

Memorandum of Understanding
2012 – 2013
For Partnering School Districts and Employers
AGREEMENT TO PROVIDE SERVICES

This Memorandum of Understanding (MOU), is entered into this _____ day of _____, 20____ by and between the San Diego County Superintendent of Schools, herein called the “Superintendent” and Mt. Diablo Unified School District herein called the “District,” who agrees to access the following services from the Superintendent.

SCOPE OF SERVICES

A. The Superintendent agrees to:

1. Act as Local Educational Agency in accordance with San Diego County Local Educational Agency agreement with the California Commission on Teacher Credentialing.
 - a. Provide credential services for the review of applications for the Adult and Career Technical Education Designated Subjects Credentials.
2. Distribute Commission on Teacher Credentialing updates for credential standards and program information.
3. Review and organize data from course evaluations and mentor experiences. Report findings at Credential advisory meetings.
4. Organize and publicize annual Credential Advisory meeting.
5. Adhere to the California Commission on Teacher Credentialing educator preparation accreditation system’s 7-year cycle of activities.
6. Provide support and linkages to partnering IHE’s.
7. Provide ongoing program improvement collaboration opportunities with IHE’s, Districts, employers, and all relevant stakeholders.

B. The District agrees to:

1. Provide District Supervisors (evaluative) who are:
 - a. Certificated and experienced in teaching
 - b. Trained in supervision and support of beginning teachers
 - c. Experienced in offering professional development opportunities
 - d. Experienced in providing ongoing support to Support Providers and candidates
 - e. Responsible for collaborating with the Program staff on selecting qualified mentors and completing all necessary paperwork.
2. Provide Support Provider (non-evaluative) mentors for each preliminary credential candidate (including substitute teachers) upon hire who are:
 - a. Program Approved, Minimum Qualifications include:
 - i. Hold a Valid Clear California Teaching Credential
 - ii. Verify a minimum of three (3) years of classroom teaching experience
 - iii. Verify recent work experience in an educational setting
 - b. Trained in providing coaching and support to beginning teachers
 - c. Assessed by new teacher candidates for their services
 - d. Competent in providing complete, accurate and timely feedback to new teacher candidates and submitting mentor logs to the Program Mentor Supervisor in September, March and June including information about progress toward competence.

- e. Attend annual Credential Advisory meeting.
- 3. Provide district staff available to assist and support candidates in the processing of credential application materials (i.e., district credential technician).
- 4. Ensure candidates complete a Program approved Early Orientation within the first 30-days of employment via either an online method or district sponsored program. District sponsored Early Orientation content and assessment need to be approved by the Program prior to candidate use. If a Program approved district sponsored Early Orientation model is completed, the district will provide the candidate and Program with a certificate of completion when all Early Orientation requirements are met.
- 5. Identify one (1) contact person as liaison with Superintendent.

TOBACCO – FREE FACILITY

- A. The County is a tobacco-free facility. Tobacco use (smoked or smokeless) is prohibited at all times on all areas of County Office property.

PERIOD OF AGREEMENT AND RENEWAL TERMS

- A. This agreement shall be effective from _____ until **June 30, 2013** and is renewable annually, by mutual written agreement.

CONTACT PERSONS

The contact person(s) for the Superintendent shall be:

Steve C. Pinning, Senior Director, CTE & ROP
 6401 Linda Vista Road, Room 408
 San Diego, CA 92111
 Telephone: (858) 569-3116
 Email: spinning@sdcoe.net

Susie Johnson, Program Supervisor
 6401 Linda Vista Road, Room 408
 San Diego, CA 92111
 Telephone: (858) 292-3759
 Email: sujohnson@sdcoe.net

Credential Technician
 Lillian Harvey, Credentials Technician
 6401 Linda Vista Road, Room 408
 San Diego, CA 92111
 Telephone: (859) 292-3825
 Email: lharvey@sdcoe.net

The contact(s) for the Mt. Diablo Unified School District shall be:

Administrator
 Name, Title: Joanne Durkee, Director
 Address: 1266 San Carlos Ave.
 City, ST Zip: Concord, CA 94518
 Telephone: (925) 685-7340
 Email: durkeej@mdusd.org

Administrator
 Name, Title: _____
 Address: _____
 City, ST Zip: _____
 Telephone: _____
 Email: _____

Credential Technician
 Name, Title: Sandra Stanford, Admin. Secretary
 Address: 1266 San Carlos Ave.
 City, ST Zip: Concord, CA 94518
 Telephone: (925) 685-7340
 Email: stanfords@mdusd.org

TERMINATION

- A. This agreement may be terminated by either party by mutual agreement with (30) thirty days written notice.

OWNERSHIP OF DOCUMENTS OR WORK

- A. Superintendent and District equally.

GOVERNING LAW/VENUE SAN DIEGO

- A. In the event of litigation, the Agreement and related matters shall be governed by and construed in accordance with the laws of the State of California. Venue shall be with the appropriate State or Federal court located in San Diego.

COMPLIANCE WITH THE LAW

- A. The County shall be subject to and shall comply with all Federal, State, and local laws and regulations applicable with respect to its performance under this contract including, but not limited to, licensing, employment and purchasing practices and wages, hours and conditions of employment, including nondiscrimination.

FINAL APPROVAL

- A. This Agreement is of no force or effect until approved by signature of the Superintendent of Schools or his designee, the Assistant Superintendent of Business Services.

ENTIRE AGREEMENT

- A. This agreement represents the entire agreement and understanding of the parties hereto and no prior writings, conversations or representations of any nature shall be deemed to vary the provisions hereof. This agreement may not be amended in any way except by a writing duly executed by both parties here-to.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, such parties acting by their representative being thereunto duly authorized.

**SAN DIEGO COUNTY
SUPERINTENDENT OF SCHOOLS**

DISTRICT

By (Authorized Signature)

By (Authorized Signature)

Lora Duzyk

Name (Type or Print)

Name (Type or Print)

Assistant Superintendent – Business Services

Title

Title

Date

Date

Federal I.D. No./Social Security #