

**MEMORANDUM OF UNDERSTANDING*****Leaders for Change: Protective Factors in Action***  
**Family leadership Training Project**

This MOU is entered into as of date signed and to be effective January 1, 2017 between Parent Services Project and the San Rafael City School District, for the purposes of conducting the *Leaders for Change: Protective Factors in Action* leadership training series to support increased family engagement and leadership activities. The activities outlined below will take place between January 2017 and June 2017.

**Scope of Work*****Under this Agreement, Parent Services Project will provide:***

- Leaders for Change training at various school sites
- Each site will receive a total of 20-hours of training consisting of culturally relevant family leadership training focusing on the Five Protective Factors.
- A Leaders for Change/ Protective Factors in Action participant manual for each training attendee (available in English and Spanish)
- Provide food and beverages for each training session
- Provide childcare, and simultaneous translation for each training session as needed
- Provide a modest parent incentive for each attendee that completes the program
- A toolkit of sample materials and suggested strategies to assist local leaders with parent outreach, engagement and leadership development
- Evaluation of changes in participant knowledge and behavior to assess impact and collect lessons learned
- Provide an expense invoice to San Rafael City School at the completion of the above trainings
- Coordinate registration

***Under this Agreement, San Rafael City School will:***

- Coordinate outreach efforts among partners to engage 25 parent/family members to participate in each Leadership Training
- Provide appropriate training space for each of the scheduled training sessions
- Provide appropriate space for childcare for each of the scheduled training sessions
- Provide access to bathrooms and custodians as needed for each of the scheduled training sessions

**Training Schedule:**

The agreed upon dates for the trainings are as follows:

Workshop Session A: (Saturdays/half days)

January 14<sup>th</sup>

January 21<sup>st</sup>

January 28<sup>th</sup>

February 4<sup>th</sup>

February 11<sup>th</sup>

Workshop Session B: (Saturdays/half days)

March 4<sup>th</sup>

March 18<sup>th</sup>

April 8<sup>th</sup>

April 29<sup>th</sup>

May 13<sup>th</sup>

Workshop session B (or Training of Trainers): (Tuesday evenings/2hrs)

March 28<sup>th</sup>

April 18<sup>th</sup>

April 25<sup>th</sup>

May 9<sup>th</sup>

May 16<sup>th</sup>

May 30<sup>th</sup>

+ plus 8 hours not scheduled yet

**Cost & Payment:**

San Rafael City School hires Parent Services Project to provide a total of 20 hours of training per site, at 3 separate sites for a combined 60 hours total. Total training cost for all 3 sites is estimated at \$28,300 based on 75 participant total.

San Rafael City School agrees to payment of 50% of total estimated cost upon signing of this agreement and 50% final payment at the completion of the trainings and upon receipt of final invoice from Parent Services Project.

Dr. Michael Watenpaugh, Superintendent  
SAN RAFAEL CITY SCHOOL

Balandra Fregoso, Program Director  
PARENT SERVICES PROJECT