

## 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, 2018 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 2018 and June 2019.

Scope of Work

***Under this Agreement, Parent Services Project will provide:***

- Two Leaders for Change Academies for parents whose children attend San Rafael City Schools.
- Each Academy consists of 20-hours 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 child supervision, 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 2 invoices to San Rafael City School. The first upon signing this MOU and the second and final invoice upon completion of the trainings.
- Provide appropriate training space as needed
- Provide appropriate space for childcare as needed
- Facilitate outreach to parents/guardians by communicating with school sites, attending events, making presentations, making phone calls, distributing information, etc.
- Coordinate registration
- Goal of recruiting 25 parents for each Academy

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

- Assist with outreach efforts; sites will send flier home, post on website, facebook, etc.
- Provide appropriate training space as needed (with access to bathrooms and custodians as needed)
- Provide appropriate space for childcare as needed

**Training Schedule:**

The agreed upon dates for the trainings are as follows:

Academy 1 - at Parent Services Project

September 15, 2018

September 22, 2018

September 29, 2018

October 13, 2018

October 20, 2018

Academy 2 - Location TBD

January 19, 2019

January 26, 2019

February 2, 2019

February 9, 2019

February 16, 2019

***Cost & Payment:***

San Rafael City School hires Parent Services Project to provide a total of 20 hours of training per Academy, at 2 separate sites for a combined 40 hours of training plus outreach and follow up. Total training cost for the 2 Academies is estimated at \$26,900 based on 50 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. Mayra Perez, Deputy Superintendent  
SAN RAFAEL CITY SCHOOL

Balandra Fregoso, Executive Director  
PARENT SERVICES PROJECT

# Parent Services Project

## Budget for 2/ 20-Hour Trainings 2018-2019

### Leaders for Change/ Protective Factors in Action

	Description	Academy Cost
1	<b>Cost for 2 Academy/ 20-hours each</b>	
2	<u>Staffing Cost</u>	
3	2 trainers for a total of 40 hrs of training + 20 hours of planning and prep for each of 2-site training. Plus 20 hrs assistance in outreach planning and parent outreach. Total of 180 hours	\$ 18,000.00
4	<u>Operational Cost</u>	
5	Food & beverages for 25 participants for 10 sessions X \$10 per person + 20 kids at 10 sessions X \$8 per child.	\$ 4,100.00
6	Training supplies to include chart paper, pens, paper pads etc... for 10 total sessions	\$ 500.00
7	Handouts and copying for 50 participants X \$5 per person	\$ 250.00
8	Childcare/ 3 providers X \$15 per hr. X 40 hrs.	\$ 1,800.00
10	Parent Incentives; \$25 value for purchase of supportive give-away books & training games for each academy participant	\$ 1,250.00
11	Manuals for 50 participants X \$20 each	\$ 1,000.00
12	<b>Total Cost for 2 Academy</b>	<b>\$ 26,900.00</b>

**Notes:**

This budget is based on 50 participants. Staff cost are independent of actual number of participants. However, operational expenses represent a cost of \$150 per participant. Actual training cost could increase if more than a total of 50 participants attend.