

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 July 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 July 2017 and June 2018.

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
- Facilitate outreach to parents/guardians after schools provide Parent Services Project with names and phone numbers
- Phone calls to parents from various school sites and coordinate registration with the goal of recruiting 25 parents for each training

Under this Agreement, San Rafael City School will:

- Coordinate outreach efforts with Parent Services Project by communicating to parents of students in the school, determining interest and sending a list of interested parents with contact information to Parent Services Project.
 - 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 to be determined by SRCS and PSP.

Cost & Payment: (more revisions need to be made to include accurate costs for 2 workshops)

San Rafael City School hires Parent Services Project to provide a total of 18-20 hours of training per site, at 2 separate sites for a combined 38 hours of training plus outreach and follow up. Total training cost for the 2 sites is estimated at \$17,085 based on 30 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.

Mayra Perez, Deputy Superintendent
SAN RAFAEL CITY SCHOOL

Balandra Fregoso, Executive Director
PARENT SERVICES PROJECT
