



**Big Brothers  
Big Sisters®**

OF ORANGE COUNTY  
& THE INLAND EMPIRE

1801 E. EDINGER AVENUE, SUITE 101  
SANTA ANA, CA 92705

**Big Brothers Big Sisters | High School Bigs  
Memorandum of Understanding**

This Memorandum of Understanding ("MOU") is an agreement between BIG BROTHERS BIG SISTERS of Orange County & Inland Empire and Newport Mesa Unified School District. The purpose of this document is to outline each entity's roles and responsibilities for the development and growth of the High School Bigs Mentoring Program. The goal is to pair a maximum of 80 at-risk students (Littles) from Paularino Elementary, Sonora Elementary, and Victoria Elementary with 80 positive, caring, screened and trained high school mentors (Bigs) in one-to-one mentoring relationships that provide positive modeling that leads to school and lifetime success. Duration: 2019-2020 School Year.

Newport Mesa Unified School District  
Dr. Frederick Navarro, Superintendent  
2985 Bear Street  
Costa Mesa, CA 92626

Big Brothers Big Sisters of Orange County  
Cristal Ochoa  
Associate Director of Site Based Programs  
1801 E. Edinger Ave., #101  
Santa Ana, CA 92705

**Big Brothers Big Sisters of Orange County & the Inland Empire ("BBB SOC&IE") agrees to:**

- Work collaboratively with the identified school(s) to provide their youth with strong and enduring, professionally supported, one-to-one relationships that can change their lives for the better, forever.
- Assign BBB SOC staff members to work in partnership with the identified school(s). This person will coordinate program logistics, recruitment, and enrollment and bring the program to fruition.
- Provide insurance coverage for all mentors and mentee participants.
- Provide full screening of all mentors (i.e., interviews, references, assessments, etc.)
- Provide appropriate pre-match training to all mentors and provide ongoing training opportunities.
- Assist school with identification of mentees that would be appropriate to participate in the program.
- Match mentors and mentees based on needs and common interests.
- Plan sessions for mentors and mentees to meet on a regular basis; weekly from 3:30pm-4:30pm.
- Provide activities and supervision at program meetings.



714.544.7773



714.544.7643



ocbigs.org

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- Contact both the mentee and the mentor on a regular basis and provide support to each match.
- Meet with individual school staff to discuss individual match issues and program logistics on an as needed basis (e.g. when matches are made or when matches are closed).
- Plan and coordinate summer communication between mentors and mentees.
- Collect evaluations of matches and program during the course of the school year (surveying at the beginning of the school year and end of the school year).
- Share outcomes/feedback specific to the program at key points during the year.
- Report on successes, challenges, and opportunities within the partnership to the school at the end of each year.
- Data Sharing: In order to facilitate the evaluation of the program, the District and BBBSOC&IE will share aggregate data for the purposes of determining program impact in compliance with the Family Education Rights and Privacy Act ("FERPA").

**Responsibilities of Newport Mesa Unified School District in partnership with the identified school(s):**

- Promote the BBBSOC Partnership with school personnel to enhance collaboration efforts.
- Assign a coordinator for the program. This person will coordinate implementing the program and supply requested reporting information.
- Identify currently enrolled boys and girls ages 6-11 that need and appear ready to benefit from extra attention through a match relationship with Big Brothers Big Sisters.
- Recognize the school-based mentoring program as a year-round program.
- Assist BBBSOC staff person in recruiting mentees to be part of the High School Bigs Program. This will include:
  - Dispensing and collecting mentee applications
- Provide a consistent location that is conducive to one-on-one BBBSOC programming. This space should allow for:
  - Child Interviews to take place
  - Group programming to occur
  - Individual matches to meet on a one on one basis
  - Match support to occur
- Maintain goal number of matches. This program has a goal to have 20 active matches during the school year. Therefore if mentees leave the program, lose interest in the program, or is dismissed from the program, the identified school(s) will assist to replace those spots with newly recruited mentees.



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- Provide BBBSOC staff person with updated contact information and preferred methods of contact.
- Promote good attendance by ensuring mentees are aware of program meeting times and locations. This may include passing out reminder fliers and making announcements to remind mentees to meet.
- Data Sharing: In order to facilitate the evaluation of the program, the District and BBBSOC&IE will share aggregate data for the purposes of determining program impact in compliance with the Family Education Rights and Privacy Act ("FERPA").

Upon execution, the parties attest to their acceptance of the terms and conditions of this agreement. At the expiration of this agreement, the undersigned parties will meet at an agreed upon date prior to the end of this agreement to evaluate the partnership and to define future partnership parameters.

Agreed and approved by:

**Signature(s) from Newport Mesa Unified School District:**

Printed Name of NMUSD Representative: Dr. Frederick Navarro, Superintendent

Signature of NMUSD Representative: \_\_\_\_\_

Title: Superintendent

Date: \_\_\_\_\_

**Signature(s) from Big Brothers Big Sisters of Orange County & the Inland Empire:**

Printed Name of BBBSOC&IE Representative: Cristal Ochoa

Signature of BBBSOC&IE Representative: Cristal Ochoa

Title: Associate Director of Site Based Programs

Date: June 17, 2019

# Exhibit A

## Big Brothers Big Sisters – High School Bigs

### Memorandum of understanding

Hold Harmless – CONTRACTOR agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its officers, agents and employees (“INDEMNITEES”) from every claim or demand made and every liability, loss, damage or expense, negligence (including the active or passive negligence of INDEMNITEES as allowed by law), causes of action, costs, expenses, or injuries, fines, penalties in law or equity, regardless of whether the allegations are false, fraudulent, or groundless of any nature whatsoever, which may be incurred by reason of:

- a. Liability for damages for:
  - i. Death or bodily injury to person;
  - ii. Injury to, loss or theft of property; or
  - iii. Any other loss, damage or expense arising out of i or ii above, sustained by the CONTRACTOR or any person, firm or corporation employed by the CONTRACTOR, either directly or by independent contract, upon or in connection with the services called for in this AGREEMENT, however caused, to the extent resulting from CONTRACTOR’s negligence or other wrongful negligence, except for liability for damages referred to above which result from the sole negligence or willful misconduct of the DISTRICT or its officers, employees or agents.
- b. Any injury to or death of any persons, including the DISTRICT or its officers, agents and employees, or damage to or loss of any property to the extent caused by any wrongful act, neglect, default, or omission of the CONTRACTOR, or any person, firm or corporation employed by the CONTRACTOR, either directly or by independent contract, arising out of, or in any way connected with, the services covered by this AGREEMENT, whether said injury or damage occurs either on or off DISTRICT’s property, except for liability for damages which result from the sole negligence or willful misconduct of the DISTRICT or its officers, employees or agents.
- c. Any liability for damages which may arise from the furnishing or use of any copyrighted or uncopyrighted matter or patented or unpatented invention under this AGREEMENT.
- d. CONTRACTOR’s Indemnification includes any loss sustained by INDEMNITEES, and each of them, whether resulting from claims brought by third parties or sustained directly by any of the INDEMNITEES, as a result of 1) CONTRACTOR or any subcontractor’s failure to implement and maintain appropriate data security or cybersecurity measures; 2) any data breach in which the DISTRICT’s confidential information or privileged and confidential information is released, exposed, lost, or stolen as a result of CONTRACTOR’s performance of services or otherwise arising from this AGREEMENT; 3) computer viruses, denial of service attacks, and other technologically harmful materials that harm or infect any of the INDEMNITEES’s electronic equipment, software, data, or

other proprietary material as a result of CONTRACTOR's performance of Services or otherwise arising from this AGREEMENT, and 4) infringement of copyright, trademark, trade dress, invasion of privacy violations as a result of CONTRACTOR's performance of Services or otherwise arising from this AGREEMENT, and 5) any breach by CONTRACTOR or any subcontractor of the California Student Data Privacy Agreement, if executed.

- e. The CONTRACTOR, at the CONTRACTOR'S own expense, cost and risk shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the DISTRICT and its officers, employees, agents, on any such claim or liability, and shall pay or satisfy any judgment that may be rendered against the DISTRICT and its officers, agents, or employees in any action, suit or other proceedings as a result thereof.

DISTRICT

Signature

Typed Name

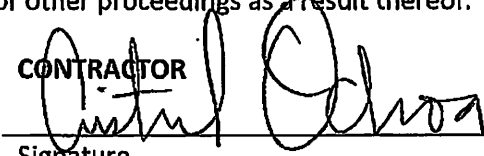
Title

CONTRACTOR

Signature

Typed Name

Title



Cristal Ochoa

Associate Director of Site Based Program