

**Custom
Educational
Consulting**

**Memorandum of Understanding
Montana Comprehensive Literacy State Development Program**

Browning Public Schools
and
Custom Educational Consulting

July 13, 2021

This Memorandum of Understanding (MOU) sets the terms and understanding between Browning Public Schools and Custom Educational Consulting (CEC) to meet requirements of the Montana Comprehensive Literacy State Development Program (MCLSDP) under the direction of the Montana Office of Public Instruction (MT OPI).

Browning Public Schools is participating in the MCLSDP. This funding allows educational consulting to assist in improving learning outcomes for students in Browning Middle School. CEC is an MCLSDP-approved consultant provider.

Purpose

The purpose of the relationship between Browning Public Schools and CEC is to establish instructional protocols that can improve English Language Arts learning outcomes for Browning Middle School classrooms.

For 2021-2022, CEC will provide seven (7) days of on-site consulting by Brenda LeBrasse. This consulting will be with district-designated classroom teachers, school leadership, and school coach(es) to set protocols that align to the Montana ELA standards, the Montana Literacy Plan, and the latest in educational research and best practices. Ms. LeBrasse's consulting work may include, but is not limited to, the following: modeling best instructional practices; modeling delivery of curriculum; guiding data analysis and using that information for instruction; aligning instruction with the Montana Literacy Standards; supporting intervention curricula and instruction; planning with school leadership to meet Browning Public School's MCLSDP goals,

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establish strategies, and track progress toward meeting the goals; and collaborating with the Browning district leadership, school principals, School Leadership Teams, and MT Regional Specialists for effective MCLSDP implementation.

The total cost for these seven (7) on-site days is \$17,500. If additional days are requested, Ms. LeBrasse and CEC are prepared to provide them at the rate of \$2,500/day.

Reporting

Ms. LeBrasse will provide Site Visit documentation as directed by OPI.

Funding

Though this MOU is not a commitment of funds, the agreed daily compensation to CEC from Browning Public Schools is \$2,500 per consulting day for the on-site days. This rate is inclusive of consultant fees and consultant travel expenses.

Distance support is available should Browning Public Schools request it. Custom Educational Consulting LLC will invoice this distance support at \$312.50 per hour. Distance support will be invoiced in two-hour minimum blocks. Distance support hours are in place of, not in addition to, the designated number of on-site days. If distance support is utilized, Ms. LeBrasse will supply a running record of the days and time length of her off-site technical support as well as a summary of the work conducted.

Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from Browning Public Schools or CEC. This MOU shall become effective upon signature by the authorized officials from Browning Public School and CEC and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from the Browning Public Schools and CEC, this MOU shall end on September 30, 2022.

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Contact Information

Dennis Juneau, Assistant Superintendent
Browning Public Schools
P. O. Box 610
Browning, MT 59417
DennisJ@bps.k12.mt.us

Custom Educational Consulting
Marilyn Wade Masters, President
2123 Old Spartanburg Road, #250
Greer, South Carolina 29650
303-594-7821
marty@customedconsult.com

_____ Date: _____
Dennis Juneau
Browning Public School, Assistant Superintendent



Date: July 13, 2021

Marilyn Wade Masters
Custom Educational Consulting, President