



**MEMORANDUM OF UNDERSTANDING**

**Between**

**Independent Consultants for The Gashaw Group- Ashlin Malouf and True North - Autumn Chapman**

**And**

**Eureka City Schools**

**Regarding**

**Curriculum Development for Belong Circles**

**1. Purpose**

This Memorandum of Understanding (MOU) establishes an agreement with Ashlin Malouf, an independent consultant of The Gashaw Group and an independent consultant with True North Autumn Chapman, and Eureka City Schools (ECS) to develop and produce curriculum lessons for Belong Circles for the 2024-2025 school year. The curriculum will be tailored for students in grades TK-2, 3-5, 6-8, and 9-12, to foster a sense of belonging and inclusion in educational settings using the Belong Circles model.

**2. Scope of Work**

**2.1 Curriculum Development**

Ashlin Malouf and Autumn Chapman will create a total of 40 lessons (4 lessons per month for 10 months) for each grade band:

- **TK-2 (Early Elementary)**
- **3-5 (Late Elementary)**
- **6-8 (Middle School)**
- **9-12 (High School)**

Each lesson will be between 20 to 35 minutes in duration and will be designed to be engaging, age-appropriate, and aligned with the objectives of Belong Circles.

**2.2 Time and Compensation**

- **A 30-minute meeting per month** will happen between Ashlin Malouf, Autumn Chapman, and Ronda Evans.
- **Lesson Preparation and Development:** Ashlin Malouf and Autumn Chapman will allocate 6 hours per lesson (4 lessons) for curriculum development.
- **Hourly Rate:** Ashlin Malouf and Autumn Chapman will be compensated at a rate of \$200 per hour.

- Lesson Sets are defined as a monthly overview of the competency being focused on and an accompanying 4 lessons per month. Each of the 4 lessons will include adaptations for different developmental ages including grades TK-2, 3-5, 6-8, and 9-12.
- **Total Compensation per Lesson Set per month: \$1,200** (6 hours x \$200/hour). Billed quarterly at \$3,300.00 - for an annual total cost of \$13,200. The invoice will be submitted on a quarterly basis.

### **2.3 Payment Schedule**

Payments will be made on a quarterly basis upon submission and approval of the completed lessons for each grade band and a submitted invoice.

## **3. Responsibilities**

### **3.1 Responsibilities of Ashlin Malouf and Autumn Chapman**

- Develop and submit lesson plans as outlined.
- Ensure that the curriculum is inclusive, culturally responsive, and supports the goals of Belong Circles.
- Provide any necessary revisions and updates to the lessons based on feedback from ECS.

### **3.2 Responsibilities of Eureka City Schools**

- Review and approve lesson plans in a timely manner.
- Provide feedback and any additional requirements for the lessons.
- Ensure that the developed curriculum is implemented effectively within the school system.

## **4. Term and Termination**

This MOU will be effective from August 15, 2024, to June 15, 2025. Either party may terminate this agreement with a 30-day written notice if the terms of the MOU are not being met or if unforeseen circumstances arise.

## **5. Confidentiality**

Both parties agree to maintain the confidentiality of any proprietary or sensitive information shared during the course of this collaboration.

## 6. Dispute Resolution

In the event of any disputes arising under this MOU, the parties agree to first attempt to resolve the matter through informal negotiation. If resolution is not achieved, the parties agree to engage in mediation before seeking any legal remedies.

## 7. Contact Information

### For the Othering and Belonging Institute:

Ashlin Malouf  
Email: ashlin.malouf@gmail.com  
Phone: 916.539.2204

Autumn Chapman  
Email: autleaf46@gmail.com Phone: 760.410.0329

### For Eureka City Schools:

Ronda Evans  
Email: evansronda@eurekacityschools.org  
Phone: 530-321-9705

## 8. Signatures

This MOU is agreed upon and accepted by:

### For Othering The Gashaw Group

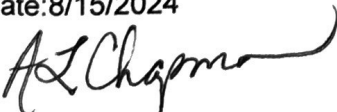
Ashlin Malouf



Date: 8/15/2024

Autumn Chapman

Date: 8/15/2024



For Eureka City Schools:



Ronda Evans  
Title: Director of Community Schools  
Date:

This MOU reflects the understanding between the parties and is not legally binding. It is intended to guide the collaboration and set clear expectations for both parties.