

**AGREEMENT FOR ----- PROGRAM SERVICES
AT THE -----**

This agreement ("Agreement") is between -----, which includes among its component parts the ----- Library ("-----"), and the CITY OF ----- ("City"), regarding -----'s provision of Adult Reading Program ("-----") services to be furnished at the ----- Library ("-----"), which is owned and operated by the City.

I. Term:

This Agreement is effective January 1, 2011, and will terminate on June 30, 2012, unless sooner terminated as provided below. Either party may terminate this Agreement earlier with or without cause upon 30 days' written notice, in which case ----- will be paid for all services provided by it until the effective date of termination or another mutually agreed-upon date.

II. Responsibilities of ----- Library

A. The ----- Program Manager will:

1. Hire a certificated teacher to coordinate free tutoring services at the----- Library.
2. Recruit, orient, and train volunteer tutors to provide one-on-one and small group reading instruction.
3. Purchase educational materials for the ----- Program at the ----- Library
4. Invoice City for materials purchased, site coordinator salary, tutor training, administrative costs, and other contracted expenses.
5. Maintain records and report statistics related to learner attendance and goals achieved and provide such records and statistics to City upon request.

B. The ----- Program Instructor/Site Coordinator will:

1. Supervise volunteer tutors and maintain a positive learning environment.
2. Interview adult students, assess their needs, assist them with setting goals, match them with a suitable volunteer tutor, and monitor the ongoing progress of the pair.
3. Interview volunteer tutors, match them with adult learners, assist them with selecting appropriate materials, and assist with developing individualized curriculum.
4. Maintain records and provide them to the----- Program Manager

5. Establish and maintain a materials check-out system for ---- Program participants.

C. The ----- Program Volunteer Tutors will:

1. Attend “Basic Tutor Training” (----- hours of instruction), which covers the following components: research-based reading comprehension strategies, phonics and syllabication, learning disabilities, basic and multi-sensory tutoring techniques, lesson planning, goal setting, and selecting appropriate materials.
2. Be assigned an adult learner and tutor him / her 1 to 4 hours weekly.
3. Assist adult learners at setting and achieving goals.
4. Support a positive learning environment.
5. Follow directions provided by the Instructor/Coordinator.
6. Seek assistance from the instructor to ensure continuous progress or adult learner.

III. Responsibilities of the City:

The City will:

1. Incorporate information about the ----- Program into initial the orientation and training of all new staff members. Training should include: the purpose of the Program, the contact information to give to potential tutors and learners who may participate in the ----- Program, and how to assist potential tutors and learners in getting involved in the ----- Program.
2. Develop a procedure that allows identified tutors to use the ----- Center.
3. Allow the ---- Program to use the Library’s Community Room without charge for various ----- Program activities (e.g., basic tutor training, specialized trainings, annual meeting, volunteer recognition events, etc.) subject to City Library use policies and procedures.
4. Discuss the renegotiation of this Agreement if funding for California Library Literacy Services (CLLS) is eliminated from State budget or if ----- is unable to continue its existing partnership with the ----- Program.
5. Reimburse ---- for expenses incurred up to a total of \$-----, based upon the following estimated budget:

| Estimated Expenses: | January 2011 – July 2011 | July 2011 – June 2012 |
|----------------------------|-----------------------------|--------------------------|
| | | |

| | | |
|--|----|----|
| Tutor Training | \$ | \$ |
| Administrative costs | | \$ |
| Reimburse for Materials | \$ | \$ |
| Instructor salary @ \$28.26 / hr For 5 hrs. / week / for 50 weeks | \$ | \$ |
| Not to exceed | | |
| Total | \$ | \$ |

---- will submit to City an invoice for reimbursement of services provided every six months, and City agrees to pay such invoices within 30 days of receipt.

THE UNDERSIGNED AUTHORIZED REPRESENTATIVES OF CITY AND ---- HAVE EXECUTED THIS AGREEMENT AS FOLLOWS:

CITY OF

Dated: _____ By: _____
-----, City Manager

ATTEST:

By: _____
-----, City Clerk

THE COUNTY OF VENTURA:

Dated: _____ By: _____
CHAIR,
BOARD OF SUPERVISORS

ATTEST:-----
Clerk of the Board of Supervisors,
County of -----, State of California

By: _____
Deputy Clerk of the Board