

Tulare County Office of Education

Committed to Students, Support & Service

Tim A. Hire
*County
Superintendent
of Schools*

P.O. Box 5091
Visalia, California
93278-5091

(559) 733-6300
tcoe.org

Administration
(559) 733-6301
fax (559) 627-5219

Business Services
(559) 733-6474
fax (559) 737-4378

Human Resources
(559) 733-6306
fax (559) 627-4670

Instructional Services
(559) 302-3633
fax (559) 739-0310

Special Services
(559) 730-2910
fax (559) 730-2511

Main Locations

**Administration
Building & Conference
Center**
6200 S. Mooney Blvd.
Visalia

Doe Avenue Complex
7000 Doe Ave.
Visalia

**Liberty Center/
Planetarium &
Science Center**
11535 Ave. 264
Visalia

December 20, 2024

Mount Diablo Unified School District
Contra Cost Community College District
1213 Linden Drive
Concord, CA 94520

Dr. Adam Clark,

Attached is your Agency Agreement for 2024-25 from College & Career.

Please sign and return either by e-mail or by mail to:

E-mail: karla.doyer@tcoe.org

OR

Mail: Tulare County Office of Education
Attn: Karla Doyer, Purchasing & Agreements Manager
P.O. Box 5091
Visalia, Ca 93278-5091

Please feel free to contact me if you have any questions. Thank you.

Sincerely,



Karla Doyer

Purchasing & Agreements Manager | 559-302-3729 | karla.doyer@tcoe.org

SCOPE OF SERVICES - EXHIBIT A

1. RESPONSIBILITIES OF DISTRICT:

(Please provide a detailed description of services and deliverables to be provided by Mount Diablo Unified School District/Contra Costa Community College District.)

Through an application process, a participant was selected from DISTRICT to participate in the 2024-25 LDI.

DISTRICT will allow the LDI participant to attend all virtual and in-person convenings:

- Session 1: September 17th, 9 AM - 11 AM | Virtual/Zoom
- Session 2: October 15th, 9 AM - 11 AM | Virtual/Zoom
- Session 3: January 22-24, 2025 | Fresno
- Session 4: March 4-5, 2025 | Sacramento (after Educating for Careers Conference)
- Session 5: April 8-10, 2025 | Fresno
- Session 6: May 5-7, 2025 | Los Angeles
- Session 7: June 16-18, 2025 | Sacramento

DISTRICT will follow their internal procedures to organize all travel arrangements for LDI participant to attend in-person convenings.

DISTRICT will submit invoices to Superintendent for reimbursement of LDI participant travel, including hotel, flight or mileage, and per diem/incidentals up to a total \$4,550.

2. RESPONSIBILITIES OF SUPERINTENDENT:

(Please provide a list of items The Tulare County Superintendent of Schools will furnish.)

SUPERINTENDENT will provide professional development through the LDI project's modules in order to support current, new, and aspiring career technical education (CTE) leaders in the administration of CTE programs throughout the state of California at the following convenings:

- Session 1: September 17th, 9 AM - 11 AM | Virtual/Zoom
- Session 2: October 15th, 9 AM - 11 AM | Virtual/Zoom
- Session 3: January 22-24, 2025 | Fresno
- Session 4: March 4-5, 2025 | Sacramento (after Educating for Careers Conference)
- Session 5: April 8-10, 2025 | Fresno
- Session 6: May 5-7, 2025 | Los Angeles
- Session 7: June 16-18, 2025 | Sacramento

SUPERINTENDENT will work with hotels in each location to secure a group rate and disseminate the information to LDI participants in a timely manner so that they may organize their travel arrangements to each session.

FEE SCHEDULE

The contract total for services to be provided are estimated to be

DISTRICT shall document and track all travel related expenditures and submit requests for reimbursement to SUPERINTENDENT within thirty (30) days of each LDI session:

- Session 1: September 17th, 9 AM - 11 AM | Virtual/Zoom

No Invoice Due

- Session 2: October 15th, 9 AM - 11 AM | Virtual/Zoom

No Invoice Due

- Session 3: January 22-24, 2025 | Fresno

Invoice Due Date February 24, 2025

- Session 4: March 4-5, 2025 | Sacramento (after Educating for Careers Conference)

Invoice Due Date April 5, 2025

- Session 5: April 8-10, 2025 | Fresno

Invoice Due Date May 10, 2025

- Session 6: May 5-7, 2025 | Los Angeles

Invoice Due Date June 7, 2025

- Session 7: June 16-18, 2025 | Sacramento

Invoice Due Date July 18, 2025

DISTRICT will submit all receipts as backup for the travel reimbursement with each invoice.

including travel or other expenses.

Payment will be by the job or day unless specified otherwise in a fee schedule attached to this document.

Exhibit (A)

Exhibit (B)

Exhibit (C)

Exhibit (D)

AGENCY AGREEMENT 250808

THIS AGREEMENT, is entered into between the Tulare County Superintendent of Schools, referred to as SUPERINTENDENT and Mount Diablo Unified School District/Contra Costa Community College District, referred to as DISTRICT.

ACCORDINGLY, IT IS AGREED:

1. TERM: This Agreement shall become

effective as

7/1/2024

and shall expire on .

6/30/2025

2. **SERVICES:** DISTRICT shall provide services as set forth: (See attached Scope of Services - Exhibit A for details. The Exhibit A is made part of this Agreement by reference.)

3. **COST OF SERVICES:** SUPERINTENDENT shall pay DISTRICT for the actual cost of such services to the extent they are allowable not to exceed the sum of

sum of \$ 4,550.00

4. METHOD OF PAYMENT:

- a. DISTRICT must submit itemized invoices to SUPERINTENDENT for the cost of the services.
- b. DISTRICT is responsible for maintaining verifiable records for all expenditures.

5. **INDEMNIFICATION:** SUPERINTENDENT and DISTRICT shall hold each other harmless, defend and indemnify their respective agents, officers and employees from and against any liability, claims, actions, costs, damages or losses of any kind, including death or injury to any person and/or damage to property, arising out of the activities of SUPERINTENDENT or DISTRICT or their agents, officers and employees under this Agreement. This indemnification shall be provided by each party to the other party regarding its own activities undertaken pursuant to this Agreement, or as a result of the relationship thereby created, including any claims that may be made against either party by any taxing authority asserting that an employer-employee relationship exists by reason of this Agreement, or any claims made against either party alleging civil rights violations by such party under Government Code section 12920 et seq. (California Fair Employment and Housing Act). This indemnification obligation shall continue beyond the term of this Agreement as to any acts or omissions occurring under this Agreement or any extension of this Agreement.

6. **TERMINATION:** Either party may terminate this Agreement without cause by giving thirty (30) calendar days advance written notice to the other party.

THE PARTIES, having read and considered the above provisions indicate their agreement by their authorized signatures below.

DISTRICT
Adam Clark, Ed.D., Superintendent
Mount Diablo Unified School District/Contra Costa
Community College District
1213 Linden Drive
Concord, CA 94520

SUPERINTENDENT
Tim A. Hire, Superintendent
Tulare County Superintendent of
Schools
Tulare County Office of Education
P.O. Box 5091
Visalia CA 93278-5091

SUPERINTENDENT

Signature

Tim A. Hise

Date

12/20/2024

DISTRICT

Signature

Sign

Samantha Allen 1/2/25

Samantha Allen

Date

Chief of Educational Services

TCOE Program Information

Contact Person:

Therese Arnold

Telephone:

559-739-0314

Department/Program: College and Career

Please return an original copy to:

Tulare County Office of Education
ATTN: Internal Business Services Secretary
P.O. Box 5091
Visalia, CA 93278-5091