

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE LITERACY LAB
AND
RICHMOND PUBLIC SCHOOLS
FY 18 - 19**

I. INTRODUCTION

This Memorandum of Understanding ("MOU") is entered into between The Literacy Lab, the buyer agency, and the Richmond Public Schools ("RPS"), the seller agency, collectively referred to herein as the ("Parties").

II. PROGRAM GOALS AND OBJECTIVES

The purpose of the program, The Leading Men Fellowship, is to increase the presence of male educators of color supporting the Virginia Preschool Initiative ("VPI") in RPS classrooms as Pre-K Literacy Tutors, paraprofessionals, and ultimately as lead teachers.

III. DEFINITIONS

- LMF – For the purposes of this agreement, "LMF" refers to the Leading Men Fellowship, an initiative exclusively operated by The Literacy Lab.
- Fellows – For the purposes of this agreement, "Fellows" are the participants in the Leading Men Fellowship program.
- PD – Professional Development.

IV. SCOPE OF SERVICES

The Parties agree to implement this MOU expeditiously and economically to further their shared goals. The responsibilities of the Parties are as follows.

A. THE LITERACY LAB RESPONSIBILITIES

To further the partnership with RPS, The Literacy Lab will do the following:

- Embed 5 Fellows to serve as Pre-K Literacy Tutors in VPI classrooms at Chimborazo and Southampton Elementary to implement research- and evidence-based literacy interventions with children ages three to five who need additional support to be ready for Kindergarten.
- Develop a post-secondary plan for each Fellow to support with applying and enrolling at a higher education institution to be on the trajectory to earn college credits towards a degree program.
- Conduct recruitment of Fellows through community partners and local high schools.
- Recruit and train 5 Fellows from RPS high schools.
- Ensure that Fellows participate in ongoing Literacy Lab PD sessions throughout the academic school year, as designated.

- Partner with RPS to offer professional development trainings to Fellows.
- Build the skills and confidence of young men of color to be prepared to enter education/training programs, teacher residencies and other opportunities to further their careers in education.

B. RPS RESPONSIBILITIES

RPS will do the following:

- Provide opportunities for Fellows to participate in professional development opportunities.
- Assist The Literacy Lab team in recruiting RPS male educators of color to serve as mentors for Fellows.
- Involve The Literacy Lab in studies related to the LMF.
- Provide school and student level data to The Literacy Lab to track and monitor progress.

C. JOINT RESPONSIBILITIES

The Literacy Lab and RPS shall collaborate on the following:

1. Schedule periodic meetings between RPS and The Literacy Lab for updates and planning.

V. DURATION OF MOU

1. The period of this MOU shall be from January 1, 2019 through June 30, 2019.
2. This agreement is between RPS and The Literacy Lab in support of the Leading Men Fellowship.

VI. FUNDING PROVISIONS

A. COST OF SERVICES

At no cost to RPS. As recipient of the City's 2019 Fiscal Year Non-Departmental Funding, the program cost for SY2019 (\$96,250) is fully covered through the City of Richmond Non-Departmental Budget.

B. PAYMENT

The Literacy Lab shall submit quarterly invoices to the City of Richmond.

Contact:

Le'Charn Benton
City General Fund – Human Services
City of Richmond Department of Human Services
900 E. Broad Street, Room 501
Richmond, VA 23219

Tel: (804) 646-3096
Email: LeCharn.Benton@richmondgov.com

VII. CONFIDENTIAL INFORMATION

The Parties to this MOU will use, restrict, safeguard and dispose of all information related to services provided by this MOU, in accordance with all relevant federal and local statutes, regulations, policies.

VIII. TERMINATION

Either Party may terminate this MOU in whole or in part by giving sixty (60) calendar days advance written notice to the other Party.

IX. NOTICE

The following individuals are the contact points for each Party under this MOU:

PARTY 1 INFORMATION

Dr. Tracy Epp, Chief Academic Officer
Richmond Public Schools
301 N. 9th Street
Richmond, VA 23219
tepp@rvaschools.net

PARTY 2 INFORMATION

Tom Dillon, Co-CEO
The Literacy Lab
1003 K Street, NW
5th floor
Washington, D.C. 20001
tdillon@theliteracylab.org

X. MODIFICATIONS

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties.

XI. DISPUTES

If a dispute arises over the terms of this MOU for any reason, the Parties shall mutually agree to resolve any disputes amicably within a thirty (30) day period prior to terminating this MOU. In the event that the parties are unable to resolve a financial dispute, the matter shall be referred to the City Administrator. During the pendency of any dispute regarding the

education of specific youth(s), RPS shall continue to meet the individual educational needs of the youths in question until the dispute is resolved or the MOU is terminated.

XII. MISCELLANEOUS

1. The Parties shall comply with all applicable laws, rules and regulations whether now in force or hereafter enacted or promulgated.
2. This MOU contains the entire agreement between the Parties with respect to the subject matter hereof and supersedes any prior or contemporaneous oral or written agreements between the Parties.

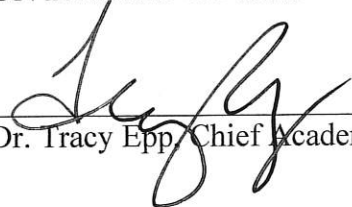
IN WITNESS WHEREOF, the Parties hereto have executed this MOU as follows:

ON BEHALF OF THE LITERACY LAB:

Tom Dillon, Co-CEO

Date: _____

ON BEHALF OF RPS:



Dr. Tracy Epp, Chief Academic Officer

Date: 1/22/19