



MEMORANDUM of UNDERSTANDING (MOU)

**Between Alvord USD and
California Association for Bilingual Education (CABE)
for 2021-2022**

This agreement is entered into by and between the California Association for Bilingual Education (CABE) and Alvord USD and serves to outline the details and responsibilities of CABE and Alvord USD, respectively, in regard to CABE's **Project 2INSPIRE's Licensing Awareness Level Curriculum and Additional Materials, for a total cost of \$5,720**, which are also outlined in the scope of work Appendix A.

Responsibilities of Alvord USD

- Assist with outreach to and organizing Project 2INSPIRE Level One virtual workshops to (*Alvord USD*) parents.
- Workshops will only be delivered by Project 2INSPIRE certified presenters and supervised by authorized supervising staff member).
- Identify a qualified staff to monitor the implementation of Project -INSPIRE virtual workshops and compliance with this agreement.
- Maintain fidelity to Project 2INSPIRE content and design including 60-90-minute time frame for INSPIRE workshops. (The *curriculum and evaluation instruments are copyrighted by the California Association of Bilingual Education (CABE). These instruments are to be used only by approved trainers and are not to be combined or modified. They may not be distributed to other trainers and/or agencies.*
- All scheduled (*Alvord USD*) Project 2INSPIRE workshops will be communicated to CABE Ms. Daniela Hernandez at the beginning of each month, ongoing, to include date, time, place, module number, presenter, presenter's contact information.
- ALL CABE Project 2INSPIRE attendance sheets for each workshop, participant evaluations for each participant in the workshop, a brief "presenter's report" and a copy of any flyer or announcement used to publicize the workshop will be provided to CABE at the beginning of each month, for workshops implemented during the previous month.
- Alvord USD Certified Project 2INSPIRE Facilitators agree to attend quarterly coaching meetings during the first year they are certified to present Project 2INSPIRE workshops.
- Each *Alvord USD facilitator's* status as a current certified Project 2-INSPIRE trainer is at the discretion of CABE and dependent on compliance with the terms herein.
- Supervising staff person to meet quarterly with CABE Coaching and Mentoring Lead to review progress.
- Provide participants with a Certificate of Participation from site or district.
- Pay yearly Licensing fee before Certified parent presents begin sessions.

Responsibilities of CAFE

- Provide copy of Awareness curriculum electronically; and
- Provide ongoing support in the form of quarterly coaching meetings for problem-solving and feedback for trained (**Alvord USD**) presenters; and
- Meet quarterly with (**Alvord USD**) *supervisory* staff person to review progress.

Budgeting

At contract signing, a deposit of 50% of the total costs will be due along with a PO submitted to CAFE Parent Coordinator Ms. Daniela Hernandez via email dani@gocabe.org

CAFE Project 2INSPIRE Coordinator will invoice Alvord USD and for the remaining amounts due once all services have been completed.

Intellectual Property

CAFE retains all intellectual property rights to the content of the Project 2INSPIRE curriculum.

Termination

Either party may terminate this MOU without cause upon (30) days prior written notice to the other party. If terminated by the District, the District will be responsible for costs incurred up to the date of termination.

Notices

Any notice required to be given by the terms of this MOU shall be deemed to have been given when the same is personally delivered or sent by first-class mail, postage prepaid, addressed to the respective parties as follows:

To Alvord USD:

Alvord USD
9 KPC Parkway,
Corona, CA 92879

To CAFE:

California Association for Bilingual Education
20888 Amar Road Walnut, CA 91789

Integration

This MOU represents the entire and integrate agreement between Alvord USD and CAFE for the services described above, and supersedes all prior negotiations, representations, or agreements, either written or oral. This MOU may be amended only by written instrument signed by the duly authorized representatives of Alvord USD and CAFE.

Representation of Authority

The undersigned hereby represent and warrant that they are authorized by the respective parties to execute this MOU.

IN WITNESS WHEREOF, Alvord USD and CAFE have executed this MOU as of the date first above written.



Authorized Representative of
Alvord USD
9 KPC Parkway,
Corona, CA 92879
(951) 509-5000
Date: _____

Jan Coreia, CAFE CEO
CAFE
20888 Amar Road
Walnut, CA 91789
(626) 814-4441
Date: _____

EXHIBIT A SCOPE OF WORK

I. GENERAL SCOPE:

The Contractor will provide the Awareness Curriculum in Spanish, on topics from the California Association for Bilingual Education's (CABE's) Project 2INSPIRE Parent Leadership Development Program (P2i) Awareness Level Curriculum Licensing and Additional Materials for \$5,720 during the 2021-2022 school year.

II. CONTRACT MONITORS:

The Contractor assigns **Daniela Hernandez** dani@gocabe.org, as the Contractor Contract Monitor to oversee this project. Said Contractor Contract Monitor is not authorized by the State to make any commitments or make any changes which will affect the price, terms, or conditions of this agreement without a formal contract amendment.

III. TASKS TO BE ACCOMPLISHED:

Project 2INSPIRE Certified Parents will conduct workshops using the Project 2-INSPIRE/CABE Level 1 "Awareness" Curriculum. These sessions will be scheduled per a timeline approved by District Representative. Project 2INSPIRE Certified Parents will work with the contact district to ensure that all activities are completed and conducted in the best possible manner. This district site person will provide all relevant information so that the program is carried out as designed to ensure positive outcomes for parents, students and the school community. Each school will provide necessary copies for handouts, surveys, and sign-in sheets. Sign-in sheets and surveys will be submitted to the CABE office in a timely manner.

CABE agrees to

- Provide ongoing support in the form of quarterly coaching meetings for problem-solving and feedback for trained (*Alvord USD*) presenters.
- Meet quarterly with (*Alvord USD*) *supervisory* staff person to review progress.

To reach these mutual goals, Alvord USD agrees to:

- Assist with outreach to and organizing Project 2INSPIRE Level One workshops to (*Alvord USD*) parents.
- (Workshops will only be delivered by Project 2INSPIRE certified presenters and supervised by an authorized supervising staff member).
- Identify qualified staff to monitor the implementation of Project 2INSPIRE workshops and compliance with this agreement.

- Maintain fidelity to Project 2INSPIRE content and design, including a 60-90-minute time frame for INSPIRE workshops. (*The curriculum and evaluation instruments are copyrighted by the California Association of Bilingual Education (CABE). These instruments are to be used only by approved trainers and are not to be combined or modified. They may not be distributed to other trainers and/or agencies.*)
- All scheduled Project 2INSPIRE workshops will be communicated to CABE at the beginning of each month, ongoing, to include: date, time, place, module number, presenter, presenter's contact information.
- ALL CABE Project 2INSPIRE attendance sheets for each workshop, participant evaluations for each participant in the workshop, a brief "presenter's report" and a copy of any flyer or announcement used to publicize the workshop will be provided to CABE at the beginning of each month, for workshops implemented during the previous month.
- Alvord USD Certified Facilitators agree to attend virtual quarterly coaching meetings during the first year they are certified to present Project 2INSPIRE workshops.
- Each *Alvord USD* facilitator's status as a current certified Project 2INSPIRE trainer is at the discretion of CABE and dependent on compliance with the terms herein.
- Supervising staff person to meet quarterly with CABE to review progress.
- Pay yearly Licensing fee before Certified parent presents begin sessions.