

**Custom
Educational
Consulting**

Memorandum of Understanding

Browning Public Schools

and

Custom Educational Consulting

January 27, 2021

This Memorandum of Understanding (MOU) sets the terms and understanding between Browning Public Schools and Custom Educational Consulting (CEC) to support teachers and staff at Browning Middle School to raise student learning outcomes.

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 2020-2021, CEC will provide seven (7) days of remote and/or onsite consulting by Brenda LeBrasse. The decision to do remote or onsite consulting will be a joint decision by Browning Public School and Ms. LeBrasse. This consulting will be with district-designated classroom teachers, school leadership, and school coach(es) to set protocols that align to 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, e.g., Read 180, System 44, and Math 180, and effective instruction in these curricula;
- supporting literacy and math coaches;

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- participating in staff meetings, team meetings, and Wednesday professional development sessions, as requested by the principal;
- providing remote and/or onsite instruction to support teachers in the classroom with lesson planning, lesson execution, and lesson debrief;
- participating in School Leadership Team meetings as well as principal and instructional coach meetings as requested by the principal;
- providing onsite professional development on topics agreed to by Browning Middle School leadership and Ms. LeBrasse;
- planning with school leadership to meet Browning Public School's instructional goals, establish strategies, and track progress toward meeting the goals.

The total cost for these 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 documentation for all remote and onsite work.

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, 2021.

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Contact Information

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



Date: January 27, 2021

Marilyn Wade Masters
Custom Educational Consulting, President