

MEMORANDUM OF UNDERSTANDING (MOU) between

Part A: The Pomona Parents and Community Members Union

and

Part B: Pomona Unified School District

This is an agreement between “Party A”, hereinafter called The Pomona Parents and Community Members Union and “Party B”, hereinafter called Pomona Unified School District.

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to transforming educational outcomes for students at Lexington Elementary School.

In particular, this MOU is intended to:

- Improve School Culture
- Support Effective Teaching
- Support Effective Leadership
- Support Parent Engagement

II. BACKGROUND

Both parties came together to discuss the state of Lexington Elementary School on December 9th, 2013, which was the first of four meetings. The Pomona Parents and Community Members Union initiated the meetings in an effort to address concerns at Lexington Elementary School. In an effort to better understand what would help the school improve, The Pomona Parents and Community Members Union surveyed the parents at Lexington, surveyed former students and parents, and spoke to teachers. Based on those conversations, they compiled some of the key challenges they noted that might be contributing to low student achievement. They also compiled a list of objectives to improve student achievement. The identified challenges and objectives are as follows:

Challenges

School Culture

Problems and complaints based on feedback from parents and students:

- We have not had a stable Principal in the last five years
- No appropriate classes for students are offered, especially those who are more advanced and those in grades six, seven and eight

- Students in “Honor Society” waste their time after school because there is nothing educational or constructive being done
- There are no high expectations for teachers so they do the bare minimum or nothing to motivate students in their studies.
- No communication to parents-they are not alerted when the student is failing
- Most students of Lexington are not at their grade level
- The eighth graders are not ready for high school and so are sent unprepared
- No counselors or other support staff for grades six, seven and eight
- There is much waste of books and other learning materials-they are thrown away rather than to be distributed to teachers.
- Many promises made three years ago by Mr. Martinez, Superintendent, about the school’s refurbishment and remodeling have not been kept
- Extracurricular activities are not allowed
- The technology is outdated and not available to all students.
 - The technology at Lexington needs to be updated
 - Many students have never had instruction on how to use a computer
 - Students are not allowed to use computers in many classrooms
 - Computers in the “computer lab” regularly not working
 - Students are not allowed to do homework on computers at school
 - Computers in classrooms often do not have all required levels for the students to take exams
 - Many computers and other technology items have come up missing at Lexington
 - Wi-Fi access still not available in third (3rd) corridor

Effective Leadership

Problems and complaints based on feedback from parents and students:

- There is always an excuse as to why the principal or assistant principal are not available to talk to parents
- Complaints from parents are usually not resolved
- Confidential information of students, parents, teachers and other staff are discussed in public by employees of the school- including administrators and office staff
- Volunteers are allowed to help in the office allowing them to become aware of personnel problems, discipline problems, and overhear confidential information
- Volunteers are allowed to help in the cafeteria and on the playground allowing them to scream at and mistreat students
- Some campus supervisors are allowed to abuse their position and treat children like prisoners- often taking away their recess if they do not follow “their rules”
- A bullhorn is used by one campus supervisor during recess and lunch to yell at and embarrass children on the playground
- Cafeteria manager slams the door shut in the morning when kids are still in line to eat breakfast even though they lined up in time
- Cafeteria manager pulls kids out of the lunch line and yells at them that they can’t eat because their parents still owe money
- Cafeteria manager does not allow students to have second serving when everyone has already eaten and food is left over
- Consequences are not applied for teachers or students who do not follow the rules
- Teachers have been allowed to exclude students from class almost daily

- Parents have not been allowed to enter their child's classroom to observe
- No communication to parents from the school administration when:
 - There are problems between student/teacher or student/student
 - The student had an accident or sustained an injury
 - There is a discipline problem
 - There are programs that help students, their families, or community at large
 - There are meeting
 - Certificates and awards are given to students
 - There is information that affects a student's education
- The minutes of parent meetings are changed by the Bilingual Resource Teacher
- There is never an answer from the administration to parent in meetings
- The administration has done everything possible to divide parents and teachers causing animosity between them
- No accountability for equipment or materials from school administration and the issue is avoided when brought up

Effective Teachers

Problems and complaints based on feedback from parents and students:

- No communication to parents when the student has low grades or is failing
- Some teachers accuse the students of not turning in assignments when teachers are the ones responsible for losing them
- Some classrooms are kept dirty and in disorder by teachers (some are the ones who lose student's work)
- Many times the teacher tears up and throws away students work without good reason
- Student work is not checked or graded on a regular basis and when it is, it is not returned to the student
- Some teachers allow students to input scores/grades of other students in the computer without ensuring they are correct
- There is a lot of discrimination against some students and their treatment by the teacher is almost criminal
- When students stay after school or tutoring with their regular teachers, it is time wasted
- Some teachers spend much time in class talking about personal problems and private life
- Some teachers do not have effective classroom management
- For some years, there have been complaints and petitions against some teachers who abuse and insult several students with vulgarities on a daily basis. The leadership of the school and the District Administrators have protected the teacher every single time there is a complaint

Parent Engagement

Problems and complaints based on feedback from parents and students:

- No programs or workshops for parents
- No motivation for parents to attend meetings and school events
- Do not take into account the views of parents
- Parents were promised that classes for them would begin a year and a half ago and not one has begun yet
- Phone calls to parents will not return
- Rude treatment to parents by the office staff on the phone and in person

- The election process of some committees and councils at Lexington school were not legally conducted
- Several volunteers (alumni) of Garey High school have come to Lexington to offer tutoring to students who have requested assistance but were not allowed to enter the campus
- Students from Cal Poly University have offered help to students with tutoring but were not allowed by the Principal
- We have years waiting for answers about how the money on the school plan for parent education and parent involvement was spent

Objectives

Suggestion for Solutions and Ideas from Parents

- Transfer those teachers that have many complaints against them and continue to verbally and emotionally abuse our children
- Transfer support staff that feels burdened when dealing with our children
- Complete the refurbishing and remodeling of Lexington school as promised
- Completely remove the yellow lines and painted squares where the X's were outside
- Restructure the school to a K-6 model
- Hire support staff for grades six, seven and eight
- Implement programs and events for students, parents and personnel with a focus on motivation
- Offer adequate and advanced classes for students that need them
- Allow parents and community members to visit classrooms
- Support our PTO that has been a strong group and provided any benefits to our school and especially to our students.
- Encourage parents and teachers to become part of PTO
- Support the Yearbook Committee which has provided many positive experiences and opportunities to our children
- Support the Folkloric Dance Club provided by parent volunteers to our students
- Open Lexington's doors to parents and community members to volunteer and assist with programs and events for the students
- Open Lexington's doors to college, high school, community, and parents willing to provide tutoring to the students
- Create a better system of communication between school and parents
- We expect that all personnel at Lexington school maintain a high level of professionalism and respect for all students, parents, and community members.
- We expect a stable staff with high expectations
- Provide a "complete" copy of the Lexington school plan to the Parent Union Representatives and assure proper and immediate implementation of it
- Have immediate elections to the School Site Council for parents and community members
- Approve and help arrange activities of our choice for parents and community members, such as:
 - Morning and evening classes to begin in January
 - Workshops and trainings of our choice to be held at Lexington and other locations
 - Childcare available during meetings, classes and workshops
- Comply with and implement strategies to prevent bullying at Lexington school and impose consequences for students and teachers who practice any form of bullying

- Recover and return all missing computers, printers, and copiers that were purchased with Lexington school funds within the last five to six years
 - Service and clean them
 - Make available for computer classes on campus for students, parents, and community
 - Make available for a check out program to students and their parents (to include recovered desk tops, lap tops, and all other technology related equipment)
- Improve the preparation and presentation of the school's cafeteria food
- Allow for students to have second servings when there is enough food
- Make the parent responsible when money is owed for lunches and not the child
- Proper Implementation of the School Plan. Please refer to the following points taken from the school plan have not been implemented:

English Learners

- Teachers need to create a task to teach students the steps necessary to advance a level of competence.
- Parents should receive workshops that explain the levels of competency for students learning English.

Language Arts

- College tutors and ROP students should assist teachers and students with vocabulary development.
- Parents should be recruited to volunteer in classrooms to assist teachers and students with vocabulary development.

History

- The school must implement a Career Day.
- The school must implement a council of student leaders.

Math

- Parents should be recruited to volunteer in classrooms to assist teachers and students.

III. THE POMONA PARENTS AND COMMUNITY MEMBERS UNION RESPONSIBILITIES UNDER THIS MOU

The Pomona Parents and Community Members Union shall undertake the following activities:

- **School Culture:** Support school efforts to improve school culture by continuing to collaborate with administration.
- **Effective Teaching:** Promote and mobilize parent volunteers to support teachers with projects and tasks.
- **Effective Leadership:** Support school governance councils and committees and continue to collaborate with administration.
- **Parent Engagement:** Promote and mobilize parents for all parent related functions.

IV. POMONA UNIFIED SCHOOL DISTRICT RESPONSIBILITIES UNDER THIS MOU

Pomona Unified School District shall undertake the following activities:

School Culture

- Start an Anti-Bullying Campaign that will incorporate the Character Counts program that will be used in the classroom and in assemblies, the school community (students, parents, and all school staff) will adopt social contracts and expectations and lastly students will be introduced to an incident report for reporting cases of bullying.
- New discipline policy that focuses on educating students and correcting behavior instead of focusing on consequences and punishment.
- Interventions for struggling students via PIT and SST programs that will focus on students who struggle academically and behaviorally. Staff will be trained. Increase the frequency of existing intervention models and begin to implement the use of small student groups as an intervention strategy.
- Campus supervisors are being given more responsibilities aligned with new discipline policy to better support student conduct.

Effective Leadership

- Campus supervisors are being trained and will now have monthly meetings with the principal.
- Campus security officer will be on campus more often, expanded hours dedicated to Lexington campus.
- Temporary support staff for principal, teacher on assignment, Mr. Espinoza to help implement new changes and get things running a lot sooner.
- Establish an Associated Student Body (ASB) for 5th – 8th grade students that will hold elections to appoint student leaders. ASB will allow for more student clubs and give them the ability to fundraise and hold special events.
- National Honor Society will continue and more 5th - 8th grade students will be eligible next year.
- The GATE program will be introduced for 3rd and 4th grade students who are advanced.

Effective Teaching

- All teachers will receive a formal observation and performance evaluation from Mr. Maravilla this year.
- Staff development will now be more structured and have a big focus on bullying and increase rigor in classroom instruction.
- Teachers will be required to provide parents a student progress report and must communicate with parents at least once before failing a student.
- All teachers will attend an AVID Strategies training and school will adopt AVID strategies as a tool to tackle common core standards.

Parent Engagement

- Establish coffee with the principal
- Parents will be offered trainings and workshops at Lexington and Garey HS
- Grand re-opening of parent center

- Administration has imposed a new 24 hour call return policy to better communicate with parents and do so promptly
- Parent Computer classes, 6 week program
- Parents will adopt a new parent organization of their choice by this summer, PTA, PTSA, or PTO models.

V. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of Parties A and B authorized officials. It shall be in force from (date)_____ to (date) _____.

Parties A and B indicate agreement with this MOU by their signatures.

Signatures and dates

The Pomona Parents and Community Members Union

Pomona Unified School District

_____ Date

_____ Date