



“OUR CHILDREN – OUR FUTURE”

**Ravenswood City School District**  
**ADMINISTRATIVE OFFICE**  
2120 Euclid Avenue, East Palo Alto, California 94303  
(650) 329-2800 Fax (650) 323-1072

*Board Members:*  
Tamara Sobomehin, President  
Stephanie Fitch, Vice- President  
Marielena Gaona-Mendoza, Clerk  
Ana Maria Pulido, Member  
Sharifa Wilson, Member

Gina Sudaria  
Interim Superintendent

**Memorandum of Understanding**  
**BETWEEN**  
Ravenswood City School District  
**AND**  
**Dr. Jarice Butterfield**

This Memorandum of Understanding (MOU) describes and confirms an agreement between the **Ravenswood City School District (DISTRICT)** and **Dr. Jarice Butterfield**. The purpose of this agreement is to formalize and clarify any expectations of and the relationship between the parties involved, thereby ensuring an effective working relationship for the implementation of Ravenswood City School District CCEIS (Comprehensive Coordinated Early Intervening Services) Plan.

**I. DESCRIPTION OF SERVICES and PURPOSE OF COLLABORATION**

**STATE PERFORMANCE PLAN TECHNICAL ASSISTANCE PROJECT (SPP-TAP)**

Funded by the California Department of Education (CDE) through a contract to the Napa County Office of Education (NCOE), the overall purpose of the project is to provide a system of technical assistance for local educational agencies (LEAs) working to address performance and compliance problems relating to disproportionality and significant disproportionality.

The SPP-TAP provides technical assistance consisting of training, coaching, information dissemination, and referrals of best practices. Services include: sustaining a [cadre of expert technical assistance facilitators](#); designing and facilitating a community of practice; and developing and providing regional workshops.

**DISPROPORTIONALITY**

The Individuals with Disabilities Education Act (IDEA 2004) requires states and local education agencies (LEAs) to take steps to address disproportionate representation.

Disproportionality refers to the “overrepresentation” of a particular racial or ethnic group in one of four areas:

1. special education in general;
2. special education within a specific disability category;
3. disciplinary action; or
4. more restrictive environments.

Ravenswood City School District was identified as Disproportionate for identification of African American students under the category of Other Health Impairment. This disproportionality was identified in the 18-19 and 19-20 school years. We have also learned that Ravenswood is no longer considered disproportionate as of the 2020 - 2021 school year.

To complete the CCEIS plan for 2019 - 2020 we are required by the CDE to hire a TA facilitator. The TA facilitator that has been identified is **Dr. Jarice Butterfield**.

**II. TERMS OF UNDERSTANDING**

This agreement is effective on **June 1, 2021** and will remain in effect until **the completion of the CCEIS Plan Approval Process December 31, 2021**, unless terminated pursuant to Section IX.

The MOU shall be reviewed quarterly to ensure that it is fulfilling its purpose and to make any necessary revisions.

Amendments to this MOU must be provided to all signing persons and will become effective upon the signed approval of all parties.

The contractor will be paid at a rate of \$100/hour for a minimum of 10 hours and a maximum of 20 hours totalling no more than \$2,000.

### III. SCHOOL and DISTRICT OBLIGATIONS

- A. The DISTRICT will ensure that an appropriate administrator will be designated for assistance in implementing **CCEIS Plan**. The administrator will perform, but is not limited to, the following functions:

Coordinating with the TA Facilitator around the following collaborative activities:

#### **Plan Development Support**

Supporting Ravenswood City School District with the development of the CCEIS plan (inclusive of 1:1, small or larger group meetings developing the plan as well as reviewing the plan prior to meetings)

#### **Professional Development**

##### **Multi Tiered Systems of Support**

Observe and join conversation about the effectiveness of the Multi-Tiered Systems of Support structure in Ravenswood and its effectiveness for supporting our SigDisp student group. Share successful models with the Instructional Cabinet that could serve as a model for restructuring and evaluating our current system.

Provide professional development around implementation of successful MTSS systems and structures to staff.

##### **Culturally Responsive Teaching**

Provide training and professional development around culturally responsive teaching. Topics or subject matter of the Professional Development will be selected in collaboration with the Ravenswood Team.

- B. The DISTRICT agrees to appoint District staff, as necessary, to act as the primary point of contact between Dr. Jarice Butterfield *and* RCSD for the development of a CCEIS plan for serving Ravenswood students.
- C. The DISTRICT agrees that District staff will help facilitate the process to gain access to program needs such as appropriate space, student information, etc.
- D. The DISTRICT agrees that *Ravenswood City School District* will act as primary reporting agency when a staff person informs school staff of reasonable suspicion of child abuse, child neglect, harm to self or harm to others of a student residing in the district.

RCSD agree to the reporting process outlined in Appendix A.

### IV. **Dr. Jarice Butterfield**

- A. **Dr. Jarice Butterfield** agrees to provide stated service as in Section I to the schools identified in section III.A.2. Activities outside those specified in the stated services (section I) will be determined jointly by representatives from DISTRICT and **Dr. Jarice Butterfield** (e.g. field trips, etc.).
- B. **Dr. Jarice Butterfield** agrees that services provided by **Dr. Jarice Butterfield** pursuant to this MOU may be supervised and evaluated by staff from the Ravenswood City School District as a supplement to **CCEIS** primary oversight.
- C. **Dr. Jarice Butterfield** agrees to provide orientations/presentations to district representatives, program staff, school staff and parents for informative purposes as appropriate/agreed upon by Ravenswood City School District and Dr. Jarice Butterfield. .

V. **CONFLICT RESOLUTION**

The Parties agree that differences of opinion regarding personnel or service practices or Parties will be discussed. If resolution is not obtained then, decisions will be made after discussion between the Director of Special Education, Superintendent and **Dr. Jarice Butterfield**.

VI. **NON-DISCRIMINATION**

**Dr. Jarice Butterfield** and the DISTRICT shall not discriminate against any person rendering or receiving services pursuant to this Memorandum, on the basis of race, color, age, marital status, national origin, sex, creed, sexual orientation, or physical or mental disability, including HIV disease, as provided by State and Federal Law.

VII. **HOLD HARMLESS**

Each party is an independent contractor responsible for its acts and the acts of its officers, agents, and employees. Each party agrees to indemnify, defend, and hold harmless the other party, its officers, agents, and employees from any and all loss, injury, liability, damages, claims, demands, suits, or judgments arising from the acts or omissions of its officers, agents, and employees in connection with the performance of this agreement.

VIII. **CONFIDENTIALITY**

The parties shall maintain the confidentiality of all records generated during the period of this agreement pursuant to applicable Federal and State laws.

IX. **TERMINATION**

This Agreement may be terminated by either party by giving a minimum of thirty (30) days advance written notice to all parties.

X. **NOTICES**

All notices of the parties shall be in writing and shall be addressed as set forth below:

**Dr. Jarice Butterfield**

6/21/2021

P. O. Box 1658  
Tehachapi, CA. 93581

TO SCHOOL DISTRICT:  
Superintendent  
Ravenswood City School District  
2120 Euclid Avenue  
East Palo Alto, CA 94303

**SIGNATURE PAGE**

**XI. AUTHORIZATION**

The signing of this MOU is not a formal undertaking. It implies that the signatories will strive to reach, to the best of their ability, the objectives stated in the MOU.

On behalf of the organization I represent, I wish to sign this MOU and contribute to its further development.

**RAVENSWOOD CITY SCHOOL DISTRICT**

\_\_\_\_\_  
Gina Sudaria, Superintendent

\_\_\_\_\_  
Date

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Sole Proprietor

**(Insert Organization Name)**

DocuSigned by:  
**JARICE BUTTERFIELD**  
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6/21/2021

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JARICE BUTTERFIELD 6/21/2021

\_\_\_\_\_  
Date

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