
**West Virginia Family Engagement Center
Memorandum of Agreement**

by and between

The EdVenture Group, Inc.

and

[West Virginia Family Engagement Center School]



This Memorandum of Agreement (the “MOA”) is entered by and between The EdVenture Group, Inc., a West Virginia 501(c)(3) non-profit corporation (“The EdVenture Group”) and the _____ School in order to set forth the agreed terms and conditions required to carry out support services within each school/county participating in the West Virginia Family Engagement Center (also the “WVFEC” or “FEC”). The EdVenture Group and _____ School are, individually, referred to as “Party” and, collectively, referred to as “Parties” in this MOA.

MOA Recitals and Agreement

For valuable consideration, the amount and sufficiency of which is hereby acknowledged, the Parties enter this MOA to set forth the terms and conditions required to facilitate, coordinate and carry out support services within each West Virginia Family Engagement Center project school, as follows:

1. **Term.** The term of this MOA shall commence on October 1, 2018 and end on September 30, 2023.
2. **Location of Services.** The West Virginia Family Engagement Center project with support services by The EdVenture Group under this MOA is located within set schools within the county specified above and also cosigned by the county superintendent on behalf of the County School System, as set forth below.
3. **Summary of WVFEC Services.** The EdVenture Group and the School will work toward a common purpose of increasing the family engagement rate for all students and especially students determined by the county’s school to have learning challenges, disabilities, low socioeconomic status or are otherwise determined to benefit, including students who are English language learners, homeless, migrant, and youth and children in foster care. Each School shall designate a WVFEC School Contact who shall work with The EdVenture Group’s Family Engagement Specialist. The Parties individual roles and services are more specifically set forth in Section 5 of this MOA.
4. **Payment for Services.** Payment to support each county’s family engagement efforts shall be derived from a USDE grant which allocates a one-time payment per school for implementation resources in the amount of Seven thousand and One Hundred and Fifty Dollars (\$7,150), Two-thousand and Forty Dollars (\$2,040) for teacher training stipends and One-thousand Dollars (\$1,000) for evaluation incentives. Individual payments made to support the school’s WVFEC purchases shall be submitted, processed and paid as follows:
 - A. The WVFEC School Contact will email the Family Engagement Specialist to request approval to utilize WVFEC funds for the purchase of implementation support materials.
 - B. The Family Engagement Specialist will submit the request for approval by the FEC Directors within ten (10) calendar days.
 - C. The WVFEC School Contact will facilitate and complete the school/county purchase and request reimbursement by an invoice emailed to the WVFEC. A template for the invoice format is set

forth as Exhibit A and will include line items and receipts. (The Family Engagement Specialist will work with the school on other options for purchasing if reimbursement of funds used is an issue.)

- D. Payment for the invoice will be made within thirty (30) days of The EdVenture Group's receipt of the completed invoice.

5. Parties Specific Roles and Support Services. The Parties specific roles and support services are set forth as follows:

- A. **County School System Participation.** Each participating West Virginia county school agrees to:
- i. Designate a County and School Contact to work with The EdVenture Group's Family Engagement Specialist;
 - ii. Prioritize family engagement as a key component of school improvement and in the students' best interests;
 - iii. Frame family engagement as the work of everyone; the family, school personnel, community and the FEC;
 - iv. Build knowledge of and incorporate current research-based practices on family engagement within the schools;
 - v. Cultivate a growth mindset;
 - vi. Implement the Dual-Capacity Building Framework for Family-School Partnerships, with guidance provided by the WVFEC;
 - vii. Create a family engagement school leadership team;
 - viii. Analyze data to target areas for intervention;
 - ix. Create a family engagement plan that identifies the students to be served and the goals and action steps;
 - x. Utilize community resources to support math and literacy skill development;
 - xi. Sponsor and attend learning opportunities for teachers and families;
 - xii. Track and report participation in all programs;
 - xiii. Monitor and evaluate family engagement plans; and
 - xiv. Submit monthly reports to The EdVenture Group.
- B. **West Virginia Family Engagement Center's Participation**
- i. Provide evidence-based support to build the capacity of school and families to form partnerships that assist in healthy child development and improved learning outcomes;
 - ii. Inform its work in WV schools using the WVDE strategic plan priorities, the ESEA CSI school improvement process, and the WV Standards for High Quality Schools;
 - iii. Align recommended family engagement strategies and supports with the county and school's strategic plan and additional school data;
 - iv. Assign a trained WVFEC family engagement specialist to support implementation;
 - v. Provide an annual report on measurable goals and outcomes for students, staff, and families based on the specific goals for this work in the school. Data will be disaggregated when possible by grade level and/or subgroups of students, including subgroups with learning challenges, disabilities, low socioeconomic status or are otherwise determined by the county school to benefit from FEC services, including those who are English language learners, homeless, migrant, and/or youth and children in foster care.
- C. **West Virginia Family Engagement Center School.** Each county school participating in the WVFEC agrees to designate the School Contact who will:

- i. Provide staff to support the work of the WVFEC in the school which will include data review, recommendations, answering questions, coordinating with partners, guiding the work and, if needed, attend trainings, webinars and meetings which support the WVFEC services;
- ii. Work with grant partners to support the schools' family engagement needs and ensure WVFEC success;
- iii. Support the collection of school data shared with the WVFEC and provide additional support and resource to schools necessary for implementation, as needed;
- iv. Review MOA expectations with principals and school staff; and
- v. Provide input regarding the additional needs of the schools throughout the implementation process.
- vi. Provide invoices for reimbursement of funds used to support the school's FEC materials and services.

By signing below, the Parties, by and through their respective signatories, acknowledge that each has reviewed this Memorandum of Agreement and accept it as the terms and conditions herein.

West Virginia Family Engagement Center

The EdVenture Group, Inc.

Signature of School Principal

Signature of The EdVenture Group, Inc.
By: Lydotta M. Taylor, President and CEO

Printed Name of Principal

Date

Printed Name of West Virginia School

Date

School Name:

**West Virginia Family Engagement Center
Invoice**

Make Check Payable To:

Name:

Mailing Address:

Email:

Phone:

School:

District:

Description:	Amount:
Total to be paid:	

Signature: _____

Date: _____