



# MARIN COUNTY OFFICE OF EDUCATION

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**Marin County Office of Education  
and  
San Rafael City Schools  
Memorandum of Understanding**

July 1, 2017 - June 30, 2018

This Memorandum of Understanding is confirmed between **Marin County Office of Education ("MCOE")** and **San Rafael City Schools ("District")** for the purpose of implementing sustainable, cohesive professional development for the math department.

**Marin County Office of Education agrees to provide the following scope and sequence of work:**

- Consultation services with Eileen Smith for the purpose of increasing the mathematical skills, instructional practices, and coaching strategies of the District coaching staff.
- Services shall be based on an hourly fee of \$120 per hour.
- Services shall not exceed a total of twenty hours for the 2017-2018 school year
  - Direct workshop/consultation time will not exceed 14 hours
  - Prep time will not exceed 6 hours
- Hours need to be mutually agreed upon by the District and MCOE and will be approved using the attached invoice/hours tracking (see appendix A)
- Consultation services should not exceed \$2400 unless mutually agreed upon in advance.

This agreement is in effect for the period of July 1, 2017 through June 30, 2018. Changes to this agreement may be allowed with the written consent of both parties.

\_\_\_\_\_  
Superintendent/Designee  
Marin County Office of Education

\_\_\_\_\_  
Superintendent/Designee  
San Rafael City Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Appendix A**  
**Marin County Office of Education and San Rafael City Schools**  
**Memorandum of Understanding**  
**June 2017 - June 2018**

Date	Prep Hours	Consultation Hours	Consultation Focus

MCOE Consultant Signature: \_\_\_\_\_

SRCS Signature: \_\_\_\_\_