

Purchase Requisition #

**MT. DIABLO UNIFIED SCHOOL DISTRICT**

1936 Carlotta Drive  
Concord, CA 94519

PERSONNEL SERVICES

DEC 22 2009

MDUSD

**AGREEMENT BETWEEN  
MT. DIABLO UNIFIED SCHOOL DISTRICT  
AND INDEPENDENT CONTRACTOR**

THIS AGREEMENT is made this 18 day of December, 2009, by and between the Mt. Diablo Unified School District (hereinafter "District") and Tricia O'Hara (hereinafter "Contractor").

District hereby engages Contractor to render described services under the terms and conditions of this Agreement.

1. Performance of Services

- (a) Contractor agrees to perform the services described on Exhibit "A" (hereinafter "Services") on page 4 of this Agreement as an independent contractor. Contractor will determine the means, manner, method, and details of performing the Services. Contractor shall be responsible for providing the materials, tools, transportation, and workspace necessary for the performance of the services. Contractor may, at Contractor's own expense, use non-District employees to perform the Services under this Agreement. Subcontractors may be used with the written approval of the District only.
- (b) Contractor represents that Contractor has the qualifications and ability to perform the Services in a professional manner, without the advice, control, or supervision of the District. Contractor shall be solely responsible for the professional performance of the services, and shall receive no assistance, direction, or control from District. Contractor shall have sole discretion and control of Contractor's services and the manner in which they are performed.

2. Compensation. District agrees to compensate Contractor for the performance of the Services on the following basis:

\$ 28,458 total fee for Services

198-3070-10-5800  
BUDGET CODE

The basis of the fee for Services shall be as follows:

- a. \$ \_\_\_\_\_ per hour,
- b. \$ 1054 per day, or includes mileage and bridge toll
- c. \$ \_\_\_\_\_ per engagement.

Check one:

- Partial Payments: Contractor shall invoice District on a monthly basis or as agreed to for all hours worked pursuant to this Agreement.
- Payment in Full: Contractor shall invoice District on completion of services. District Administrator will verify invoice indicating that all required services have been performed.

Contractor shall be responsible for all expenses incurred in association with the performance of the Services.

3. Term and Termination. This Agreement will become effective on 1/4/10. This Agreement will terminate upon the completion of the Services or when terminated as set forth below.

Either party may terminate this Agreement at any time by giving thirty (30) days written notice to the other party. Should either party default in the performance of this Agreement or materially breach any of its provisions, the non-breaching party may terminate this Agreement by giving written notice to the breaching party. Termination shall be effective immediately on receipt of said notice.

4. Relationship of the Parties. Contractor enters into this Agreement as, and shall continue to be, an independent contractor. Under no circumstances shall Contractor be considered an employee of District within the meaning of any federal, state, or local law or regulation including, but not limited to, laws or regulations governing unemployment insurance, old age benefits, workers' compensation, industrial illness or accident coverage, taxes, or labor and employment in general. Under no circumstances shall Contractor look to District as his/her employer, or as a partner, agent, or principal. Contractor shall not be entitled to any benefits accorded to District's employees, including, without limitation, workers' compensation, disability insurance,

Purchase Requisition #

vacation, or sick pay. Contractor shall be responsible for providing, at Contractor's expense, and in the Contractor's name, disability, workers' compensation or other insurance, as well as licenses and permits usual or necessary for conducting the Services hereunder.

Contractor shall pay, when and as due, any and all local, state and federal income or other taxes incurred as a result of Contractor's compensation hereunder, including estimated taxes, and shall provide District with proof of said payments upon demand. Contractor hereby indemnifies District for any claims, losses, costs, fees, liabilities, damages, or injuries suffered by District arising out of Contractor's breach of this Section.

- 5. Fingerprinting and Criminal Records Check of Contractor's Employees. Contractor shall comply with the provisions of Education Code §45125.1 regarding the submission of fingerprints to the California Department of Justice and the completion of criminal background investigations of the contractor and/or its employees. Contractor shall not permit any employee to have any contact with District pupils until such time as Contractor has verified in writing to the governing board of the District that such employee has not been convicted of a felony, as defined in Education Code §45125.1.
- 6. Rules and Regulations. All results and regulations of the Board of Education and all federal, state, and local laws, ordinances and regulations are to be observed strictly by Contractor pursuant to this Agreement.
- 7. Indemnification. Contractor shall and does hereby indemnify, defend, and hold harmless District, and District's officers, employees, agents and representatives from and against any and all claims, demands, losses, costs, expenses, obligations, liabilities and damages, including, without limitation, interest, penalties, and reasonable attorneys fees and costs, that District may incur or suffer and that arise, result from, or are related to any breach or failure of Contractor to perform any of the representations, warranties, and agreements contained in this Agreement.
- 8. Insurance. Insurance shall be endorsed to include the District, its officers, officials, agents, employees and volunteers as additional insureds with respect to liability arising out of work or operations performed by or on behalf of the Contractor. Such insurance shall contain a provision that the insurance afforded thereby to the District and its officers, officials, agents, employees and volunteers shall be primary insurance to the full limits of liability of the policy, and that if the District, its officers, officials, agents, employees and volunteers have other insurance against a loss covered by such a policy, such other insurance shall be excess insurance only.
- 9. Ownership of Designs and Plans. Contractor agrees that all designs, plans, reports, specifications, drawings, schematics, prototypes, models, inventions and all other information and items made during the course of this Agreement and arising from the Services shall be owned by and assigned to District as its sole and exclusive property.
- 10. Notice. Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by telegram, overnight delivery service, or facsimile transmission, addressed as follows:

DISTRICT  
 Mt. Diablo Unified School District  
 1936 Carlotta Drive  
 Concord, CA 94519-1397  
 Attn: Superintendent

CONTRACTOR  
 Name: Tricia O'Hara  
 Address: 1460 1/2 Felder Road  
Sonoma, CA 95476  
 Phone: 707.939.7536  
 Fax: 707.939.7299  
 Tax ID #: 338-36-7876

Any notice personally given or sent by telegram or facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

- 11. Entire Agreement of Parties. This Agreement constitutes the entire agreement between the parties and supersedes all prior discussions, negotiations and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both parties.
- 12. California Law. This Agreement shall be governed by and the rights, duties and obligations of the parties shall be determined and enforced in accordance with the laws of the State of California. The parties further agree

Purchase Requisition #

that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in Contra Costa County, California.

13. Attorneys' Fees. If either party files any action or brings any proceedings against the other arising out of this Agreement, the prevailing party shall be entitled to recover, in addition to its costs of suit and damages, reasonable attorneys' fees to be fixed by the court. The "prevailing party" shall be the party who is entitled to recover its costs of suit, whether or not suit proceeds to final judgment. No sum for attorneys' fees shall be counted in calculating the amount of a judgment for purposes of determining whether a party is entitled to its costs or attorneys' fees.

14. Waiver. The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first above written.

MT. DIABLO UNIFIED SCHOOL DISTRICT

CONTRACTOR:

By: Christine Richardson 12/18/09  
Budget Administrator Date

By: Jucia Offana 12-19-2009  
Date

Title: Principal

Title: Collegial Coaching Consultant

Authorized by: \_\_\_\_\_  
Assistant or Associate Superintendent Date

Approved: \_\_\_\_\_  
Assistant Superintendent of Personnel Date

TO BE COMPLETED BY DISTRICT BUDGET ADMINISTRATOR

It is my determination that this contractor is not required to comply with Ed. Code §45125.1 regarding the submission of fingerprints to the Department of Justice.

OR

This contractor is subject to the requirements of Ed. Code §45125.1 and will not begin services until I have received evidence that the Department of Justice has completed its criminal background investigation.

Christine Richardi 12/18/09  
Administrator's Signature Date

Prior to commencement of service, sign and forward completed original contract to Fiscal Services.

Christine Richardi 12/18/09  
Originator's Signature

Billing Address if reimbursed by outside agency—i.e. ASB, PTA, PFC

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Distribution  
original: Fiscal Services for payment  
copy: Contractor  
copy: Originator/Budget Administrator

Purchase Requisition # \_\_\_\_\_  
**EXHIBIT A**

**LIST OF SERVICES TO BE PERFORMED BY CONTRACTOR**

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See attached specification of  
services and schedule

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Services of Contractor arranged by

Christine Richardson  
Signature

Yanacio Valley Elementary  
Department / School



*Collaborative Coaching in a Class of Its Own!*

**SPECIFICATION OF PROPOSED COLLEGIAL COACHING WORK  
for Ygnacio Valley Elementary, Concord, CA**

**December 18, 2009**

To: Christine Richardson, Principal, YVE

CC: Diane Sargent, Curriculum Specialist, MDUSD

From: Tricia O'Hara, M.Ed., Coach

**PURPOSE OF WORK:**

This year's coaching focus is two-fold: (1) to coach additional teams & designated site coaches in active student engagement (ASE) and (2) to coach teachers currently using ASE in advanced content

**DESCRIPTION OF WORK:**

Each round in either coaching series consists of:

- a morning pre-brief - setting the context of the learning,
- demonstration teaching - the lead coach demonstrates to participants,
- co-teaching/co-coaching - the lead coach assists in teaching a lesson or coaching it,
- active monitoring - observers are actively monitoring the teaching/learning process,
- afternoon de-brief - discussion of each participant's experiences and learning, and a
- content extension session - focusing critical improvement needs.

**DESCRIPTION OF CONTENT:**

**Series A/B/C/D/E?/F?/G (Collegial Coaching Menu attached)**

**LOCATION/ SCOPE OF WORK:**

Ygnacio Valley Elem., Concord, CA

(3) Team(s) of 4+/- volunteer teachers/designated site coaches/coach trainees

(2) Original teams will do mutually agreed advanced series

**DESCRIPTION OF PAYMENT:**

Length of coaching series: 2010: 2 Walk-through days + 5 site visits/ month for a total of 27 days

Fee: (\$1,000) per diem X 27 = \$27,000

Expenses: Mileage-100 RT X 0.505 (dist. Rate?) + toll \$4/ per diem X 27 = 1485

**Total contract: \$28,485.**

Payment schedule: Fees will be invoiced and due on a monthly basis.

CANCELLATION OF SCHEDULED COACHING/TRAINING IN LESS THAN 30 DAYS IS SUBJECT TO 1/2 OF DAILY FEE.  
RESCHEDULING IN LESS THAN 7 DAYS IS SUBJECT TO 1/2 OF DAILY FEE.

Thank you for the opportunity to support the teachers and students of Ygnacio Valley Elementary

**Tricia O'Hara, M.Ed., Coach**

## Collegial Coaching with Tricia O'Hara 2010 YVE Teams and Schedule of Dates

January 5<sup>th</sup> and 7<sup>th</sup>: Walkthrough Days

Team 1: Jan. 14<sup>th</sup>, Feb. 11<sup>th</sup>, Mar. 4<sup>th</sup>, Apr. 1<sup>st</sup>, May 13<sup>th</sup>

April Christiansen

Nissa Lopes

Carol Benninghoven

Kim LaCroix

Team 2: Jan. 12<sup>th</sup>, Feb. 4<sup>th</sup>, Mar. 2<sup>nd</sup>, Mar. 30<sup>th</sup>, May 11<sup>th</sup>

Kathy Collins

Katia Jatoft

Meredith Quinn

Carolyn Barney

Team 3: Jan 28<sup>th</sup>, Feb. 25<sup>th</sup>, Mar. 23<sup>rd</sup>, Apr. 27<sup>th</sup>, May 27<sup>th</sup>

Zamorano

Ortega

Anaman

Gregory

Team 4: Jan. 26<sup>th</sup>, Feb. 23<sup>rd</sup>, Mar. 16<sup>th</sup>, Apr. 20<sup>th</sup>, May 25<sup>th</sup>

Romano

Hunt

Jacobson

Ward

Lark Mason (Series H)

Team 5: Jan. 19<sup>th</sup>, Feb. 16<sup>th</sup>, Mar. 9<sup>th</sup>, Apr. 13<sup>th</sup>, May 18<sup>th</sup>

Ralls

Laton

Hutchens

Contreras

Leyden

# COLLEGIAL COACHING MONTHLY MENU SPECIALS

School Year 2009-2010

|  |              |
|--|--------------|
| <b>SERIES A</b>  | <b>DAYS*</b> |
| <u>STRUCTURING ACTIVE STUDENT ENGAGEMENT: Basics of Turning Passive into Active</u>                          | <b>5</b>     |
| <b>SERIES B</b>  | <b>3</b>     |
| <u>WHERE'S THE BEEF?: Adding Active Student Engagement to My Content Lesson</u>                              |              |
| <b>SERIES C</b>  | <b>4</b>     |
| <u>ROBUST VOCABULARY INSTRUCTION 101: What We Know and Need to Do</u>  |              |
| <b>SERIES D</b>  | <b>4</b>     |
| <u>USING SENTENCE STARTERS, ETC.: Word Choice, Academic Language, Word-Learning Strategies and Word Play</u> |              |
| <b>SERIES E</b>  | <b>3</b>     |
| <u>BEYOND THE BIG WORDS: Accessing Expository Text</u>   |              |
| <b>SERIES F</b>  | <b>3</b>     |
| <u>ACTIVATING WHOLE CLASS DISCUSSION: No More Bystanders</u>   |              |
| <b>SERIES G</b>  | <b>1+</b>    |
| <u>TUNE UP: Solidifying Teacher Practice</u>   |              |
| <b>SERIES H</b>  | <b>3</b>     |
| <u>WAIT, WAIT, DONT TELL ME: Coaching the Coaches</u>  |              |

\*NOTE: ADD 1 day for pre-series walk-through observations (usually required). Admin. participation encouraged.



Collaborative Coaching in a Class of Its Own!

[triciaohara@earthlink.net](mailto:triciaohara@earthlink.net)

USA (707)939-7536