

Date: January 15, 2017

To: District Superintendents  
Chief Business Officials  
SCOE Managers

From: Don Gatti  
Deputy Superintendent, Business Services

RE: Charges for contract services for 2017-2018

---

The following rates for contracted services provided by the Stanislaus County Office of Education have been set for the 2017-2018 fiscal year. We have endeavored to contain costs wherever possible. Some increases may be necessary in order to partially cover costs.

All services, unless otherwise specified, are available to all districts, charters, and other schools. In order to avail yourselves of the services, the master agreement needs to be submitted prior to service use. Many services are available without subscription. There are specific services, however, where we need your best estimate of your contracted usage in the upcoming year to ensure that we have the appropriate amount of staffing available. Failure to accurately estimate need could mean that we will not be able to provide you with the service due to lack of appropriate staffing.

Be sure to review the offerings in the School Climate/Safety and Mental Health areas. Trainings can be brought to you for Campus Supervisors, Bullying Prevention, School Site Safety Prevention and lots more!

As always, we appreciate your dedication to the families in Stanislaus County as both employers and educators. We strive to provide the excellence of service that supports your dedication.

**DISTRICTS: PLEASE RETURN COMPLETED MASTER AGREEMENT  
TO TAMI THOMASON, ROUTE #000  
PRIOR TO APRIL 28, 2017**

**SCOE DEPARTMENTS INCLUDE IN BUDGET PACKET SUBMISSION**

**If you have changes to your Master Agreement after it's been submitted please request a Master Agreement Amendment from Tami Thomason at 238-1933.**

## SCOE SERVICES AVAILABLE

Service	Rate
---------	------

### BUSINESS AND HUMAN RESOURCE SERVICES

- |    |  |          |
|----|--|----------|
| 1. | Human Resources/NCLB<br>NCLB Para Educator Test (2 Sessions)                     | \$20.00  |
| 2. | Human Resources/Substitute Teacher Clearinghouse<br>Certificate of Employability | \$25.00  |
|    | Subsequent Arrest/Conviction notification  | \$25.00  |
| 3. | Maintenance Services (hourly shop rates)   |          |
|    | Skilled Maintenance Worker per hour  | \$38.66  |
|    | Utility Worker & Grounds per hour  | \$35.38  |
| 4. | School Attorney (DISTRICT SERVICE ONLY)<br>Annual Cost per P-2 ADA               | \$9.55   |
| 5. | Substitute Placement Service   |          |
|    | Annual Cost per teacher  | \$110.00 |
|    | Annual Cost per Instructional Aide ( <b>SCOE only</b> )                          | \$110.00 |
|    | Supplemental Assignments (EACH ASSIGNMENT)                                       | \$20.00  |

### EARLY CHILDHOOD EDUCATION TRAININGS

- |    |   |                         |
|----|---|-------------------------|
| 6. | Specialized Trainings Available               | \$49 - \$99/participant |
|    | Eligibility and Needs Regulations             |                         |
|    | Projecting and Earning Center-based contracts |                         |
|    | Monitoring and Self-Assessment/Evaluation     |                         |

## **SPECIAL EDUCATION & HEALTH SERVICES**

7.	Board Certified Behavior Analyst	
	1 day per week (36 days of service/year)	\$24,500.00
	½ day per week (18 days of service/year)	\$12,250.00
	¼ day per week (9 days of service/year)	\$6,125.00
8.	Hearing Screening	
	Hearing checks/child	\$4.40
	Students in wheelchairs/child	\$8.51
9.	School Nurse – Existing Clients Only	
	1 day per week (36 days of service/year)	\$25,000.00
	½ day per week (18 days of service/year)	\$12,500.00
	½ day every other week (9 days of service/year)	\$6,250.00
10.	School Psychologist	
	1 day per week (36 days of service/year)	\$28,250.00
	½ day per week (18 days of service/year)	\$14,125.00
	¼ day per week (9 days of service/year)	\$7,062.50
11.	Trainings	
	Behavior and Instructional Support	Contact Krissy Zapien@541-2215
	Full day, 2 part, or 2-4 hour trainings available	

## **HEALTH SERVICES FOR SCOE DEPARTMENTS ONLY**

12.	Educational Audiologist (SCOE Only)	
	1 day per week (36 days of service/year)	\$24,500.00
	½ day per week (18 days of service/year)	\$12,250.00
	¼ day per week (9 days of service/year)	\$6,125.00
13.	LVN (SCOE Only)	
	1 day per week (36 days of service/year)	\$12,250.00
14.	Registered Nurse (SCOE Only)	
	1 day per week (36 days of service/year)	\$18,000.00

## INSTRUCTIONAL SUPPORT SERVICES

- |   |            |
|---|------------|
| 15. Learning to Teach Continuum (Teacher Induction) |            |
| Tuition per Year per Teacher                        | \$3,000.00 |
| 16. Learning to Lead Continuum (Admin Induction)    |            |
| Tuition per Year per Administrator                  | \$3,500.00 |

## STUDENT EDUCATIONAL SERVICES

- |  |   |
|--|---|
| 17. College and Career Planning (formerly CAN) | See service page for rates                  |
| 18. Community School Education                 |   |
| Services per ADA                               | District LCFF Rate calculated by grade span |
| 19. Outdoor Education                          | See Individual Contracts                    |

## STUDENT WELLNESS AND SCHOOL SAFETY

- |  |  |  |
|--|--|--|
| 20. Technical Assistance/Consulting Services   |  |  |
| Local, On-site trainings, customized to District needs                                       |  | Contact Ken Fitzgerald<br><a href="mailto:kfitzgerald@stancoe.org">kfitzgerald@stancoe.org</a> |
| Comprehensive School Safety Assessments/Day  |  | \$650.00   |
| Safety Planning Facilitation/Day   |  | \$650.00   |
| 21. Mental Health and Suicide Prevention Trainings   |  |  |
| Applied Suicide Intervention Skills Training (ASIST) 12 Hrs<br>over 2 days (up to 15 people) |  | \$3,900.00   |
| Plus Materials Fee (per person)  |  | \$40.00  |
| Mental Health First Aid Training – 8 hrs (up to 35 people)                                   |  | \$1,300.00   |
| Plus Materials Fee (per person)  |  | \$15.00  |
| QPR Gatekeeper Training - 1.5 hrs (up to 40 people)  |  | \$325.00   |
| Plus Materials fee (per person)  |  | \$2.00   |
| 22. School Climate, Safety and Crises Response Trainings                                     |  |  |
| School Safety Planning Workshop – 6.5 hrs (up to 200<br>people)                              |  | \$1,300.00   |
| Plus Materials Fee (per person)  |  | \$5.00   |

School Crisis Response Training – 6.5 hrs (up to 200 people)	\$1,300.00
Plus Materials Fee (per person)	\$5.00
Bullying Prevention and Intervention Strategies – 6.5 hrs (up to 200 people)	\$1,300.00
Plus Materials Fee (per person)	\$5.00
Positive Behavior Intervention and Support (PBIS) Implementation Team Training – 4 days each year for 3 years. Price is per year.	\$6,000

## TECHNOLOGY AND LEARNING SERVICES

23. Information Systems		
Human Resources/Financial Information Systems, Future replacement model, Laserfiche		See Schedule
24. Internet Services (DISTRICT SERVICE ONLY)		
Internet access per T-1	\$1,500.00	
Internet access via Fiber	\$10,000.00	
SCOE maintains E-Mail inboxes for district	\$120.00	
Web Filtering (Pass thru actual costs) per internet connected workstation	\$4.00	
SCOE maintains basic website hosting	\$120.00	
Mainframe/QCC access only <b>without</b> Internet per T-1	\$1,500.00	
Technician (Non-Engineering Services) per day	\$400.00	
25. Graphics		Price quoted by job
26. Library		
Per member pupil	\$17.21	
27. Mailing, Handling & Delivery		See page for rates
28. Media Services		
Streaming Media only per ADA type	\$1.25	
29. Network Services (SCOE Departments Only)		
2017-18 Menu of Services		See Budget Development Documents

30.	Educational Technology Center (ETC)	
	Customized Professional Development Trainings	
	Half Day Training	\$350.00
	Full Day Training	\$700.00
31.	BrightBytes Licensing (Research and Data Collection software). Per ADA	\$1.50

## STANISLAUS COUNTY OFFICE OF EDUCATION

### 2017-18

### MASTER AGREEMENT

This Agreement, by and between the Stanislaus County Superintendent of Schools, hereinafter referred to as SUPERINTENDENT and the following school district, hereinafter referred to as DISTRICT, or SCOE Department, hereinafter referred to as DEPARTMENT is for the services that are specific in this Agreement and in the attached appendices pursuant to the following terms and conditions.

District/Department: \_\_\_\_\_

1. SUPERINTENDENT will perform or make available to DISTRICT OR DEPARTMENT those services that are specified in the appropriate appendices.
2. DISTRICT or DEPARTMENT will pay SUPERINTENDENT for services provided according to this Agreement.
3. For DISTRICTS, for all services unless otherwise stipulated on the service specific page, SUPERINTENDENT will transfer funds from DISTRICT or DEPARTMENT in January for July - December, based off of estimates. Final transfer for the year will occur in June. Final transfer will be based on final data and will be adjusted for payments previously made.
4. Unless otherwise stated on the service specific page, fees based on ADA will be based on P-2 ADA as certified @ P-2.
5. For DEPARTMENTS, funds will be transferred on a monthly/yearly basis for services provided to DEPARTMENT based on the service.
6. This Agreement is for the 2017-18 fiscal year.
7. All services in this Agreement are available to all DISTRICTS and/or DEPARTMENTS unless otherwise noted on service specific page or by separate notification/Agreement. Failure to subscribe for a service does not negate terms of Agreement should the DISTRICT or DEPARTMENT utilize said service. Utilization of SCOE service constitutes agreement to abide by terms of this Agreement for said service including terms of payment.
8. This Agreement supersedes any previous agreement for services enumerated in this Agreement.
9. Amendments. Amendments may be made to this Agreement only upon agreement by BOTH SUPERINTENDENT and DISTRICT or DEPARTMENT. In such cases, an Amendment to Master

Agreement Form shall be completed and signed by both parties **prior** to service being rendered.

10. **Mutual Indemnification.** The parties agree to defend, indemnify and hold harmless the other parties, their governing boards, officers, and employees from every claim or demand and every liability, loss, damage, cost, expense, action, cause of action, or judgment of any nature whatsoever, arising from the willful misconduct or negligent act or negligent omission of the other parties in the performance of this agreement.
11. **Insurance.** The SCOE and District have and agree to maintain, in full force and effect, a policy or policies of insurance evidencing all coverages and endorsements necessary, in each party's sole discretion, for purposes of effectuating the purposes of this Agreement. An appropriate self-insurance program shall be acceptable. Copies of the certificates of insurance for each party shall be provided upon written request of any party to this Agreement.
12. **Independent Contractors.** The SCOE and District, in the performance of services pursuant to this Agreement, shall be and act as an independent contractor. Each party understands and agrees that it and all of its employees shall not be considered officers, employees or agents of either of the parties to this Agreement. Each party assumes the full responsibility for the acts and/or omissions of its employees as they relate to the services to be provided under this Agreement. Each party shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to the party's employees.
13. **Assignment.** This Agreement and the services provided herein shall not be assigned by the District or SCOE.
14. **Applicable Laws.** SCOE and District agree to comply with all laws, rules and regulations applicable to these services.
15. **Governing Law.** This Agreement shall be governed by the laws of the State of California, with venue in Stanislaus County, California.
16. **Entire Agreement.** This Agreement constitutes the entire agreement between SCOE and the District. However, it does not supersede any prior, current or subsequent written agreement entered into by SCOE and the District with regard to any alternative, additional, or specialized agreement between DISTRICT and SCOE.



## MEDIA SERVICES

The Stanislaus County Office of Education, hereinafter referred to as SCOE, agrees to supply technology learning resources access to DISTRICT/DEPARTMENT.

DISTRICT/DEPARTMENT agrees to prohibit the unauthorized copying of any SCOE owned and/or licensed materials, including but not limited to, videotaping, audio taping and photocopying; to conform to current laws and policies regarding copyright and fair use.

Consultant assistance for workshops is available from SCOE through Media Services. Sample topics include: techniques for using video effectively in the classroom and use of standards alignments in selecting titles.

Media services shall be provided to those DISTRICT programs that generate DISTRICT and Charter School average daily attendance (ADA).

**Streaming Only Media Services Membership:** unlimited video stream of California Streaming titles to all schools. Student/home accounts available upon request.

	# ADA	Rate	Acct. #	Total \$
Estimated Total ADA:				
<b>TOTAL:</b>				

## LIBRARY SERVICES

The SCOE agrees to provide to DISTRICT library services and books as available.

---



---

	#ADA	Rate	Acct. #	Total \$
Estimated K-12 ADA				
Estimated Charter Schools ADA				
<b>TOTAL:</b>				

## MAIL HANDLING & DELIVERY SERVICES

The SCOE agrees to supply mail handling and delivery services to DISTRICT/DEPARTMENT per the schedules below.

<b>DELIVERY DAYS</b>	
<b>One delivery per week per site</b>	\$460
<b>Additional delivery day to same address per week add per day</b>	\$200
Example: School site receives one delivery per week	\$460
Example: District/SCOE receives three deliveries per week	\$460+\$200+\$200=\$860
<b>Mail for several sites delivered to one location</b>	\$460+\$200+\$200=\$860 <i>Plus</i> choice of sort option below
<b>UNSORTED:</b> Each additional site included in the delivery (Unsorted means that mail will not be presorted and bundled by site)	\$200 per site

For questions and clarifications, please contact Joan Binczek at 238-6930.

Option 1: **Delivery to D.O. and School Sites**

	<b>Days/ Sites</b>	<b>Rate</b>	<b>Total \$</b>
To D.O. one delivery day per week			
Additional day(s) to D.O.			
Number of school sites			
<b>TOTAL:</b>			

Option 2: **All district mail delivered to one site**

	<b>Days/ Sites</b>	<b>Rate</b>	<b>Total \$</b>
To D.O. one delivery day per week			
Additional day(s) to D.O.			
Number of school sites			
<b>TOTAL:</b>			

<b>Acct. #</b>	<b>Amount</b>
<b>TOTAL:</b>	

## INTERNET SERVICES

The SCOE agrees to supply WAN access to DISTRICT as shown in the following paragraphs.

The SCOE will provide full WAN access to the Internet, based upon the choice by the district in the Master Agreement.

DISTRICT agrees to conform to the Network Services Practices and Procedures and further agrees to:

1. Conduct, or cause to be conducted, in-service workshops for teachers on the acceptable use and care of Internet resources.
2. DISTRICT will provide Internet connectivity from DISTRICT TO SCOE.

Consultant assistance for in-service workshops is available from the SCOE through the Technology & Learning Resource division SCOE (238-1400).

---

Type of Service	Amount	Rate	Total \$
Internet access per T-1			
Internet access via Fiber			
SCOE maintains E-mail boxes for district			
Web Filtering (Pass-through actual cost) Per Internet connected workstation			
SCOE maintains basic website hosting for district			
Mainframe/QSS access only without Internet per T-1			
Technician (Non-Engineering Services)/Day			
Total			

Acct. #	Amount
Total	

## INFORMATION SYSTEMS

The SCOE agrees to provide school information systems to DISTRICT as shown in the following paragraphs. SCOE shall provide to DISTRICT those usual and customary electronic data processing support services necessary to support the services specified in the basic agreement. Services shall include the following:

1. Data storage up to the level available on July 1 of the fiscal year of this Agreement.
2. Central Processing Unit (CPU) time.
3. Printing of payroll warrants.
4. Printing of general expense warrants.
5. Use of computer programs available on July 1 of the fiscal year of this Agreement, or made available during the fiscal year of this agreement.
6. Training to DISTRICT personnel by SCOE staff specific to the software systems in use under this section of the Agreement.
7. Reserving prior agreed to amounts for future replacement.
8. Access electronic files using current document management system (Laserfiche).
9. Utilize the functionality of Laserfiche via client/web based manner.

DISTRICT shall pay for all staff needed for data entry and retrieval and the printing of reports and forms at the local level. DISTRICT shall also provide its own printer supplies, paper, and maintenance agreements on equipment owned by DISTRICT.

DISTRICT shall pay the cost of printing all special forms, including but not limited to, report cards, purchase orders and personnel records. SCOE shall pay for the cost and printing of payroll and general expense warrants and reports related to payroll and general expense warrant processing when electronic forms of the reports are not available.

DISTRICT shall update and maintain employee data in the SCOE Online Directory. Employee data includes: First Name, Last Name, Work Site Name, Work Email, and Work Phone Number.

Nothing in this Agreement shall prohibit two or more districts from joining together to share in the costs of peripheral equipment, data entry and retrieval or printing.

SCOE shall provide DISTRICT with the services specified in the basic agreement.

If DISTRICT should request support services in addition to those usual and customary services referred to in this Agreement, including programming new programs and reports, DISTRICT shall pay an additional amount for said additional service at actual cost to SCOE, plus an overhead charge of 9.8% of the cost of the requested additional services.

If DISTRICT requests SCOE to provide services which would normally be provided by DISTRICT, DISTRICT shall be required to pay an additional amount for said additional services at actual cost to SCOE, plus an overhead charge of 9.8% of the cost of the requested additional service. See attached schedule for schedule of rates.

Acct. #	Amount
Total	

## INFORMATION SYSTEMS TRANSFER TO FUND OPERATING COSTS AND FUTURE REPLACEMENT FISCAL YEAR 2017-18

	2015-16	Pro-Rated	Replacement		
	Actual General Fund	District	Reserve	Operating	2017-18
<u>District</u>	<u>Operating Expenditures</u>	<u>Share</u>	<u>Contribution</u>	<u>Costs</u>	<u>Transfer</u>
Ceres	135,229,985.79	8.9703412%	\$12,558	\$147,831	<b>\$160,389</b>
Chatom	6,512,370.43	0.4319914%	\$604	\$7,119	<b>\$7,723</b>
Denair	11,602,601.93	0.7696466%	\$1,077	\$12,684	<b>\$13,761</b>
Empire	29,482,078.42	1.9556632%	\$2,738	\$32,229	<b>\$34,967</b>
Gratton	1,512,777.14	0.1003485%	\$140	\$1,654	<b>\$1,794</b>
Hart Ransom	6,918,887.01	0.4589572%	\$643	\$7,564	<b>\$8,207</b>
Hickman	8,601,763.47	0.5705891%	\$799	\$9,403	<b>\$10,202</b>
Hughson	22,233,990.77	1.4748688%	\$2,065	\$24,306	<b>\$26,371</b>
Keyes	7,903,886.99	0.5242962%	\$734	\$8,640	<b>\$9,374</b>
Knights Ferry	938,285.67	0.0622402%	\$87	\$1,026	<b>\$1,113</b>
Newman	30,754,862.33	2.0400920%	\$2,856	\$33,621	<b>\$36,477</b>
Oakdale	50,190,930.02	3.3293634%	\$4,661	\$54,868	<b>\$59,529</b>
Paradise	1,956,922.90	0.1298105%	\$182	\$2,139	<b>\$2,321</b>
Patterson	55,504,930.71	3.6818621%	\$5,155	\$60,677	<b>\$65,832</b>
Riverbank	26,938,353.59	1.7869278%	\$2,502	\$29,449	<b>\$31,951</b>
Roberts Ferry	1,449,485.81	0.0961501%	\$135	\$1,585	<b>\$1,720</b>
Salida	22,897,157.51	1.5188592%	\$2,126	\$25,031	<b>\$27,157</b>
Shiloh	1,599,223.38	0.1060828%	\$149	\$1,748	<b>\$1,897</b>
Stanislaus	30,059,949.41	1.9939956%	\$2,792	\$32,861	<b>\$35,653</b>
Sylvan	75,104,966.53	4.9820102%	\$6,975	\$82,104	<b>\$89,079</b>
Turlock	128,401,783.40	8.5173994%	\$11,924	\$140,366	<b>\$152,290</b>
Valley Home	1,499,230.89	0.0994499%	\$139	\$1,639	<b>\$1,778</b>
Waterford	<u>21,091,074.73</u>	<u>1.3990546%</u>	<u>\$1,959</u>	<u>\$23,056</u>	<u><b>\$25,015</b></u>
District Total	\$678,385,498.83	45.0000000%	\$63,000	\$741,600	<b>\$804,600</b>
Stanislaus COE	<u>n/a</u>	<u>55.0000000%</u>	<u>\$77,000</u>	<u>\$906,400</u>	<u><b>\$983,400</b></u>
Total	n/a	100.0000000%	\$140,000	\$1,648,000	<b>\$1,788,000</b>

### Notes

Interest does not accrue to these accounts

Differences from above transfer amounts may differ due to rounding.

Auto increase resumed 16-17; reduced to 3% from 5% 1,648,000.00

## LEGAL SERVICES

The SCOE agrees to supply legal services to DISTRICT as shown in the following paragraphs.

SCOE shall provide legal services to DISTRICT through the placement of an attorney from the education law firm of Atkinson, Andelson, Loya, Ruud & Romo ("Law Firm") in SCOE for not less than one day per week. Attorney office hours will normally be all day Tuesday, although DISTRICT can contact attorney on any day for services at no additional charge. Normally, the attorney staffing the office shall be either Chesley ("Chet") Quaide or Georgelle Cuevas.

DISTRICT agrees that legal services provided pursuant to this Agreement are basic services. The fee for said basic services is \$9.55 per Agreement Year Actual P-2 ADA, which include the following:

1. Reviewing and advising regarding contracts and drafting simple contracts where appropriate.
2. Providing up to six (6) workshops per year on requested topics.
3. Advice on student and personnel matters to the point of significant work being required focusing on an individual (significant work is drafting language, investigation, preparing pleadings, etc).
4. Telephone advice, other than on the subject of specific labor negotiations. This service includes calls for member districts to attorneys at the attorney's office on days when the attorney is not on site.
5. Preparation of written opinions by the attorneys who staff the Office as identified above. In response to a request for an opinion (other than on questions which are basically labor negotiation issues).
6. SCOE overhead costs for housing attorney.

The basic level of services shall not include:

1. Conduct labor negotiations.
2. Representation in hearings, whether court, unfair practice charges, arbitration, layoffs, employee or student discipline, or other forms of representation.
3. Highly specialized areas of law, which include but are not limited to bankruptcy, intellectual property, financing and tax and bond counsel work.
4. Legal matters other than those included in basic legal services above.
5. Special education or facilities and land use legal services other than telephone advice.
6. Appearances at school board meetings.
7. Services, other than telephone advice, where the attorney providing the service is a specialist other than the attorneys who normally staff the office at SCOE as identified above.

In addition to the above referenced basic services, additional legal services will be billed to DISTRICT at the rate of \$270 per hour for senior partners, \$255 per hour for partners or senior associates, \$230 per hour for associates or paralegals providing investigatory services, and \$170 per hour for other services provided by paralegals or legal assistants, plus expenses. Office overhead fees do not apply to these costs.

**Fee Arrangements for Specialized Legal Services:**

For specialized litigation and transactional services in the areas of construction, procurement, technology, prevailing wage, real property, CEQA, mitigation negotiations, school and college finance, tax, bankruptcy, copyright, non-profit organizations, immigration and appellate law, the DISTRICT agrees to pay Law Firm at rates higher than the standard hourly rates for special projects or particular scopes of work. The Law Firm shall inform the DISTRICT of the rates for specialized services and the Superintendent or designee shall agree to such rates in writing prior to any billings by the Law Firm.

**Fixed Fee Services:**

The services listed in Exhibit A shall be performed by Attorney for the fixed fees described therein during 2017-2018.

**Costs and Expenses:**

In addition to the fees described above, DISTRICT agrees to pay five percent (5%) “administrative fee” calculated and based on the total monthly billed fees to cover certain operating expenses of the Law Firm incurred in providing services to the Consortium. This administrative fee is in lieu of the Law Firm charging DISTRICT for telephone charges (\$.07 per minute), incoming and outgoing faxes (\$2.00 per page), photocopies (\$.20 per page), mailing fees, messenger services, computer database (e.g., Westlaw) searches (billed at vendor’s standard retail rate), word processing (\$40.00 per hour), and travel expenses including mileage at IRS rate, parking, meals, and lodging (excluding airfare).

Costs relating to fees charged by third parties retained to perform services ancillary to the Law Firm’s representation of DISTRICT are not included in the administrative fee and are charged separately. These include, but are not limited to; deposition and court reported fees, transcripts costs, witness fees (including expert witnesses), process server fees, and other similar third party fees. The Law Firm shall not be obligated to advance costs on behalf of DISTRICT; however, for purposes of convenience and in order to expedite matters, the Law Firm reserves the right to advance costs on behalf of DISTRICT with the prior approval of the Superintendent or designee in the event a particular cost item exceeds \$2,000 in amount, and without the prior approval of the Superintendent or designee in the event a particular cost item totals \$2,000 or less.

If the Law Firm retains, with authorization from DISTRICT, experts or outside consultants for the benefit of DISTRICT, rather than DISTRICT contracting directly with any expert or outside consultant, the DISTRICT agrees to pay a five percent (5%) “consultant processing fee” in addition to the actual costs paid by the Law Firm to the expert or outside consultant in order to offset certain costs to the Law Firm resulting from administering and initially paying such expert and outside consultant fees on behalf of DISTRICT. This fee shall not apply to the services of Law Firm-provided non-legal consultants as set below.

**Billing Practices**

A detailed description of the work performed and the costs and expenses advanced by the Law Firm will be prepared on a monthly basis as of the last day of the month and will be mailed to DISTRICT on or about the 15<sup>th</sup> of the following month, unless other arrangements are made. Payment of the full amount due, as reflected on the monthly statement, will be due to the Law Firm from DISTRICT by the 10<sup>th</sup> of the month following delivery of the statement, unless other arrangements are made. In the event that there are funds of DISTRICT in the Law Firm’s Trust Account at the time a monthly billing statement is prepared, funds will be transferred from the Law Firm’s Trust Account to the Law Firm’s



General Account to the extent of the balance due on the monthly statement and a credit will be reflected on the monthly statement. Any balance of fees or costs advanced remaining unpaid for a period of 30 days will be subject to a 1% per month service charge.

The Law Firm shall bill in one-quarter hour increments.

Certain tasks shall be billed at established minimum time increments. These include: (a) telephone conference (.25 hour), (b) electronic correspondence (.25 hour), (c) standard written correspondence (.50 hour), (d) provide a document (.50 hour).

The Law Firm may charge the full hourly rate to more than one client for services provided during the same time period. Examples include, but are not limited to: (a) providing telephone advice to a client while traveling in connection with representing another client, (b) providing written email advice to a DISTRICT while representing another client in labor negotiations.

DISTRICT agrees to review the Law Firm's monthly statements promptly upon receipt and to notify the Law Firm, in writing, with respect to any disagreement with the monthly statement. Failure to communicate written disagreement with the Law Firm's monthly statement within thirty (30) days of DISTRICT's receipt thereof shall be deemed to signify DISTRICT's agreement that the monthly billing statement accurately reflects the services performed; and the proper charge for those services.

**Termination of Representation on a Particular Matter:**

The Law Firm reserves the right to discontinue the performance of legal services on behalf of DISTRICT on a particular matter upon the occurrence of any one or more of the following events:

Upon order of a court of law requiring the Law Firm to discontinue the performance of legal services;

Upon a determination by the Law Firm in the exercise of its reasonable and sole discretion, that state or federal legal ethical principles require it to discontinue the performance of legal services;

Upon a determination by the Law Firm in the exercise of its reasonable and sole discretion, that state or federal legal ethical principles require it to discontinue the performance of legal services;

Upon a failure of DISTRICT to perform any of DISTRICT's obligations with respect to the payment of the Law Firm's fees, costs or expenses as reflected on the monthly bill;

Upon a failure of DISTRICT to perform any of DISTRICT's obligations with respect to the duty of cooperation with the Law Firm in connection with the Law Firm's representation of DISTRICT.

In the event that the Law Firm ceases to perform services for DISTRICT on a matter, DISTRICT agrees that it will promptly pay to the Law Firm any and all unpaid fees and costs advance, and retrieve all of its files, signing a receipt therefor. Further, DISTRICT agrees that, with respect to any litigation where the Law Firm has made an appearance in a court of law on its behalf, DISTRICT will promptly execute an appropriate Substitution of Attorney form. Any termination of Law Firm's representation on such a matter may be subject to approval by the applicable court of law.

**Consent to Joint Representation:**

DISTRICT acknowledges that from time to time Law Firm may be asked to perform legal services on a matter affecting two or more DISTRICTS. In such situations before proceeding with representation, Law Firm shall seek separate written consent to joint representation from all involved parties if permissible according to ethical principles applicable to attorneys. DISTRICT acknowledges that it is often in the best interest of DISTRICT for such representation to commence without undue delay which may result from waiting until a regularly scheduled Board meeting. Therefore, pursuant to Education Code section 7, the Governing Board of DISTRICT hereby delegates to the Superintendent or designee authority to consent to joint representation in the circumstances described in this paragraph.

**Client Cooperation:**

The Consortium agrees to fully cooperate with the Law Firm in connection with the Law Firm's representation of DISTRICT, including but not limited to, attending mandatory court hearings and other appearances, making its employees and officials available, and providing accurate information documentation necessary to enable the Law Firm to adequately represent DISTRICT.

**Services Performed by Law Firm-provided Non-legal Consultants:**

The Law Firm has an affiliation with non-legal consultants who are available to provide services in areas including, but not limited to, personnel/business office audits, human resources/collective bargaining consultation, public/employee relations surveys and communications, media and public relations, budget analysis/support services, instructional coaching/counseling at school improvement sites, leadership coaching, board/superintendent relations and best practices, and interim management placement.

Because the Law Firm has a financial interest in DISTRICT's use of these affiliated non-legal consultants, the rules of the State Bar of California require that the client provide its informed written consent to this arrangement prior to utilizing these services. Execution of this Agreement shall be deemed "informed consent" for the purpose of this paragraph. DISTRICT is hereby advised that it may seek the advice of an independent attorney of your choice prior to providing such written consent.

Please also be advised that because these non-legal consultants are provided to DISTRICTS outside of the attorney-client relationship, communications with these non-legal consultants will not be protected from disclosure by the attorney-client privilege.

**Binding Arbitration:**

DISTRICT agrees that all disputes which arise between DISTRICT and law firm, whether financial or otherwise regarding the attorney-client relationship, shall be resolved by binding arbitration. The parties agree to waive their right to a jury trial and to an appeal.

**Miscellaneous:**

The Law Firm maintains errors and omissions insurance coverage applicable to the services to be rendered.

	# ADA	Rate/ADA	Acct. #	Total \$
Estimated P-2 ADA of				
Estimated P-2 Charter Schools ADA				
<b>TOTAL:</b>				

## LEGAL SERVICES EXHIBIT A

### FIXED FEE SERVICES

1.	1 full day of training (up to 8 hours)	\$3,500.00
2.	½ day of training (up to 4 hours)	\$2,500.00
3.	2 hour training	\$2,000.00
4.	1 hour training	\$1,500.00
5.	Architect's Agreement	\$500.00
6.	Front-end Bid Documents for School Construction Project	\$1,000.00
7.	Disability Accommodation Forms and Policies	\$500.00
8.	Student Expulsion Forms Packet	\$1,000.00

## SCHOOL NURSE SERVICES

The SCOE agrees to provide School Nurse services to DISTRICT or DEPARTMENT as shown in the following paragraphs. For more information, please contact Kristy Mabee at 238-1784.

SCOE will pay all costs of School Nurse, including salary, fringe, benefits, and travel costs, if any.

DISTRICT or DEPARTMENT will pay costs of (1) first aid materials and supplies and (2) other supplies and materials used by the nurse in fulfillment of responsibilities for DISTRICT or DEPARTMENT.

---

Days per week	Rate	Total \$

Acct. #	Amount
<b>TOTAL:</b>	

**At this time, this service is  
for Districts with existing  
contracts only. All others  
interested, please contact  
Kristy Mabee for more  
information**

## THIS PAGE FOR SCOE DEPARTMENTS ONLY NURSING SERVICES

SCOE agrees to provide Registered Nurse services or LVN services to DEPARTMENT as shown in the following paragraphs. For more information, please contact Kristy Mabee at 238-1784.

SCOE will pay all costs of nurse, including salary, fringe benefits, and travel costs, if any.

DEPARTMENT will pay costs of (1) first aid materials and supplies and (2) other supplies and materials used by the nurse in fulfillment of responsibilities for DEPARTMENT.

---

### REGISTERED NURSE SERVICES – SCOE ONLY

Days per week	Rate	Total \$

Acct. #	Amount
<b>TOTAL:</b>	

---

### LVN SERVICES – SCOE ONLY

Days per week	Rate	Total \$

Acct. #	Amount
<b>TOTAL:</b>	

## SCHOOL PSYCHOLOGIST SERVICES

SCOE agrees to provide school psychologist services to DISTRICT or DEPARTMENT as shown in the following paragraph. For more information, please contact Sarah Grantano at 541-2216.

SCOE will pay all costs of school psychologist, including salary, fringe benefits, testing supplies and materials, typing of psychological reports and travel costs, if any.

DISTRICT or DEPARTMENT will provide adequate accommodations for the School Psychologist to conduct client interviews and perform other confidential duties.

---

---

Days per week	Rate	Total \$

Acct. #	Amount
TOTAL:	

## AUDIOLOGICAL SERVICES

The purpose of the Hearing Conservation program is to provide State mandated hearing screening for regular and special education students. Such service is provided on a contractual basis to districts and counties upon request. Specially equipped hearing vans travel from school site to school site providing these screenings. For more information, please contact Kristy Mabee at 238-1784.

The SCOE agrees to provide audiological services to DISTRICT or DEPARTMENT as shown in the following paragraphs.

SCOE will pay all costs of audiological services staff, including salary, fringe benefits, and travel costs is any.

DISTRICT or DEPARTMENT will pay for actual students screened by SCOE. Below is an estimate which will be trued up at year end.

---

	# of	Rate/person	Total \$
Number of regular ed. students screened			
Number of non-SDC SH students			
Number of SDC SH students screened			
Number of Wheel Chair students			
<b>TOTAL:</b>			

Acct. #	Amount
<b>TOTAL:</b>	

## EDUCATIONAL AUDIOLOGIST SERVICES

### SCOE DEPARTMENTS ONLY

The SCOE agrees to provide educational audiologist services to DEPARTMENT as shown in the following paragraph. For more information, please contact Kristy Mabee at 238-1784.

SCOE will pay all costs of educational audiologist, including salary, fringe benefits, testing supplies and materials, typing of audiological reports and travel costs, if any.

DEPARTMENT will provide accommodations for the educational audiologist to conduct client interview and perform other confidential duties.

---

Days per week	Rate	Total \$

Acct. #	Amount
TOTAL:	



## BOARD CERTIFIED BEHAVIOR ANALYST

The SCOE agrees to provide board certified behavior analyst services to support student behavior plans per IEP, consult with staff and provide training as requested to DISTRICT or DEPARTMENT as shown in the following paragraph. For more information, please contact Krissy Zapien at 541-2215.

SCOE will pay all costs of board certified behavior analyst services, including salary, fringe benefits, testing supplies and materials, behavioral intervention plans as necessary and travel costs, if any.

DISTRICT or DEPARTMENT will provide adequate accommodations for the behavioral intervention care management services to conduct client interviews and perform other confidential duties.

---

Days per week	Rate	Total \$

Acct. #	Amount
<b>TOTAL:</b>	

## **SUBSTITUTE PLACEMENT SERVICE**

The SCOE agrees to provide substitute placement services to DISTRICT or DEPARTMENT. DISTRICT or DEPARTMENT agrees to pay for the service based on the total number of faculty members employed by the DISTRICT or DEPARTMENT during the school year. Such number of faculty members shall be based on the CalPads 4.2 Staff County Unduplicated Total (less Administrators) or that maximum number employed by DISTRICT or DEPARTMENT during the school year under contract, whichever is greater.

### **The SCOE agrees to perform the following services:**

1. Receive and record requests for substitute teachers and from contracted district schools and teachers.
2. Contact and assign appropriately qualified and available substitute teachers. The Substitute Placement Service will only confirm the initial date of needed service. Continuing assignments must be affirmed by district or school officials in accordance with local policies and procedures.
3. Report to assigned substitutes the information provided by the district staff.
4. Districts may access the Absence Management system to obtain information regarding their districts's absences, daily reports or supplementary assignments.
5. Verify and monitor credential, DOJ clearance and tuberculosis clearance requirements of qualified substitute teachers.
6. Maintain a current schedule of rates of pay for substitute teachers in subscriber districts.
7. Receive and record requests for supplementary assignments from SCOE and contracted campus users.

### **The DISTRICT or DEPARTMENT agrees to the following conditions:**

1. Employ substitute teachers referred to the DISTRICT or the DEPARTMENT by the SCOE based on requests from DISTRICT or DEPARTMENT staff.
2. The DISTRICT or SCOE DEPARTMENT may record an absence on the Absence Management system at any time.

3. Instruct DISTRICT or DEPARTMENT teachers as to the procedures for requesting the services of the Substitute Placement Service.
  - a. Teachers and DISTRICT/DEPARTMENT/School Site Personnel call Absence Management at:  
**800-942-3767** to report an absence.
  - b. Staff and campus users having difficulties with the system may call the Substitute Service HELP line at **238-4265**.
  - c. **SCOE ONLY** para educator employees and substitute para educators may call the Substitute Service HELP line at **238-4266**.
  - d. **SCOE ONLY** other classified staff requiring a substitute may call the Substitute Service HELP line at **238-4275**.
  - e. **WHEN CALLING THE HELP LINE** Please give the following information:
    - i. State the date of the absence.
    - ii. First and Last name (Please use the name used by the district payroll office) and spelling of each.
    - iii. Name of district and name of school (site).
    - iv. Teaching assignment:
      1. Elementary: indicate grade level.
      2. Secondary: indicate grade(s) and subject(s) taught.
    - v. Reporting and ending time.
    - vi. Indicate name of preferred substitute teacher, if any:
      1. No change of preference will be accepted.
      2. Preference cannot be guaranteed.
    - vii. State reason for absence.
4. Contact the assigned substitute **before 3:00 p.m.** to indicate whether or not he/she should return on the following day and enter the assignment into the system.
5. Maintain records of attendance and reasons for absence of district teachers.
6. Maintain records of attendance and assessment of assigned substitutes.
7. Enforce local policies with regard to teachers' obligations to properly report absences.
8. Determine contact personnel at each site to receive, orient and assign substitute teachers.

9. Teachers and campus users are encouraged to call the Substitute Placement Service as early as possible if assistance is needed regarding details of assignments.
10. Supply the SCOE Substitute Service with the following information **at least ten (10) working days prior to the start of the school year:**
  - a. Updated site contact information.
  - b. School site calendar for current year.
  - c. List of teachers with current assignment information including reporting times.
  - d. Updated site exclusion lists.
11. DISTRICTS/DEPARTMENTS electing to discontinue Substitute Placement Services must notify the SCOE in writing by February 1 of each year.

---



---

	# Of Staff	Rate	Total \$
ALL: # of Teachers			
SCOE Est # of Assistants			
<b>TOTAL:</b>			

Acct. #	Amount
<b>TOTAL:</b>	

## **COLLEGE AND CAREER PLANNING (Formerly CAN)**

**The SCOE agrees to provide the following services to DISTRICT throughout the term of this agreement:**

1. Coordinate College Awareness event with local CSU and UC Systems, as well as MJC and other public and private colleges, universities, trade and vocational schools to ensure appropriate representation.
2. Promote the event to community agencies and coordinate their participation and support.
3. Coordinate advertising of the event with local newspaper and radio stations.
4. Provide all districts with electronic access to flyers, posters, and all other communications in support of the event.
5. Coordinate with the site and/or district administrator for the participation of student leadership to work at the event.
6. Coordinate presentations and speakers for the event; with assistance from the site/district for the keynote speaker.
7. Provide setup materials to include but not be limited to:
  - a. Sign in sheets, directional signs, extension cords, power strips, tape to secure cords, table cloths, balloons
  - b. 2 laptops and 2 projectors
8. Provide the district/site with access to the recommended informational materials for registration packets.
9. Will scan completed sign in sheets and send to the district/site electronically for school records
10. Create all flyers, posters, parent letters, auto-dial scripts, etc. and provide to the district/site for final approval and reproduction by the district/site.
11. All fees shall be journaled after event.

**The DISTRICT agrees to:**

1. Provide 2 large rooms at the same school location for the event i.e. large gym, small gym, cafeteria and have the rooms set up by 3:00 p.m. the day of the event and available to SCOE staff and leadership students for further setup.

2. Promote the event within the district and encourage participation by students, parents, and staff, including using the auto-dial or attendance system for outreach and communication at all middle and high school sites within the district.
3. Ensure that the date for the event is not in direct conflict with other site, district, and/or community events.
4. Provide the district sites with flyers, posters, parent letters, registration packets, and all other communications in support of the event for students in grades 6 through 12. The original documents will be created by SCOE for the district/site approval and printing.
5. Provide and contract for any additional maintenance staff needed to prepare for and cover the event, including set up of tables and chairs and any other costs associated with equipment rentals as needed.
6. Provide and contract for any security if needed for the event as determined by the district/site.
7. Provide floor covering for gymnasium and/or multi-purpose rooms if required by the district/site.
8. Provide for additional outdoor lighting if deemed necessary by the district/site.
9. Provide refreshments for the event (bottled water, cookies, coffee) for up to approx. 500 attendees (150-200 for coffee).
10. Provide seating for the event in 2 separate rooms, i.e. multi-purpose room and gymnasium at the site.
11. Provide tables for all organizations being represented at the event. Approximately 25-30 tables (tables can be 5 – 6 foot or rounds. If 8 ft. tables are used, they would be considered 2 tables).
12. Assist with the selection of a local keynote speaker for the event.
13. Identify 15 leadership students to work at the event and assist with set up and cleanup and other tasks as assigned.
14. Provide items to be used as door prizes at the event in increments of 2 each (to be drawn during the English and Spanish presentations) example: SAT test prep books, graphing calculators, back packs, school supplies.
15. Provide student incentives for leadership student working the event, i.e. Barnes and Nobel gift cards, etc., or reimburse SCOE for same.
16. Provide 3 – 4 childcare workers with DOJ clearance or reimburse SCOE for CFS division childcare staff to provide childcare at the event:
  - a. Provide 2 rooms to be used for childcare purposes – no science rooms or science labs.
  - b. Staff to provide activities for the children, i.e. puzzles, color books, games, etc.

17. Provide on-site technical support and equipment during the event:

- a. A district/site staff person to set up all equipment, have knowledge of sound systems, lighting, internet access, and remain on-site during the event.
- b. Provide 2 microphones and sound systems, 2 podiums or stands, 2 AV screens.

Costs are estimated and depend on DISTRICT enrollment and estimated attendance at the event.

Child Care	\$1,000	\$1,500
Custodial Services	\$ 250	\$ 500
Door prize items (graphing calculators, SAT test prep books, backpacks)	\$ 450	\$ 600
Graphics	\$1,000	\$3,000
Refreshments	\$ 250	\$ 500
Rentals (chairs, tables, lights, sound equipment)	\$ 250	\$ 750
Student incentives (gift cards for Leadership students to work the event)	\$ 300	\$ 400

Services listed below are available as follows:

#### **College Planning**

- College exploration
- College majors linked to career path
- College application process
- Financial aid advising
- FAFSA / Dream Act / Cal-Grant workshops for students and parents
- Staff training

#### **Career Planning**

- Career Assessment and exploration
- Education requirements linked to career path
- Resume building
- Interview skills
- Job search
- Staff training

	½ day or less	Full day
15 or fewer participants	\$250	\$500
16 or more participants	\$250 + materials	\$500 + materials
For travel outside the county	\$500 + per diem and travel expenses	\$1000 + per diem and travel expenses

Acct. #	Amount
TOTAL:	

## LEARNING TO TEACH CONTINUUM PROGRAMS TEACHER INDUCTION

Districts utilizing the Stanislaus COE Learning to Teach Continuum Programs (GenEd Induction and SpEd Induction) are co-sponsors of the programs and, as such, have certain responsibilities in regards to the effective implementation of these programs and their ability to recommend candidates for the appropriate professional clear credential.

### **District responsibilities include:**

1. Designating a primary contact person from the district to the program to serve as a District Coordinator (DC) and designating a Lead Mentor according to specified program criteria. One person may hold both titles or a consortium of small districts may designate one District Coordinator and Lead Mentor to serve several small districts.
2. Pairing candidates with qualified mentors according to program-specified ratios (no more than three for a full-time teacher mentor, no more than twenty-three for a full-time released mentor with commensurate ratios for part-time teacher mentors) taking into consideration like credential, grade or content expertise, geographic proximity, and school schedules. **The pairing will be completed within 30 days of the start of the teaching contract.** Please see document titled *Mentor Responsibilities* for detailed mentor qualifications.
3. Identifying eligible candidates to the program leadership prior to their participation in induction.
4. Providing representation at ***all*** Advisory Council meetings to receive pertinent program information.
5. Communicating with eligible candidates at point of hire that they must enroll in an approved induction program within 30 days of the start of the teaching contract and that they must complete a two-year induction program to be recommended for a professional clear credential.
6. Informing candidate(s) of any financial responsibility at point of hire.
7. Informing eligible candidates in writing of the completion requirements of the SCOE Induction Program.
8. Providing eligible candidates with information regarding dates of induction events.
9. Selecting and providing stipends to suitable mentors from within or without of district for candidates according to specified criteria. Contact program staff for names of suitable out of district mentors if needed.



10. Ensuring candidates teach in a context using state adopted academic standards.
11. Sending site administrators (who have candidates on site) to attend one half day Administrators' Academy Breakfast.
12. Support candidates and mentors in scheduling and holding a TRIAD CONVERSATION with site administration BEFORE attending an Orientation.
13. Ensuring candidate attendance at an Orientation in order to develop the ILP **within 60 days** of the start of school. If a candidate is a late hire and cannot attend the last Orientation date, the district must provide "just in time" support for that teacher until enrollment in induction the following school year.
14. Providing substitute release time for:
  - Candidates to attend required events and ensure that they have the opportunity to complete the induction program's requirements for the recommendation for a professional clear credential.
  - Mentors to attend required events, complete observations and complete the plan, teach, reflect, apply cycle with candidates.
  - Both mentors and candidates to observe colleagues and peers.
15. Ensuring that every candidate in his or her first year, on site or in the district, is provided with an orientation for new teachers that includes policies, procedures, and site resources. Candidates must be provided information regarding:
  - Accident prevention strategies on site
  - School's crisis response plan (including procedures for responding to emergency health situations, procedures for contacting staff identified as first aid and CPR certified, and any conflict resolution strategies or techniques for defusing potentially violent situations)
  - School policies regarding accessing health and mental health resources
  - Adopted health curriculum
  - State and local policy regarding permitted health topics, family life and sex education, and procedures for notifying parents, and parents' rights regarding instruction in health
  - State and federal reporting requirements relating to child abuse and neglect
  - Guidelines for accessing and using outside speakers
  - Adopted instructional program for the teaching and support of English language learners
  - Referring students for special education services
  - District retention and promotion policies
16. Providing candidates with student data from various sources to be used for the plan, teach, reflect, apply cycle.

17. Recognizing that work done in induction, including the ILP and CGE, is for professional growth and development of the candidate and not for evaluation for employment purposes.
18. Providing support to mentors so that they may provide both “just in time” support and longer term analysis of teaching practice to help candidates develop enduring professional skills.
19. Ensuring dedicated time for regular mentor and candidate interactions; no less than one (1) hour per week on average of individualized support/mentoring as required by program standards.
20. Assessing or responding to information about the success of the pairing and having a plan for reassignment, if necessary. Candidates will have input regarding the pairing and the district will retain only those mentors who are successful. Districts will need to reassign candidates to a new mentor if requested by the program.
21. Ensuring district representation accreditation interviews (every seven years), and responding to surveys and questionnaires for the purpose of determining program effectiveness.
22. Ensuring district representation at the Read event:
  - Districts are responsible for providing one reader for every four candidates enrolled in the program.
  - Districts that have less than four candidates in the program must provide at least one reader.

The DISTRICT will choose one option below regarding the establishment of tuition protocols for SCOE's Induction Programs. Full annual tuition will be journaled in January of each year.

- a. Our district will be paying the SCOE Induction tuition for all candidates.
- b. Our district will be paying the SCOE Induction tuition for all candidates, and will be seeking full or partial reimbursement from the candidates.

Financial responsibilities for candidates who drop or withdraw will be handled on a case by case basis.

Acct. #	Cost Per Candidate	Est # Candidates	Amount
<b>TOTAL:</b>			

# **LEARNING TO LEAD CONTINUUM PROGRAMS**

## **ADMINISTRATOR INDUCTION**

Stanislaus County Office of Education, hereinafter called Program, is providing an Administrator Induction Program for its districts. Districts may utilize the Program by allowing their newly hired administrators to attend the Program and their administrative employees to serve as Lead Coaches. As such, the District has certain responsibilities in regard to the effective implementation of the Program and the Program's ability to recommend Candidates for a Clear Administrative Services Credential.

### **District Agrees to:**

1. Designate a District Coordinator (DC) to serve as a liaison between the District and the Program and to serve as the district signatory in decision-making.
2. Identify and communicate with eligible administrative Candidates at the point of hire that an approved Administrator Induction Program is available to them and that the Candidates may complete the two-year Program to be recommended for the Clear Administrative Services Credential through SCOE.
3. Provide Program information regarding dates for the initial Program opportunities such that Candidates may attend the Orientation within 120 days of hire to complete the Candidate Self-Assessment as per state guidelines.
4. Provide the Candidates access to Program events and support for completion of the Program requirements within two years.
5. Designate district option(s) for the Lead Coach assigned to its current Candidates:
  - a) a current, District-employed administrator as Lead Coach
  - b) a retired, previously district-employed administrator as Lead Coach
  - c) a Lead Coach from the Program's pool of Lead Coaches
6. If the District chooses options 1 or 2, then it must identify and verify eligibility of Lead Coach (as stated in the Lead Coach MOU) in a timely manner such that the Lead Coach can attend and successfully complete the two-day Coach training before the Candidate and Lead Coach are paired prior to the IIP Drafting event.
7. If the District chooses to use a currently-employed Lead Coach, the following will apply.  
Lead Coaches will:
  - a. be limited to one (1) Candidate
  - b. not be in a position to formally evaluate or have direct influence over the hiring/firing of the Candidate
  - c. be available to attend Program events and spend time with the Candidate in order to complete Program requirements in a timely manner

8. If the District chooses to use currently-employed or previously district-employed Lead Coaches, then the following will apply.  
Lead Coaches must:
  - a. have or had experience in an administrative position as similar as possible to that of the Candidate
  - b. have geographic proximity (reasonable and feasible) to the Candidate
  - c. have completed a minimum of 5 years of successful administrative work
  - d. hold a current Clear Administrative Services Credential
  - e. have served as an administrator during the Standards and Accountability era (post 1997)
  - f. had experience serving in a Coaching role either formally or informally
  - g. demonstrate 'ease of interaction' with Candidate in the working context and inter-personal relationship
9. That Lead Coaches are under contract with the Program to:
  - a. support the Candidate beginning and completing the Program within the 2 year timeframe
  - b. attend the required sessions structured within the Program
  - c. successfully complete the full day Lead Coach training (plus an additional ½ day follow-up later in the year)
  - d. submit Program-required documents in a timely manner
  - e. maintain a professional working relationship with the Candidate(s) during the two year Program
  - f. participate in the Program evaluation through (a) responding to Program and state requests for evaluation of the Program through the annual survey, and (b) ensuring representation at the Unit Accreditation visits (every seven years) and responding to surveys and questionnaires
10. That the Program assesses the quality of services provided by Lead Coaches using multiple sources including information from Candidates.
  - a. The Program provides formative feedback to Lead Coaches on their work and will retain only those that are successful
  - b. If a mismatch occurs between the Lead Coach and the Candidate, protocols within the Program will be followed that may lead to an assignment of a new Lead Coach to the Candidate
  - c. Removal of a Lead Coach from the pool of Lead Coaches may be an option and will be done at the Programs discretion
11. Understand that the district will be given an opportunity to evaluate, to give input, or request a change of Lead Coach assigned to the Candidate.

**12. The district will choose one option below regarding the establishment of tuition protocols for SCOE's Induction Programs.**

Our district will be paying the SCOE Administrator Induction tuition for all participating candidates (\$3,500 per year or \$7,000 for the two year program).

Our district will be paying the SCOE Administrator Induction tuition for all participating candidates, and will be seeking full or partial reimbursement from the participating candidates.

Our district candidates are responsible for 100% of the SCOE Administrator Induction program tuition.

Our district will be paying \_\_\_\_\_ % of the SCOE Administrator Induction tuition.

Acct. #	Cost Per Candidate	Est # Candidates	Amount
<b>TOTAL:</b>			

## COMMUNITY SCHOOL SERVICES

The SCOE and DISTRICT are mutually interested in ensuring that educational opportunities are provided for all students in Stanislaus County. In order to avoid any disruption of services related to the transfer of students to SCOE's Alternative, Community, and Correctional Education schools and Services, SCOE agrees to provide Community School services to DISTRICT under the provisions of the terms of this agreement:

1. DISTRICT students will have access to the SCOE community school programs upon referral from the DISTRICT.
2. DISTRICT agrees to provide a DISTRICT initiated "SCOE Referral Form" for each student the DISTRICT refers to the SCOE Community School program.
3. DISTRICT shall use the "SCOE Referral Form" when referring students to SCOE under sections 1981(a), (b), and (d) of the California Education Code even when not expressly required by said code.
4. SCOE is required to report ADA earned by E.C. 1981 (a), (b), (d) students under the district of residence of said student. In the case of homeless students, the district of residence is the last district to provide educational services to said student, if known. If not known, the school district with the largest average daily attendance in the county that serves the grade level in which the homeless child would be enrolled is the District of Residence.
5. SCOE, in accordance with the Local Control Funding Formula, shall calculate the LCFF Transfer Rate by grade span using the latest LCFF data elements and exhibits published by CDE. Elements include but are not limited to COLA, GAP %, DISTRICT Unduplicated Pupil Count, Supplemental and Concentration percentage figures. Initial rates will be calculated using the SCOE FCMAT Calculator Local Tab 1. Final rates will use official CDE posted calculations at each apportionment certification.
6. DISTRICT agrees to the automated fund transfer of this LCFF rate generated under paragraph 5 using the automated transfer mechanism as developed by CDE.
7. The SCOE shall provide the DISTRICT with attendance reports showing the average daily attendance (ADA) for all referred students at each attendance certification period and CalPads Unduplicated Figures at the CalPads Recertification period.

Acct. #

## **STUDENT WELLNESS AND SCHOOL SAFETY**

The SCOE will provide trainings to support student wellness and school safety efforts according to the paragraphs below.

SCOE can provide all necessary equipment, upon advance request, if room does not have a system that meets the needs of the training.

SCOE will pay for all costs of trainers, including salary, fringe benefits, and travel costs, if any.

SCOE will journal cost of training and materials upon completion of training.

DISTRICT will provide training location. Trainings can be held in school, community or workplace settings. SCOE can assist in holding location if space is available.

DISTRICT is responsible for participant recruitment and registration, facility reservation and room setup. Upon advance request, SCOE can assist in these areas.

Available Training: Below is a list of trainings and services that are available. See the official course descriptions for more comprehensive training descriptions. List subject to change and expansion. Contact Ken Fitzgerald, Director of Student Services and Support for more information at 238-1381 or [kfitzgerald@stancoe.org](mailto:kfitzgerald@stancoe.org)

### **TECHNICAL ASSISTANCE/CONSULTING SERVICES:**

Comprehensive School Safety Assessments and Safety Planning Facilitation: As mandated by Ed Code 32280-32289, schools are required to update their Comprehensive Safe Schools plan every year. These plans must be developed in collaboration with a diverse planning team and include a thorough assessment of school safety.

### **MENTAL HEALTH AND SUICIDE PREVENTION COURSES:**

Applied Suicide Intervention Skills Training (ASIST): ASIST provides practical training for caregivers seeking to prevent the immediate risk of suicide. Working mostly in small groups of no more than 15 participants, ASIST uses many different teaching processes to create a practice oriented and interactive learning experience.

Mental Health First Aid Training: Mental Health First Aid is a public education program that introduces participants to risk factors and warning signs of mental illnesses, builds understanding of their impact, and overviews common supports. This 8 hour course uses role-playing and simulations to demonstrate how to offer initial help in a mental health crises situation. There are two versions of this course: one designed for the general population and the other for adults who work with youth.

QPR Gatekeeper Training: QPR stands for Question, Persuade and Refer-three simple steps that anyone can learn to help save a life from suicide. Learn how to recognize the warning signs of a suicide crisis and then question, persuade and refer someone to help.

**SCHOOL CLIMATE, SAFETY AND CRISIS RESPONSE COURSES:**

Bullying Prevention and Intervention Strategies Workshop: This workshop will provide a thorough overview of bullying including working definitions and legal mandates, prevention and intervention strategies, and a variety of resources to help address the issue in schools.

School Crisis Response Training: This training will raise awareness and build participants’ skills for developing effective crisis response or disaster preparedness plans that meet Federal and State requirements.

School Safety Planning Workshop: This workshop will help prepare participants to develop and maintain a comprehensive school safety plan.

Positive Behavior Intervention and Support (PBIS) Implementation Training: School wide leadership teams will be trained to implement PBIS according to the national implementation blueprint. School teams will participate in four days of training each year for three consecutive years for a full implementation of a multi-tiered system of supports through PBIS.

Acct. #



**2017-18 MASTER AGREEMENT**

**SIGNATURE PAGE**

---

---

**TOTAL OF MASTER AGREEMENT** \$ \_\_\_\_\_

---

---

**District/Department**

**Stanislaus County Office of Education**

\_\_\_\_\_  
School District Name

\_\_\_\_\_  
Tom Changnon  
Stanislaus County Superintendent of Schools

\_\_\_\_\_  
By:  
Superintendent

\_\_\_\_\_  
By:  
Don Gatti, Deputy Superintendent,  
Business Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Contact Phone