

Memorandum of Understanding

This Memorandum of Understanding (MOU), between the **Santa Clara County Office of Education** (herein after referred to as **SCCOE**) and Gilroy Unified School District (herein after referred to as **District**). These two parties collectively come together for the purpose of establishing and achieving various goals and objectives relating to the California Commission on Teacher Credentialing (CTC) Local Solutions to the Shortage of Special Education Teachers grant (herein after known as Earn One/AddOne).

This Memorandum of Understanding is intended to define the responsibilities of each Party. The Parties shall endeavor to work together to develop and establish processes and procedures that will promote, implement and sustain the program outlined in the Local Solutions to the Shortage of Special Education Teachers grant for Santa Clara County Districts (Earn One/Add One).

Terms

The term of this Memorandum of Understanding shall be for a period of Date: 7/1/2019 to Date: 6/30/2021 and may be extended upon written agreement of both parties.

District Program Implementation Responsibilities:

Candidate Employment, Placement, and Reciprocity

- Ensure that a point person of contact is assigned by the District to the workings of the grant program and is responsible for collaborating on program implementation
- Ensure that any vacant special education teaching positions that meet grant specifications are offered to qualified grantee participants prior to offering said positions to the general population of teachers for the purposes of this grant
- The district agrees to collaborate with the Educator Preparation Programs (EPP) Department at SCCOE to place special education teacher interns and qualified credentialed teachers in appropriate classroom positions for the purposes of this grant
- The District understands that a grant participant working in the District is beholden to work in that District during the time of their credentialing process and for four years after receiving their credential as long as the participant accepted funding for their education through the Earn One/Add One grant
- If, for any reason, a grant participant displays unsatisfactory job performance while participating in the Earn One/Add One grant, upon releasing the teacher participant, the District will inform the Director of EPP
- If, for any reason, the District is unable to place a grant participant in the District's special education or inclusive classroom, for the purposes of this grant, the District

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releases any responsibility of that grant participant to the District, and that, grant participant may seek employment with another District as long as that District is within the boundaries of Santa Clara County

Candidate Support, Coaching, and Release Time

- Ensure that the participating candidate is paired with a District Support Provider (DSP) within 30 days of being enrolled in the Earn One/Add One program (Geographic proximity and grade level will be considered when pairing candidate and DSP)
- District has the option to provide a District Coach for the participant. The Coach is to be assigned to the participant no more than 30 days after the participant has been accepted to the Earn One/Add One program
- Ensure that the DSP and/or Coach possesses a Clear or Life Credential in the same area as the participant, and must have a minimum of three years of successful teaching experience and English Learner Authorization
- Notify the EPP Department of assigned DSP and Coach with name, phone and email
- Ensure the participant has access to a credentialed teacher with English Learner authorization who is immediately available to assist the participant with instructions for English Learners (i.e. available for weekly course planning, coaching, problem solving and advisement on curriculum and teaching strategies as needed.) This person may be the DSP or Coach
- Provide sufficient time and resources, including protected time, for the participating candidate, DSP and Coach to work to meet the Earn One/Add One program requirements
- Provide up to three release days for intern to observe exemplary programs and veteran teachers who serve students with disabilities
- Provide release time for the DSP and Coach to attend required trainings for the Earn One/Add One program
- Approve release time for Site Administrators who supervise Earn One/Add One participants to attend required trainings
- Maintain confidentiality of Earn One/Add One participants as it pertains to documenting progress in the program, issues or concerns that pertain to the program, grades and or evaluations
- Earn One/Add One participant program documents of any kind may not be used for evaluation purposes

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District Fiscal and Reporting Responsibilities:

- Ensure that a point person of contact is assigned by the District to the workings of the grant and are responsible for collaborating on its implementation
- Ensure that this point person is responsible for the tracking, recording and reporting of any hours spent on the grant, any funding other than the source of the grant, and any in-kind contributions in relation to the grant to the Director of Educator Preparation Programs at SCCOE for the purposes of grant reporting and accountability
- Accept units earned by the participating teacher in the Earn One/Add One program as valid units towards progression on the salary schedule.
- Any funding dispersed to the District for the purposes of grant implementation will be used for the sole purposes of their intent and the use of any funds will be documented and reported to the Director of Educator Preparation Programs at SCCOE for the purposes of grant reporting and accountability
- Any funds remaining unaccounted for at the termination of the grant shall be returned to EPP Department at SCCOE for the purposes of accountability to the grant donor

SCCOE Program Responsibilities:

- Implement required CTC policy and procedures as it applies to the recommending of participants for their clear credentials
- Implement ongoing promotion, application process and selection process as it relates to the Earn One/Add One grant
- Provide a Program Coach if the District chooses not to provide a District Coach for the participant
- SCCOE will notify the District of the assigned Coach with name, phone, and email
- SCCOE will coordinate all aspects of the program as it relates to DSP and Coaches requirements and trainings
- Provide materials and training for DSPs, Coaches, and Site Administrators
- Provide facilitation of orientations and meetings for all stakeholders

SCCOE Fiscal and Reporting Responsibilities:

- EPP Department is responsible for the overall stewardship of grant implementation as it relates to the allocation, disbursement and accountability of funds for the Earn One/Add One grant
- EPP Department shall provide each District Earn One/Add One participating candidate

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with \$3,000 Earn One/Add One grant fund for the reimbursement toward tuition and fees as they apply to the participation in a Special Education credentialing program or B.A. program (with an intent to obtain a special education credential upon completion) with the EPP Department within SCCOE or San Jose State University

- EPP Department within SCCOE shall provide funding to the District toward the payment of stipends for DSPs and Coaches as follows:
 - o DSPs-\$250 per participant supported for up to five participants
 - o Coaches-\$500 per participant supported for up to five participants
- EPP within SCCOE is responsible for all tracking, recording and reporting of both program grant dollars as well as program in-kind contributions
- EPP within SCCOE is responsible for all accountability and reporting to CTC, the grant donor, as it relates to the Earn One/Add One grant

Insurance Hold/Harmless

SCCOE and the District shall maintain a certificate of insurance in the business office of each respective office.

SCCOE and the District shall be held harmless from and against any and all claims arising from default in the performance of any obligation of the Memorandum of Understanding

Amendment of this Memorandum

This Memorandum of Understanding may be amended or modified at any time in writing, by mutual consent of both parties. Either the District or SCCOE may terminate this agreement with or without cause upon thirty (30) days advance written notice to either party.

By: _____

Signature of Authorized SCCOE Official

By: _____

Signature of Authorized District Official

Name: _____

Name: _____

Date: _____

Date: _____

Address: _____

Address: _____

Email: _____

Email: _____

Phone: _____

Phone: _____