



Anne E. Campbell • County Superintendent of Schools

**2018-2019  
AGREEMENT  
BETWEEN  
SAN MATEO COUNTY SUPERINTENDENT OF SCHOOLS  
AND  
MILLBRAE SCHOOL DISTRICT**

This Agreement is made and entered into by the Millbrae School District, hereinafter referred to as **DISTRICT**, and the San Mateo County Superintendent of Schools, hereinafter referred to as **SUPERINTENDENT**.

- I. Purpose and Scope:** The purpose of this Agreement is to clearly identify the roles and responsibilities of each party as they relate to:
- A. Provide support with implementation of LCAP Goal 1, Action/Service 1.4 by providing job-embedded professional learning/coaching for site administrators on the implementation of the workshop model of writing instruction.
  - B. Provide guidance in the examination of the current reality of writing instruction.
  - C. Provide coaching support for implementation to site administration via classroom walk-through
  - D. Provide support for calibration across school sites to site administration via group classroom walk-through

**II. Responsibilities Under this Agreement:**

- A. The **DISTRICT** shall:
  - 1. Be available to meet and plan with the Superintendent's staff
  - 2. Communicate expectations to staff designated under this Agreement
  - 3. Ensure full participation of designated teachers and administrators
  - 4. Ensure teachers have resources necessary for full implementation of the writing curriculum
- B. The **SUPERINTENDENT** shall:
  - 1. Identify and reserve qualified staff to fulfill the responsibilities of this Agreement.
  - 2. Schedule qualified staff, in agreement with District staff, to provide the agreed upon support and services.
  - 3. Utilize evidence-based practices that provide for effective implementation
  - 4. Provide individual job-embedded principal coaching and goal setting, classroom walk-throughs
  - 5. and debriefs for five (5) site administrators, not to exceed 8-hours each
  - 6. Provide group, job-embedded principal coaching to support calibration of expectations and implementation, not to exceed 8-hours total.

**III. Contract Terms and Conditions**

It is mutually understood and agreed by and between the parties that:

- A. The term of contract shall be for September 1, 2018 through June 15, 2019.
- B. The total contract cost shall not exceed **\$9,000**.
- C. **DISTRICT** agrees to pay **SUPERINTENDENT** for services provided to **DISTRICT** under the terms of this Agreement, within 30 days of receipt of invoice.

**IV. Conditions**

- A. Entire Agreement: This Agreement represents the entire Agreement and understandings of the parties hereto and no prior writings, conversations or representations of any nature shall be deemed to vary the provisions hereof. The Agreement may not be amended in any way except by a writing duly executed by both parties hereto.
- B. Cancellation of Agreement: This agreement may be cancelled prior to June 15, 2019, upon mutual written agreement between **DISTRICT** and **SUPERINTENDENT**. In the event of cancellation of this Agreement, payment of fees for preparation and/or services provided to date will be immediately due and payable.
- C. Insurance: Each party shall take out and maintain liability insurance that shall protect that party for the duration of this Agreement, including but not limited to such claims that may arise pursuant to that party's performance of this Agreement.
- D. Indemnity: Each party shall indemnify, defend and hold the other harmless from any and all losses, damages or expenses, including reasonable attorney's fees, arising out of or resulting from claims to the extent caused by the negligent act or omission of such party.
- E. Governing Law: This Agreement, and any disputes arising out of this Agreement, shall for all purposes be deemed subject to the laws of the State of California without regard to its choice of law rules, and any lawsuit concerning or arising out of this Agreement shall be venued in the County of San Mateo.

**V. Effective Date and Signature**

This Agreement shall be effective upon signature of **SUPERINTENDENT** or designee and **DISTRICT** authorized official. It shall be in force September 1, 2018 through June 15, 2019.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

**SAN MATEO COUNTY SUPERINTENDENT OF SCHOOLS**

**MILLBRAE SCHOOL DISTRICT**

  
\_\_\_\_\_  
Denise Porterfield, Deputy Superintendent

\_\_\_\_\_  
Signature of Authorized District Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date