

Memorandum of Understanding

This Memorandum of Understanding (MOU) is entered into as of July 1, 2024 by and between Crossroads Charter Schools Inc., a Missouri non-profit corporation, located at 1101 Central Street, Kansas City 64105 and Parent Power Lab Inc., a Missouri non-profit corporation, located at 2804 Cherry Street, Kansas City 64108.

Purpose: The purpose of this MOU is to establish a collaborative relationship between Crossroads Charter Schools and Parent Power Lab to pilot a parent/family engagement program during the 2024-2025 school year. This initiative aims to enhance parent and family engagement, positively impact student achievement, and foster an overall school culture that supports and promotes academic excellence.

Scope of Work: The scope of work for this collaboration is detailed in the attached document titled "Scope of Work for School on Parent/Family Engagement Services," which outlines the tasks, deliverables, and timeline for the project.

Roles and Responsibilities:

Crossroads Charter Schools Responsibilities:

1. Provide access to school facilities and space resources necessary for the implementation of the project.
2. Facilitate communication between Parent Power Lab and school staff, parents, and students.
3. Participate in data collection and analysis activities.
4. Support the scheduling and participation of teachers in professional development sessions and other project-related activities.
5. Provide student achievement data to the Parent Power Lab team.
6. Aid in the selection of target classroom instructors to participate in an increased collaborative manner to co-create certain elements of the model in exchange for a modest participation stipend provided by Parent Power Lab.

Parent Power Lab Responsibilities:

1. Conduct professional development sessions, parent training sessions, and ongoing parent engagement activities as outlined in this Scope of Work.
2. Collect and analyze perception data three times during the pilot project period.
3. Conduct initial campus walkthroughs and teacher interviews.
4. Build out the parent support organization for the pilot project site, Quality Hill Campus.
5. Prepare and deliver the conclusive case story and data story in multiple presentation forms.
6. Provide regular progress reports and a final comprehensive report to Crossroads Charter Schools.

7. Conduct all work pro bono and publicly disclose Parent Power Lab's Executive Director's role as a Crossroads Charter Schools board member to avoid any appearance of a conflict of interest.
8. Provide modest stipends for target classroom instructors participation in the pilot project.

Data Sharing and Confidentiality:

1. Both parties agree to a data sharing agreement that ensures compliance with all applicable laws and regulations, including FERPA, HIPAA, and other relevant privacy laws and agreements.
2. All data shared between the parties shall be used solely for the purposes outlined in this MOU and shall be kept confidential.
3. Both parties agree to implement appropriate measures to protect the confidentiality and security of the data.

Funding and Budget: Both parties agree to collaborate on managing a zero impact budget for the project as outlined in the Scope of Work. Since Parent Power Lab will conduct the work pro bono, budgetary allocations will primarily cover project-related expenses such as materials and participating instructor stipends and staff time.

Duration: This MOU is effective from July 1, 2024 to June 30, 2025, encompassing the entire 2024-2025 school year. The MOU may be extended or amended by mutual written consent of both parties.

Termination: Either party may terminate this MOU by providing 30 days written notice to the other party. In the event of termination, both parties agree to cooperate in winding down the project activities in a manner that minimizes disruption to the school community and its stakeholders.

Dispute Resolution: Any disputes arising under this MOU shall be resolved through good faith negotiation between the parties. If a resolution cannot be reached, the dispute may be referred to mediation before pursuing any legal action.

Signatures: This MOU is executed by the duly authorized representatives of Crossroads Charter Schools and Parent Power Lab as of the date first written above.

Crossroads Charter School

By: _____
Name: Tysie McDowell
Title: Superintendent
Date: _____

Parent Power Lab

By: _____
Name: Spark Bookhart
Title: Executive Director
Date: _____

Attachment:

- Scope of Work for Parent/Family Engagement Services with the Parent Power Lab

Scope of Work for Parent/Family Engagement Services with the Parent Power Lab

Project Overview: This project is a pilot initiative aimed at enhancing parent and family engagement at Crossroads Charter Schools over the 2024-2025 school year. The collaboration between Crossroads Charters Schools and Parent Power Lab will focus on building a stronger partnership between teachers, parents, and students to positively impact student achievement and foster an overall school culture that supports and promotes academic excellence. This pilot project will be conducted exclusively at the Quality Hill Campus, and the Central Street campus will serve as a control for comparative analysis purposes.

Anticipated Outcomes:

1. Classroom teachers will clearly understand that parents are true educational partners.
2. Classroom teachers are happier about their chosen profession.
3. Parents will feel that they are true educational partners with their child's teacher.
4. Students will say, "My mom talks to my teacher about positive things about me."
5. Parents are appropriately present in classrooms.
6. Engagement yields a positive and measurable impact on student achievement.
7. A video case study that is BEYOND IMPRESSIVE.
8. Parents are excited and eager to engage in the process next year.

Tasks to be Completed:

1. **Data Collection and Analysis:**
 - Gather school-wide perception data three times throughout the pilot project period.
 - Compile and analyze data to inform ongoing project adjustments and final outcomes.
2. **Professional Development:**
 - Conduct a series of six (6) professional development sessions throughout the pilot project period, focusing on effective parent engagement strategies and fostering a collaborative classroom environment.
3. **Initial Assessments:**
 - Conduct initial campus walkthroughs to assess past parent engagement practices and identify opportunity areas.
 - Conduct initial teacher and parent interviews to gather baseline data on teacher attitudes towards parent engagement and identify training needs.
4. **Parent Engagement Activities:**
 - Conduct ongoing parent sessions/meetings associated with the pilot project to maintain open communication and support.
 - Conduct an ongoing series of parent training sessions throughout the pilot project period to build parent's skills and knowledge to support their child's education.
5. **Support and Development:**

- Provide support to the administration team throughout the pilot project period to ensure the smooth implementation and integration of parent engagement activities.
 - Completely build out the parent support organization for the pilot project site to ensure sustainable parent engagement beyond the pilot period.
- 6. Documentation and Reporting:**
- Prepare a conclusive and comprehensive case story of the Crossroads Charter Schools/Parent Power Lab partnership in multiple presentation forms (slide deck, long form & short form video).
 - Compile a comprehensive stand-alone data story and one to incorporate into the visual case story.
 - Select target classroom instructors to participate in an increased collaborative manner to co-create certain elements of the model in exchange for a modest participation stipend.
- 7. Incentives:**
- Provide a participation stipend for target classroom instructors to acknowledge their extra effort and involvement in the pilot project.

Deliverables:

- Three comprehensive perception data reports.
- Six professional development sessions.
- Initial campus walkthrough and teacher and parent interview reports.
- Reports from ongoing parent sessions and training sessions.
- Support logs for administration team engagement.
- Fully established parent support organization framework.
- Conclusive case story in multiple formats.
- Comprehensive data story.
- Documentation of participation stipends disbursed.

Timeline:

- **July 2024:** Initial campus walkthroughs and teacher and parent interviews.
- **September 2024 - April 2025:** Ongoing professional development sessions, parent sessions, and training sessions.
- **August 2024, February 2025, May 2025:** School-wide perception data collection.
- **May 2025:** Compilation and presentation to Administrative staff detailing the project outcomes inclusive of case and data stories.
- **June 2025:** Compilation and presentation of case story and data story to the Board of Directors.

Evaluation and Reporting:

- Regular progress reports to be submitted to the Crossroads Charter Schools administration team.

- Final comprehensive report and case study to be submitted by the end of June 2025.

Budget:

- Detailed budget to include costs for professional development sessions, parent training sessions, data collection, stipends for teachers, and production of the case study materials. Parent Power Lab will conduct the pilot project on a pro bono basis.