shall remain the sole property of the Fulfillment Fund. It has been developed at great expense and the Fulfillment Fund's proprietary rights thereto are protected by copyright and other applicable laws. Under no circumstances is the Mentor Program's College Access Curriculum to be shared with any third party or used in any manner not expressly contemplated hereby without the Fund's prior express written consent.
2. Assign a partnership liaison within the school (Hawthorne HS) campus administration to serve as the main contact with FF to help coordinate campus meetings with student(s).
3. Permit Fulfillment Fund staff to conduct case management meetings on campus with students enrolled in the Mentor Program.
4. Provide a Coordinator and/or Staff Liaison to assist with the implementation and coordination of the Mentor Program, as necessary.
5. Assist with scheduling one or both End of Year (EOY)/Beginning of the Year (BOY) meetings with Fulfillment Fund staff to share expectations, goals, successes and concerns, as needed.
6. As necessary, assist in obtaining proper consent to enroll students into program, and make academic information available in a timely manner, including student grades, transcripts (including UC/CSU transcripts), and class schedules to assist students in their A-G progress, college applications and matriculation.
7. Inform the Fulfillment Fund of other organizations on campus providing similar services so the Fulfillment Fund can collaborate, where appropriate.
8. Consult with the Fulfillment Fund prior to using the Fulfillment Fund name and/or logo in materials distributed to the general public, including but not limited to advertisements, endorsements, flyers, brochures, internet, radio, television or other media outreach.
9. No additional duties may be assigned by School District staff to FF staff without pre-approval from FF.
10. There will be no fee to the district for Fulfillment Fund Mentor Program services as described here.

This agreement will be in effect from the time execution until August 31<sup>st</sup>, 2018. Further, either party may terminate this Agreement without cause, at any time, upon thirty (30) days prior written notice to the other party.

We the undersigned, as authorized representatives of Centinela Youth Services and Centinela Valley Union High School District, do hereby approve this Memorandum of Understanding.

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Dr. Gregory O'Brien, Superintendent  
Centinela Valley Union High School District

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Dr. Kadar Lewis, VP, Programs  
Fulfillment Fund, Los Angeles

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Date

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Date