

## Memorandum of Understanding

This Memorandum of Understanding (MOU), between the **Santa Clara County Office of Education** (herein after referred to as **SCCOE**) and Pleasanton Unified School District (herein after referred to as **District**).

This Memorandum of Understanding is intended to define the responsibilities of each Party.

### Terms

The term of this Memorandum of Understanding shall be for a period of Date: 12/11/2019 to Date: 12/11/2024 and may be extended upon written agreement of both parties.

### **District Program Implementation Responsibilities:**

#### **Candidate Employment, Placement, and Reciprocity**

- 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
- The District assures candidates will be able to and will support candidate efforts to video tape their practice for the purposes of coaching conversations, reflection and submission of required video files to the CTC for teaching candidate assessment processes.

#### **Candidate Support, Coaching, and Release Time**

- District to ensure that the participating candidate is paired with a Support Provider (SP) from the District within 30 days of being enrolled in EPIC (Geographic proximity and grade level will be considered when pairing candidate and SP)
- District has the option to provide a Coach from the District for the participant. The Coach is to be assigned to the participant no more than 30 days after the participant has been enrolled in EPIC
- District has to ensure that the SP from the District and 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
- District has to notify the EPP Department of assigned SP and Coach with name, phone and email and the paired student's name
- District has to ensure the participant has access to a credentialed teacher with English

## **Memorandum of Understanding**

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.)

- Provide sufficient time and resources, including protected time, for the participating candidate, SP and Coach to work to meet the CTC program requirements
- Provide up to three release days for intern to observe exemplary programs and veteran teachers who serve students with disabilities
- Ensure the Intern, if applicable, receives 45 hours of EL Support and Supervision via Professional Development, real time coaching and/or consultation
- Provide release time for the SP and Coach to attend required trainings
- Maintain confidentiality of EPIC participants as it pertains to documenting progress in the program, issues or concerns that pertain to the program, grades and or evaluations
- EPIC participant program documents of any kind may not be used for evaluation purposes

### **District Fiscal Responsibilities:**

- Accept units, if applicable, earned by the participating teacher in the EPIC program as valid units towards progression on the salary schedule.

### **SCCOE Program Responsibilities:**

- Implement required CTC policy and procedures as it applies to the recommending of participants for their clear credentials
- Provide an EPP Coach if the District chooses not to provide a 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 SPs and Coaches requirements and trainings
- Provide materials and training for SPs and Coaches
- Provide facilitation of orientations and meetings for all stakeholders

## Memorandum of Understanding

### SCCOE Reporting Responsibilities:

- EPP within SCCOE is responsible for all accountability and reporting to CTC

### 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

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Signature of Authorized District Official

Name/Title: Julio Hernandez

Assistant Superintendent, Human Resources

Date: December 11, 2019

Address: 4665 Bernal Ave

Pleasanton, CA 94566

Email: jhernandez@pleasantonusd.net

Phone: 925-462-5500