



# Monterey County Office of Education

Dr. Nancy Kotowski  
County Superintendent of Schools

September 16, 2016



Dear Kari Yeater,

I am pleased to announce that once again First 5 of Monterey County will be providing mini-grants for transitional kindergarten teachers in order to provide developmental play materials. For each TK teacher that has been participating in our TK networks, they will have \$500 available to purchase those materials that the district does not usually purchase for our young learners (please see the attached Memorandum of Understanding (MOU) for other constraints). For new TK teachers, they will have \$2500 available to spend.

First 5 has two conditions in order for the teachers to have access to the materials. First, they must be a regular member of our monthly TK network. For your convenience, I have attached a flyer outlining the dates, times, and locations of these meetings. During these meetings, teachers will have an opportunity to share out regarding the materials purchased and how these materials were used to assist students. There are two documents that need to be sent to MCOE, along with all receipts prior to any invoices or reimbursements. These documents are attached.

The second condition, is that the materials are to stay with the TK classroom and not the teacher. Should a teacher leave a TK position, s/he will not be able to take these materials with them. More information is available in the attached MOU.

In order to expedite these transactions, MCOE would prefer to have districts purchase the materials for the teachers and then submit an invoice, along with the two First 5 documents, to MCOE for payment. If you are interested in your teachers participating in the program, please sign the attached MOU and forward the original signature copy to MCOE, attention Cathy Cranson.

If you have any questions, please call 784-4155 for more information.

Thank you for your time and support for our very youngest learners!

Sincerely,

Jamie Valenzuela-Mumau, Ed.D.  
Assistant Superintendent  
Monterey County Office of Education

## MEMORANDUM OF UNDERSTANDING

### Between the Monterey County Office of Education and North Monterey County School District

1. **PARTIES:** This Agreement is entered into by and between the Monterey County Office of Education (hereinafter referred to as "MCOE") and North Monterey County School District (hereinafter referred to as "DISTRICT").
2. **SERVICES:** MCOE agrees to provide one or all of the following services to the DISTRICT:
  - First 5 of Monterey County will provide cost reimbursable mini-grants not to exceed \$51,200 to MCOE. This money is to be used for materials in the classrooms of Transitional Kindergarten (TK) teachers in Monterey County.
  - MCOE will make a portion of these funds available to DISTRICT for TK teachers so that they may purchase materials for their respective classrooms.
3. **MCOE DUTIES:** MCOE shall provide the associated services to DISTRICT and its authorized administrators/participants as follows:
  - Provide initial mini-grants for Transitional Kindergarten teacher for classroom materials. Additional grants may be allocated depending on the remaining funds after the initial reimbursement.
    - a. Initial distribution should be allocated in the following way:
      - i. Up to \$2,500 for returning TK Teachers (those that have participated no more than 1 year)
      - ii. Up \$1,500 for TK Teachers in rural classrooms (those that have not participated in the past and are unable to attend regular meetings)
      - iii. Teachers who are new this year and are unable to commit to attending all meetings will be required to attend at least 1 meeting a year to obtain funding.
      - iv. If resources allow, and not all funding is utilized, returning educators with more than 1 year of participation can get up to \$500 for purchase of materials.
  - MCOE will notify DISTRICT in writing when additional funds become available, along with the new total allocated amount.
  - MCOE will reimburse DISTRICT on actual expenditure, not to exceed the total allocated amount. Only items that follow the grant requirements/restrictions, and have a corresponding detailed dated receipt will be reimbursed.

Provide each TK teacher with Request for First 5 Monterey County Grants survey and a Post Event survey. These will be remitted to MCOE no later than July 31, 2017.
4. **DISTRICT DUTIES:** DISTRICT shall provide the associated services to MCOE in connection with the agreement:
  - Reimburse the TK teachers up to the not to exceed allocated amount. DISTRICT may purchase the materials on behalf of the TK teacher.
  - Collect receipts/invoices for all items purchased for each TK teacher, and send a copy to MCOE. Receipts must be detailed, dated, and readable.
  - Each TK teacher will need to complete a Request for First 5 Grants Survey, at every request for reimbursement, and a Post Event Survey, at the final reimbursement request. These will be sent to MCOE.
  - Ensure that all items purchased stay within the district TK classroom, regardless of teacher reassignment to other grades.
  - District will maintain an inventory schedule of classroom materials purchased with this grant.

- District (check one) [ allows] or [ does not allow] its TK teachers to be reimbursed directly by MCOE.  
(Allowing TK teachers to be reimbursed directly by MCOE means that the District should not make purchases in any method (i.e. P.O./Credit card/etc.). Reimbursement is to teachers OR the District but not to both.

- 5. RESTRICTIONS ON MATERIALS PURCHASED:** All materials purchased need to be for the sole purpose of supporting TK educators' ability to meet the Transitional Kindergarten expectations for developmentally appropriate materials and exploration.
- 6. PAYMENT:** MCOE shall reimburse DISTRICT in consideration of such services up to the total allocated amount per TK teacher. Total allocated amount is determined by MCOE and cannot exceed \$2,500.00 per teacher (see item 3 above). The total sum to be paid under this agreement shall be paid by June 30, 2017.
- 7. TERM:** This agreement for services and reimbursement purchases is effective July 1, 2016 to June 30, 2017 and only receipts dated between July 1, 2016 and June 30, 2017 will be eligible for reimbursement.
- 8. INDEMNIFICATION:** DISTRICT agrees to hold harmless, indemnify, and defend MCOE and its officers, agents and employees from any and all claims and losses accruing or resulting from injury, damage or death of any person, firm or corporation in connection with DISTRICT's performance of this Agreement.  
  
MCOE agrees to hold harmless, indemnify, and defend DISTRICT and its officers, agents and employees from any and all claims and losses accruing or resulting from injury, damage or death of any person, firm or corporation in connection with MCOE's performance of this Agreement.
- 9. TERMINATION:** This Agreement is subject to termination upon thirty (30) days written notice. In the event of early termination, MCOE shall pay DISTRICT for all actual costs incurred through the effective date of termination.
- 10. GOVERNING LAW:** The terms and conditions of the Agreement shall be governed by the laws of the State of California with venue in Monterey County, California.
- 11. COMPLETENESS OF AGREEMENT:** This Agreement constitutes the entire understanding of the parties and any changes shall be mutually agreed to in writing.

**MONTEREY COUNTY OFFICE  
OF EDUCATION (MCOE)**

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

**Garry P. Bousum**  
Typed Name

**Associate Superintendent**  
Title

**Jamie Valenzuela-Mumau**  
Assistant Superintendent



**North Monterey County School District**

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

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Title