

Contra Costa County Office of Education  
Intern Program and  
Mt. Diablo Unified School District

SEP 09 2013

MDUSD

**MEMORANDUM OF UNDERSTANDING (MOU)/CONTRACT**  
for the CCCOE Intern Program

**July 29, 2013 – June 30, 2014**

This is a Memorandum of Understanding (MOU) between the Contra Costa County Office of Education (CCCOE) Intern Program and the Mt. Diablo Unified School District, in partnership to carry out the Intern Program guidelines. The purpose of this MOU is to establish a formal working relationship between the CCCOE and the Mt. Diablo Unified School District and to set forth the operative conditions that will govern this partnership.

The goal of this partnership is to increase student achievement through the implementation of a quality teacher intern program, while nurturing the growth and development of participating teachers in the Mt. Diablo Unified School District in a sustained and systemic manner.

**ANTICIPATED OUTCOMES OF THIS AGREEMENT:**

- The CCCOE will partner with the Mt. Diablo Unified School District in conducting an Intern program to support first and second year new teachers that are enrolled in a University Intern program.
- The Mt. Diablo Unified School District will identify qualified Teacher Interns.
- Active participation in Intern Program meetings.
- The Mt. Diablo Unified School District will fully implement the program design incorporating all the necessary support and resources to ensure that participating teachers have every opportunity to successfully complete the Intern Program to receive their preliminary credential.



## THE CCCOE INTERN PROGRAM AGREES TO:

1. Provide Mentor Coach trainings, orientation and end of year event.
2. Consult with the Mt. Diablo Unified School District (including administration, teacher representatives and other stakeholders) in reviewing the district's needs and resources in relation to new teacher Interns.
3. Assist the Mt. Diablo Unified School District in determining the selection of new teacher Interns.
4. Work with the Mt. Diablo Unified School District and its other partners to insure that its efforts are coordinated with and complementary to other school improvement initiatives.
5. Provide the training programs, materials and publications to support the above.
6. Facilitate research and evaluation activities in order to inform the partnership.
7. **Allocate in two funding payments the sum of \$887.50 (anticipated level of funding for 2013-2014) per participating teacher for purposes of implementing the Intern Program. An allocation sheet will be provided indicating the final total amount of funding for the 2013-2014 school year, and how those funds may be used. Districts may invoice for half of the allocation in January 2014 and the final half by June 30, 2014.**

## MT. DIABLO UNIFIED SCHOOL DISTRICT AGREES TO:

1. Work with Teacher Intern and meet weekly with Teacher Intern and complete Collaborative log or Monthly Activity Log;
2. Attend fall Orientation with Teacher Intern.
3. Attend 2 Mentor Coach trainings – one in October and one in March.
4. Develop effective coaching and communication skills.
5. Understand the requirements of the Teacher Intern's state approved professional preparation program.
6. Help orient the Teacher Intern to the school and district procedures, routines, and regulations.
7. ~~Develop a sustaining and thoughtful mentoring relationship with the Teacher Intern.~~
8. Be available as a resource to answer the Teacher Intern's questions and to provide general support and mentoring and serve as a role model for the teaching profession.
9. Share instructional ideas/materials with the Teacher Intern.



10. Complete all required paperwork for Solano County Office of Education and return to the appropriate contact person.
11. Conduct formal and informal classroom observations and provide specific written feedback to the Teacher Intern a minimum of two times per year.
12. Observe Teacher Intern (1 day of teacher release time is provided for this activity).
13. Contact University Field Supervisor to set-up and hold a 3-way conference to include Teacher Intern, Mentor Coach and University Field Supervisor at least once during the school year.
14. Complete local and state program evaluation activities.
15. Complete CTC on-line Support Provider Survey Spring 2014; and work with Site Administrator to have him/her complete the Spring State Administrator's Survey for respective Teacher Intern.

Take budgetary and organizational action to insure that the program of new teacher support is sustained. Submit a detailed Intern budget by **June 30, 2014** indicating expenditures for grant funds.

- **Hold harmless:** Both parties agree to indemnify, defend, and save harmless the other from any and all claims and losses resulting from the action of either organization's employees for any activity undertaken in this contract.
- **Termination:**
  - ❑ In the event that either party does not fulfill the terms of this agreement in a timely manner, the other party may terminate this agreement with a 30-day written notice to the breaching party.
  - ❑ In the event that either party determines this agreement is no longer to be bound by the terms, termination may be made with a 30-day prior notice to the date of termination.

**SIGNATURES OF AGREEMENT:**

\_\_\_\_\_  
Mt. Diablo Unified School District Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bill Clark, Associate Superintendent, CCCOE Business and  
Administrative Services

\_\_\_\_\_  
Date

*Return one signed copy by September 15, 2013 to:  
Kandi Gravenmier, Credentials Analyst  
77 Santa Barbara Road  
Pleasant Hill, CA 94523*



Northern California ReLIEF **CERTIFICATE OF COVERAGE** Issue Date **6/26/2013**

**ADMINISTRATOR:**  
 Keenan & Associates  
 1111 Broadway, Suite 2000  
 Oakland, CA 94607  
 510-986-6750  
 www.keenan.com

LICENSE # 0451271

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE COVERAGE DOCUMENTS BELOW.

**ENTITIES AFFORDING COVERAGE:**  
 ENTITY A: Northern California ReLIEF  
 ENTITY B:  
 ENTITY C:  
 ENTITY D:  
 ENTITY E:

**COVERED PARTY:**  
 Contra Costa County Office of Education  
 77 Santa Barbara Road  
 Pleasant Hill CA 94523

RECEIVED  
 RECEIVED  
 JUN 17 2013  
 MDUSD Maintenance & Operations

THIS IS TO CERTIFY THAT THE COVERAGES LISTED BELOW HAVE BEEN ISSUED TO THE COVERED PARTY NAMED ABOVE FOR THE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE COVERAGE AFFORDED HEREIN IS SUBJECT TO ALL THE TERMS AND CONDITIONS OF SUCH COVERAGE DOCUMENTS.

ENT LTR	TYPE OF COVERAGE	COVERAGE DOCUMENTS	EFFECTIVE/ EXPIRATION DATE	MEMBER RETAINED LIMIT / DEDUCTIBLE	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> GOVERNMENT CODES <input checked="" type="checkbox"/> ERRORS & OMISSIONS	NCR 01102-17	7/1/2013 7/1/2014	\$ 25,000	COMBINED SINGLE LIMIT EACH OCCURRENCE \$ 1,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> HIRED AUTO <input checked="" type="checkbox"/> NON-OWNED AUTO <input checked="" type="checkbox"/> GARAGE LIABILITY <input checked="" type="checkbox"/> AUTO PHYSICAL DAMAGE	NCR 01102-17	7/1/2013 7/1/2014	\$ 25,000	COMBINED SINGLE LIMIT EACH OCCURRENCE \$ 1,000,000
A	<b>PROPERTY</b> <input checked="" type="checkbox"/> ALL RISK <input checked="" type="checkbox"/> EXCLUDES EARTHQUAKE & FLOOD <input type="checkbox"/> BUILDER'S RISK	NCR 01102-17	7/1/2013 7/1/2014	\$ 25,000	\$ 250,000,000 EACH OCCURRENCE
A	<b>STUDENT PROFESSIONAL LIABILITY</b>	NCR 01102-17	7/1/2013 7/1/2014	\$ 25,000	\$ Included EACH OCCURRENCE
	<b>WORKERS COMPENSATION</b> <input type="checkbox"/> EMPLOYERS' LIABILITY			\$	<input type="checkbox"/> IWC STATUTORY LIMITS <input type="checkbox"/> OTHER \$ E.L. EACH ACCIDENT
	<b>EXCESS WORKERS COMPENSATION</b> <input type="checkbox"/> EMPLOYERS' LIABILITY			\$	\$ E.L. DISEASE - EACH EMPLOYEE \$ E.L. DISEASE - POLICY LIMITS
	<b>OTHER</b>			\$	\$

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL PROVISIONS:**  
 Supervised use of facilities at various school sites by Contra Costa County Office of Education for educational programs through the coverage expiration date.  
 Replaces certificate issued on 6/18/2010.

**CERTIFICATE HOLDER:**  
 Mt. Diablo Unified School District  
 Maintenance & Operations Department  
 1480 Gasoline Alley  
 Concord CA 94520

**CANCELLATION.....** SHOULD ANY OF THE ABOVE DESCRIBED COVERAGES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING ENTITY/JPA WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE ENTITY/JPA, ITS AGENTS OR REPRESENTATIVES.

*John Stephens*  
 John Stephens  
 AUTHORIZED REPRESENTATIVE