



THE UNIVERSITY OF
MISSISSIPPI

**Center for Excellence in
Literacy Instruction**

Memorandum of Understanding Between
Parent Academy at the University of Mississippi Center for Excellence in Literacy Instruction
And
Vancleave Lower Elementary, Jackson County School District

This Memorandum of Understanding (MOU) establishes a type of partnership between The University of Mississippi (University) on behalf of Parent Academy housed at the University's Center for Excellence in Literacy Instruction (CELI), and Starkville Oktibbeha Early Learning Collaborative.

Together, the Parties enter into this MOU to mutually promote kindergarten readiness through the Parent Academy program. Accordingly, Parent Academy and the Site, operating under this MOU, agree as follows:

Each party to this MOU is responsible for its own expenses related to this MOU. There will not be an exchange of funds between the parties for tasks associated with this MOU.

Each organization of this MOU will communicate regularly to ensure Parent Academy success. The Program Delivery Location/Site will communicate weekly with the assigned CELI staff via email, phone, or in-person to provide updates on the program progress, as well as to discuss needs/concerns. Mission Acceleration staff will communicate with the School District/Organization. In the event of an emergency or immediate concern, the Program Delivery Location/Site should communicate directly with the Mission Acceleration staff.

Contact Information

Each party will appoint a person to serve as the official contact and coordinate the activities of each organization is carrying out the agreement.

Angela Rutherford, CELI Director

Krista Sablich, Principal, Vancleave Lower Elementary School, Jackson County School District

Responsibilities

The entities agree to the following for this MOU:

CELI will:

- Provide virtual facilitator training for your selected facilitators.
- Provide ongoing support and coaching, as needed.
- Provide digital access to all slides, handouts, and facilitator materials to trained facilitators for one academic year.
- Offer guidance and consultation to support high-quality implementation.
- Monitor progress and gather feedback to support continuous program improvement.

Parent Academy site will:

- Ensure all facilitators will attend one virtual facilitator training session.
- Complete all six in-person Parent Academy sessions by the conclusion of the 2025-2026 school year.
 - *Example meeting schedule:* September, October, November, January, February, March
- Submit a completed Master Planner to the CELI team at least two weeks prior to implementation.
- Implement the Parent Academy program with fidelity.
- Collect and submit all required documentation to CELI (e.g., session sign-ins, pre/post surveys, exit tickets).
- Welcome CELI staff to attend and observe sessions.
- Maintain regular communication with CELI.
- Participate in program evaluation (e.g., potential family focus groups, facilitator interviews/surveys).
- Cover all costs associated with Parent Academy implementation (e.g., printing handouts, materials, meals, childcare, selected incentives).

Intellectual Property

Parent Academy, including all materials, curriculum, content, and branding, is the intellectual property of the Center for Excellence in Literacy Instruction (CELI) at the University of Mississippi. CELI retains all rights, title, and interest in and to the program.

Participating sites are provided access to Parent Academy materials solely for the purpose of implementation in collaboration with CELI. Materials may not be reproduced, modified, or distributed beyond this scope without prior written permission from CELI.

Term of MOU

The term of this MOU is effective from date of signing of this agreement until the end of the academic year.

Authorization

The signing of this agreement implies that the signatories will strive to reach, to the best of their ability, the commitments stated in the agreement.

On behalf of the organization I represent, I wish to sign this MOU and contribute to its further development.

University of Mississippi

**Vancleave Lower Elementary School at Jackson
County School District**

Andrea Rich
Director of Sponsored Programs Administration

David Baggett
Superintendent

Date

Date