Reach Cyber Charter School
750 East Park Drive
Suite 204
Harrisburg, PA 17111
(717) 704-8437
reachcyber.org

Memorandum Of Understanding

This Memorandum of Understanding (hereinafter referred to as the **"**Agreement**"**) is entered into on July 8th 2026 (**date**), by Reach Cyber Charter School and between Big Picture Alliance, with an address of 1315 Walnut St. Ste 131, Philadelphia PA 19107, and Reach Cyber Charter School, with an address of 750 East Park Drive, Suite 204, Harrisburg, PA 17111 (collectively referred to as the **"**Parties**"**).

ORGANIZATION BACKGROUND:

- Big Picture Alliance's mission is to engage, educate and empower youth to define their own narrative through filmmaking & digital media arts. We provide transformative learning experiences and a supportive pathway for youth to have their voices heard, develop as young professionals and reach their full potential. We aim to uplift underrepresented stories, amplify marginalized voices and cultivate a new generation of storytellers who contribute towards a more inclusive, equitable and just society. Our pathway of school, summer, and workforce programs mentor youth (ages 12-24) from script-to-screen and from curiosity-to-careers. Since 1994, BPA has served over 10,300 youth through 175 partnerships resulting in academic achievement, 152 scholarships, 270 paid apprenticeships, and 1050 films.

PURPOSE & OVERVIEW - *If organizing a virtual experience, please include if you will be providing recordings*:

- Big Picture Alliance (BPA) will partner with Reach Cyber Charter School (Partner) to provide a virtual after school Youth Filmmaking Program. Students will learn about media career paths through watching and analyzing films, meeting professionals, learning filmmaking fundamentals through hands-on activities, and creating their own short film. BPA teaching artists will mentor youth participants through a hands-on project based curriculum. Students will learn the fundamentals of screenwriting, pre-production planning, audio/video production, and editing through producing original short films from script-to-screen. Youth will also develop 21st Century skills of creativity, communication, collaboration, problem solving, and critical thinking. Youth will produce films exploring their own stories and perspectives on a theme of their choice which they will present at a culminating virtual screening. All students who complete the program will be eligible to apply for additional BPA programs, fellowships and paid apprenticeships. Their films will also be eligible for BPA's Annual Big Picture Film Festival.

DURATION:

- Spring Term
  Tuesdays 4-6pm
  February 16th - May 4th 2027
  13 weekly 2-hour sessions

-Sessions will be recorded and shared
-Students are expected to be on camera
-Attendance rate of over 85% is expected (missing 2 classes max)
-Trial period to add or drop is within the first 2 sessions

COST (if applicable) *Please include minimum & maximum number of students who can participate*:

- 10 Students maximum
  6 student minimum requirement
  High school youth ages (14-18)

Per Student Cost: $1000
Total Cost: $6000 - $10,000 (subject to student minimum & maximum)

TECHNOLOGY NEEDED (if applicable) - *Please list items below including any software needed*:

- Laptops (provided by RCCS)
  Smartphones (provided by students)
  Smart Rig Tripod Kits (provided by BPA)
  Celtx Screenwriting Software (provided by BPA)
  WeVideo Editing Software (provided by BPA)

MATERIALS/SUPPLIES/KITS for students (if applicable) - *Please list items and cost with estimated shipping:*

- SmallRig All-in-One Video Kit for Smartphone Creators (Quick Pro Edition)
  $190 + $10 shipping (per student)

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RESPONSIBILITIES OF THE PARTIES:

1. **Partners/Supervisors:**
    a. Serve as a resource for the student by sharing insight and providing encouragement and guidance about the workplace, work ethics, careers, and educational requirements
    b. Provide a learning environment for students with time to ask questions and give feedback
    c. Communicate regularly with Career Experience team and maintain confidentiality
    d. Provide regular scheduled meeting time(s) and opportunities for students to ask questions
    e. Provide attendance when applicable
    f. For Internships:
        i. Assist students to complete Learning Plan Contract and sign
        ii. Determine learning objectives with students based on the job duties and skills required per semester for Learning Plan Contract
        iii. Sign off on hours that students complete in the internship to meet a minimum requirement of 60 hours and/or 6 weeks per semester
        iv. Set up regular scheduled meeting times with students to discuss progress of learning objectives
2. **Students:**
    a. Listen and observe supervisor and other employees in the workplace.
    b. Stay engaged and ask appropriate questions.
    c. Complete assigned documentation.
    d. Participate in full length of experience and track hours as appropriate.
        i. Internship: Minimum of 60 hours and/or 6 weeks
        ii. Career Mentorship: Minimum of 6 hours
        iii. Job Shadowing: 3 hours per job shadow
    e. Be on time and present for all required meetings and hours assigned.
    f. If participating in a virtual experience, have camera on, unless otherwise discussed with coordinator.
    g. Communicate with supervisor and coordinator if anything will prevent you from attending this experience.
    h. Complete Reflection Quiz in Canvas My Field Experience course for school credit.

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GOVERNING LAW (if applicable)

- This Agreement shall be governed by and construed in accordance with the laws of Pennsylvania.

ALTERNATIVE DISPUTE RESOLUTION

- Any dispute or difference whatsoever arising out of or in connection with this Agreement shall be submitted to _____ (Arbitration/mediation/negotiation) (**select one**) in accordance with, and subject to the laws of Pennsylvania.

AMENDMENTS

- The Parties agree that any amendments made to this Agreement must be in writing and signed by both Parties.
- As such, any amendments made by the Parties will be applied to this Agreement.

ASSIGNMENT

- The Parties hereby agree not to assign any of the responsibilities in this Agreement to a third party unless consented to by both Parties in writing.

ENTIRE AGREEMENT

- This Agreement contains the entire agreement and understanding among the Parties hereto with respect to the subject matter hereof, and supersedes all prior agreements, understandings, inducements and conditions, express or implied, oral or written, of any nature whatsoever with respect to the subject matter hereof. The express terms hereof control and supersede any course of performance and/or usage of the trade inconsistent with any of the terms hereof.

REPRESENTATION AND WARRANTIES

- The Parties agree and disclose that they are authorized fully for entering this Agreement. Both Parties' performances and obligations are not to violate the rights of any third party or else violate other, if any, agreements made between them and/or any other organization, person, business or law/governmental regulation.

LIMITATION OF LIABILITY

- Under no circumstances will either party be liable for any indirect, special, consequential, or punitive damages (including lost profits) arising out of or relating to this Agreement or the transactions it contemplates (whether for breach of contract, tort, negligence, or other form of action) in case such is not related to the direct result of one Party's negligence or breach.

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SEVERABILITY

- In an event where any provision of this Agreement is found to be void and unenforceable by a court of competent jurisdiction, then the remaining provisions will remain to be enforced in accordance with the Parties' intention.

SIGNATURE AND DATE

- The Parties hereby agree to the terms and conditions set forth in this Agreement and such is demonstrated throughout by their signatures below:

Reach Cyber Charter School

750 East Park Dr., Ste 204

Harrisburg, PA 17111

Phone: 866-732-2416

Name: JD Smith, Director of EDIB & Careers

Signature: _____

Date: _____

Business:

Big Picture Alliance
1315 Walnut Street
Suite 131
Philadelphia PA 19107

Name: Aleks Martray, Executive Director

Email: aleks@bigpicturelliance.org

Phone Number: 443-414-9919

Signature: Aleks Martray

Date: July 8th 2026