

## Utah Parent Center “District Parent Consultants”

The Utah Parent Center now has up to 7 years of phenomenally successful experience working with 5 large urban Utah school districts – Alpine, Canyons, Granite, Salt Lake City, and Davis – to provide a trained Parent Consultant whose time is specifically dedicated to working with parents in each of these districts. Word is spreading quickly among parents about this valuable resource. We are hearing from parents, special educators, and administrators across the State who are interested in having their school district or charter school build this kind of positive support as a resource in their area. We are willing and able to explore any option or way to implement an arrangement that will work for your district or charter school!

### How will this help district/charter schools?

#### The Parent Consultant provides:

- Information, training, coaching, mentoring, modeling, and peer support to parents.
- Someone to attend IEP and other meetings in support of parents to model roles, responsibilities, and effective communication skills as parents learn to participate as meaningful partners.
- Information and support to parents who have questions or concerns leading to dispute prevention or early, positive dispute resolution.
- Facilitation of communication and problem-solving.
- A valuable resource to the district/charter school to address all of the factors related to Indicator 8 as reported on the Annual Performance Report for the State based on local information.
- Autonomy that is valued by parents that the relationship between the LEA and the Center provides. This helps build trust and respect.

#### LEAs will have:

- Skilled, dedicated staff tasked to work with parents one-on-one to provide information, training, and support to help them participate effectively as members of the IEP and school teams designing programs.
- A valuable, effective resource to assist them with “anxious” parents.
- “Advocates” training, informing, coaching, and supporting parents that they know are trained and supported by the Utah Parent Center with accurate, current, research-based information. Districts can trust the philosophy of working together to resolve concerns at the lowest level as well as the quality of training and supervisory support that the UPC provides for the Parent Consultant.
- The benefit of all the quality evidence- and research-based training materials and information already developed by the UPC for use with parents/families. These may be adapted as needed to include LEA specific information.
- Access to detailed data on the families served through quarterly reports. The UPC uses a web-based reporting system and issues detailed information to inform the LEA Director.
- A Parent Consultant who may be used as a participant on the various District committees (such as the Steering Committee in providing support to the [monitoring] process (e.g. conducting parent surveys, focus groups, etc.) or as a representative of families in other systems-level activities.
- Access to the UPC’s full-time Spanish-speaking Parent Consultant to help meet the needs in the District.

#### ...and more!

What are your LEAs needs? We can work together to design services that will help meet the needs of parents whose children you serve and the needs of the LEA as you address these needs!



#### How can you learn more?

First, we invite you to find out more about the Utah Parent Center and our 30 year history of working in partnership with special educators and other professionals on behalf of parents of children and youth with all disabilities across Utah. Visit our website at [www.utahparentcenter.org](http://www.utahparentcenter.org).

***If your child has special needs, so do you!  
We can help!***

Second, we encourage you to contact any of the Special Education District Directors to hear from one of your peers about the success of their experience with this model. All have agreed enthusiastically to provide

information to you about their partnership with the UPC and this model. One of these Directors conducted an in-depth analysis following just one year of working with a Parent Consultant in order to justify the expense. The District recognized significant savings in dollars *and* impact on the administrative staff at the district level – so much so that the savings significantly exceeded the cost of the contract!

Third, contact the UPC to talk to Helen Post the Executive Director, Jennie Gibson the Associate Director, or to be connected directly with any of the five Parent Consultants currently working in Districts to learn first-hand about their work.

Helen Post	801-272-1051 or 800-468-1160	<a href="mailto:helenp@utahparentcenter.org">helenp@utahparentcenter.org</a>
Jennie Gibson	801-272-1051 or 800-468-1160	<a href="mailto:jennieg@utahparentcenter.org">jennieg@utahparentcenter.org</a>

We have attached a **SAMPLE Memorandum of Agreement** based on our existing agreements to help you as you consider this possibility.

***Call or email to set up an opportunity to talk about this exciting opportunity!***

**SAMPLE**

**Memorandum of Agreement \_\_\_\_\_(Year)  
Between The Utah Parent Center (UPC) and  
\_\_\_\_\_ School District, Special Education  
For the Services of \_\_\_\_\_, UPC Parent Consultant**

**SAMPLE**

The Utah Parent Center (UPC or Center) and \_\_\_\_\_ School District, Special Education (District) hereby enter into this agreement to provide a paid Parent Consultant whose time will be dedicated to serve the parents/families of children and youth with disabilities served in special education programs in the District.

Under the terms of the agreement, and in accordance with the attached workscope, the Center will:

1. Hire, train, and directly supervise a Parent Consultant to provide training, information, and peer support to parents/families of children with disabilities served in the Special Education programs of \_\_\_\_\_ School District. UPC supervisory staff will collaborate fully and communicate with District Special Education personnel to determine the role and function of the Parent Consultant and evaluate the performance of the Parent Consultant for effectiveness and impact in meeting the training, information, and support needs of parents.
2. Commit supervisory staff, training, materials, supplies, etc. as required and funded within the workscope. The Parent Consultant will use UPC training materials (workshop "scripts", PowerPoint presentations, handouts, etc.) in addition to approved materials from the District.
3. Provide a working space, etc. at the UPC.
4. Reimburse staff for approved travel and other expenses in accordance with the approved budget.
5. Invoice \_\_\_\_\_ School District on a monthly or quarterly basis for reimbursement of actual expenses in accordance with the attached budget.
6. Report on activities and accomplishments on a quarterly and annual basis beginning with the period ending \_\_\_\_\_ and quarterly thereafter.

Under the terms of the agreement, the \_\_\_\_\_ School District, Special Education Department will:

1. Provide a direct liaison to collaborate fully and communicate with UPC Staff to determine the role and function of the Parent Consultant, evaluate the performance of the Parent Consultant for effectiveness and impact in meeting the training, information, and support needs of parents.
2. Collaborate and coordinate with the Center when using and/or developing information and training materials.
3. Provide working space, a district phone number for use by the Parent Consultant, copies of training materials, equipment, etc. for the Consultant in the \_\_\_\_\_ School District offices.
4. Reimburse invoices on a monthly or quarterly basis as billed by the UPC for approved expenses incurred in accomplishing the workscope outlined and according to the attached annual budget.

The time period covered by this agreement will be from \_\_\_\_\_ to \_\_\_\_\_.

The parties listed below agree to these terms and stipulations on behalf of the respective organizations.

\_\_\_\_\_  
\_\_\_\_\_, Executive Director, UPC

\_\_\_\_\_  
Date

\_\_\_\_\_  
\_\_\_\_\_, Director, Special Education, \_\_\_\_\_ School District

\_\_\_\_\_  
Date