



AGREEMENT
BETWEEN THE SAN MATEO COUNTY LIBRARY
AND
SOUTH SAN FRANCISCO PUBLIC LIBRARY

THIS AGREEMENT is entered into this _____ day of _____ by and between the SAN MATEO COUNTY LIBRARY, hereinafter referred to as "Library", and the SOUTH SAN FRANCISCO PUBLIC LIBRARY, herein after referred to as "South San Francisco Public Library" for the purpose of the provision of Big Lift Inspiring Summers, a free summer camp program, offered for Kindergarten, 1st and 2nd graders in the South San Francisco Unified School District. Each party recognizes the need to reverse summer learning loss for young children, and a shared approach to service delivery will improve outcomes.

I. Purpose

The purpose of the AGREEMENT is to set forth expectations of the Library and South San Francisco Public Library regarding the provision of the Big Lift Inspiring Summers program in the South San Francisco Unified School District and how the program will be administered, staffed and managed.

II. Responsibilities of the Library

- a. Provide reimbursement to South San Francisco Public Library for
 - i. One Site Coaches' time, up to \$12,700, which will include 160 hours of program time, and 96-104 hours of training, planning and set up time per staff member.
- b. Provide all training required to Site Coach in order to be able to fulfill duties detailed in attached job description.
- c. Support, guide and oversee work of the Site Coach to ensure successful program; provide feedback to South San Francisco Public Library management.
- d. Manage all aspects of the Big Lift Inspiring Summers program contract with the County of San Mateo, including budget, supplies and curriculum, staff recruitment and management, compliance, and district partnership within the program.
- e. Liaise with the South San Francisco Unified School District in regards to the majority of program planning for Big Lift Inspiring Summers prior to program start.

III. Responsibilities of the South San Francisco Public Library

- a. Provide two staff members to work as Site Coaches who:
 - i. are qualified to meet the requirements in the attached job description;
 - ii. can attend all trainings and all days of the program;
 - iii. can pass fingerprinting/ federal background and NSOPW check; and,
 - iv. will provide proof of Tdap & TB vaccinations received.
- b. Communicate issues and concerns to SMCL Big Lift Inspiring Summers staff in a timely manner, including but not limited to personnel, students, partner agencies/district, supplies, curricula, etc.
- c. South San Francisco Public Library will invoice SMCL no later than August 30, 2019 for the full amount. South San Francisco Public Library may include wages and associated benefit costs, and invoices should include a record of pay and benefits rates, and hours and days worked.

IV. Term

The term of this AGREEMENT shall commence upon execution by such party and shall expire September 20, 2019. However, any party may give at least thirty (30) days written notice, at any time for any reason, or for the party's convenience.

V. Modifications

This AGREEMENT constitutes the entire agreement between the parties hereto and no oral understanding not incorporated herein shall be binding on any of the parties hereto. This AGREEMENT may be modified, altered or revised, as necessary, by mutual consent of all parties, by the issuance of a written amendment, signed and dated by all parties.

VI. Indemnification

It is agreed that Library shall defend, hold harmless, and indemnify South San Francisco Public Library, its officers and/or employees from any and all claims for injuries or damage to persons and/or property, which arise out of the terms and conditions of this Agreement and which result from the negligent acts or omissions of Library, its officers, and/or employees.

It is further agreed that South San Francisco Public Library hold harmless, and indemnify San Mateo County Library, its officers and/or employees from any and all claims for injuries or damage to persons and/or property, which arise out of the terms and conditions of this Agreement and which result from the negligent acts or omissions of San Mateo County Library, its officers, and/or employees.

In the event of concurrent negligence of San Mateo County Library, its officers and/or employees, and South San Francisco Public Library, its officers and/or employees, then the liability for any and all claims for injuries or damages to persons and/or property which arise out of the terms and conditions of this Agreement shall be apportioned according to the California theory of comparative negligence or other fault.

Notwithstanding any other provision herein, each party shall have and maintain liability insurance or self insurance covering its own officers and employees for claims against them arising from the performance of the tasks and activities contemplated hereunder.

Except for injuries to an employee of a party caused by the other party's employee's conduct which is outside the scope of the employment bargain, any injuries suffered by an organization's employee in the course of performing the activities contemplated by the AGREEMENT shall be compensated exclusively through the workers compensation system. In order to implement this mutual promise, each organization hereto will defend and indemnify the other from and against any such suit by the indemnitor's employee, including any subrogation suit, which asserts an injury for which the injured person's compensation provider is the exclusive remedy viz a viz the injured person's employer.

VII. Administrative and Reporting Requirements

The parties will meet on an as-needed basis to review operational issues. The Library will seek post-program feedback from the South San Francisco Public Library Site Coaches, management, participating families, etc. and will share any associated outcomes and/or reports with South San Francisco Public Library.

VIII. Employee Status



Notwithstanding any other provision herein, when performing the tasks contemplated by this AGREEMENT the employees of Library will be and shall be deemed the employees and agents of Library only, and the employees of South San Francisco Public Library will be and shall be deemed the employees and agents of South San Francisco Public Library only, for any and all purposes including workers compensation and vicarious employer liability.

IX. Addresses

All correspondence, notices, etc. will be sent to the following persons and addresses:

San Mateo County Library:
Anne-Marie Despain
Director of Library Services
San Mateo County Library
125 Lessingia Court
San Mateo, CA 94002
(650) 312-5258

South San Francisco Public Library:
Valerie Sommer
Library Director
South San Francisco Public Library
840 West Orange Avenue
South San Francisco, CA 94080
(650) 829-3872

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT as of the date and year first above written.

Anne-Marie Despain
Date
Director of Library Services
San Mateo County Library

Valerie Sommers
Date
Library Director
South San Francisco Public Library

ATTACHMENT: Big Lift Inspiring Summers (BLIS) Site Coach Job Description

The Position: The BLIS Site Coach will inspire facilitators to implement our cutting-edge curriculum to ignite youth to have self-confidence, explore, be creative, problem solve, and develop a love of learning. The coach will be assigned to work at one of the summer school camps with children entering kindergarten, first grade, and second grade, and oversee the facilitators and food staff at the camp. The coach will work with the site manager (principal), credentialed teachers, and our partners (Big Lift, BELL, Silicon Valley Community Foundation, Bay Area Discovery Museum, and Headstand) to make this program successful. Coaches will lead trainings for facilitators in June, including training with Bay Area Discovery Museum for facilitators, and a two day training at the school site prior to the 4-week summer school program. In April and May, Site Coaches will participate in training on the curriculum, behavior management, etc. in preparation for the program.

The **ideal candidate** will have the ability to:

- Foster positive collaboration with facilitators, scholars, and their parents
- Exhibit leadership and professionalism while working with partners, facilitators and other coaches
- Observe facilitators' work with scholars, model best practices for working with children, and provide direct feedback

- Articulate South San Francisco Public Library goals for this program
- Build a trusting relationship with facilitators, scholars, parents, and our partners
- Lead training in how to implement enrichment curriculum
- Create a risk-free learning environment
- Assist facilitators in developing classroom rules and routines with scholars' input for better commitment to expectations
- Provide suggestions to manage transitions such as moving from one activity to another or from going inside to outside
- Provide examples of how to engage scholars
- Encourage the afternoon facilitators to incorporate collaboration with the full day facilitators to support instruction
- Provide direction on how to best approach situations with scholars
- Provide support that is non-judgmental and motivate facilitators in a positive manner
- Identify what facilitators and scholars are doing well and capitalize on their strengths
- Recognize areas of improvement and work with the facilitators to develop strategies
- Provide timely feedback, recognition, clarity and support
- Guide facilitators in reflecting on practices for growth and development
- Encourage facilitators to implement open-ended, child-directed projects

QUALIFICATIONS

Knowledge of:

- Goals for this program
- Inclusive learning environment that promote scholar growth
- Classroom management and behavior techniques
- Coaching principles and practices - how to mentor, motivate, and be a confidence builder
- Motivational strategies
- Excellent interpersonal skills
- Conflict resolution strategies
- Debrief techniques, self-assessment and observations tools to assist facilitators to reflect on classroom management and teaching practices.

Skill/Ability to:

- Discover facilitators' strengths and weaknesses and coach them to enhance their strengths and overcome personal barriers
- Establish and maintain cooperative relations with staff, partners and youth
- Provide leadership and initiative
- Train facilitators with minimal experience working in education and/or with youth
- Act as a role model and exhibit a joyful attitude and positive approach
- Demonstrate excellent listening skills
- Communicate effectively orally and in writing
- Establish time management and South San Francisco Public Library skills
- Be flexible to easily switch tasks when needed

- Ability to share a love of learning and sense of curiosity
- Provide clear expectations and support facilitators to continuously improve to meet challenges
- Provide direction to ensure facilitators stay focused and understand priorities
- Be innovative and bring a creative approach to troubleshoot difficult situations
- Recognize and remove barriers