

MEMORANDUM OF UNDERSTANDING

Agreement #19005
2018-2019

This Memorandum of Understanding (MOU) is between the **Sacramento County Office of Education**, hereinafter referred to as "**SCOE**," and **Leroy Greene Academy**, hereinafter referred to as "**School**."

The purpose of this MOU is to detail the roles and responsibilities of **SCOE** and the **School** in regard to delivering instructional support services to staff. Once signed by both parties, this MOU is in effect, and may be terminated by either entity in writing, but not less than seven business days prior to the first day of service.

No audio or visual recording of the services provided under this agreement may be made by any means without the advance written authorization of SCOE.

A. SCOE agrees to:

1. Provide a primary contact person and service provider(s) for all work under this MOU.

MOU Contact:

Becky Sullivan

(916) 228-2220

bsullivan@scoe.net

Services provided by:

Christine Anderson

(916) 228-2634

canderson@scoe.net

2. Provide the following service (See Exhibit A, for schedule and details, which is attached hereto and incorporated by reference.):

- Four (4) days of Instructional Rounds facilitation for teachers and administrators.
- Seven (7) days of High Quality First Instruction (HQFI) instructional coaching for teachers.

Location of the service

Leroy Greene Academy

2950 W. River Drive

Sacramento, CA 95833

3. SCOE will make every effort to accommodate changes in dates as needed, however rescheduling is not guaranteed as dates are dependent on availability.
4. Provide an evaluation of services.
5. Provide training materials. Any and all training material are the exclusive property of SCOE. **School** and its agents must obtain written permission from SCOE before it disseminates, markets, or otherwise uses the training materials.
6. Invoice **School** within 30 days of execution of this MOU:
Leroy Greene Academy
2950 W. River Drive
Sacramento, CA 95833

B. School agrees to:

1. Provide a primary contact person for all work under this MOU.
Jenna Elam, Vice Principal
(916) 567-5560
jelam@natomas.k12.ca.us
2. Ensure the site principal/district representative is present during services.
3. Participate in an evaluation of services.
4. Provide facility for training.
5. Provide SCOE with a copy of attendance sign-in sheet upon request.
6. Provide the audio-visual equipment and table supplies.
7. Provide requested materials for participants (e.g., Teacher's Edition).

C. Fiscal: School agrees to pay SCOE \$15,400 within 60 days of invoicing.

D. General Provisions

1. **Indemnity.** Each party agrees to defend, indemnify, and hold harmless each of the other parties (including a party's directors, agents, officers and employees), from any claim, action, or proceeding arising from any actual or alleged act or omissions of the indemnifying party, its director, agents, officers, or employees arising from the indemnifying party's duties and obligations described in this agreement or imposed by law.
 - a. It is the intention of the parties that this section imposes on each party responsibility to the others for the acts and omissions of their respective elected and appointed officials, employees, representatives, agents, subcontractors and volunteers, and that the provisions of comparative fault shall apply. This provision shall survive the termination of this agreement for any claim related to this agreement.
2. **Independent Agents.** This MOU is by and between independent agents and does not create the relationship of agent, servant, employee, partnership, joint venture and/or association between the independent agents.
3. **Nondiscrimination.** Any service provided by the parties pursuant to this Agreement shall be without discrimination based on the actual or perceived race, religious creed, color, national origin, nationality, immigration status, ethnicity, ethnic group identification, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, gender, gender identity, gender expression, sex, or sexual orientation, in accordance with all applicable Federal and State laws and regulations.
4. **Insurance.** All parties shall maintain in full force Commercial Liability Insurance with limits of no less than \$1,000,000 per occurrence. Such requirement may be satisfied by coverage through a joint powers authority. Evidence of insurance coverage shall be furnished upon request by a party to this agreement.

5. **Entire Agreement.** This MOU constitutes the entire agreement and understanding of the parties. All prior understandings, terms or conditions are deemed merged into this MOU. Any changes to this MOU must be agreed to in writing by all parties.

The undersigned represent that they are authorized representatives of the parties and hereby execute this MOU. This MOU may be executed in counterparts each of which shall be deemed an original, but all of which together shall constitute one and the same document. Photographic copies of the signed counterparts may be used in lieu of the originals for any purpose.

Sacramento County Office of Education
Nancy Herota, Ed.D.
Assistant Superintendent, Educational Services

Leroy Greene Academy
Natomas Unified School District
Leslie Sargent, Principal

 8/22/18

Signature Date

 9/17/18

Signature Date

 8/22/18

Director Approval Date

Director Approval Date

**Exhibit A
Leroy Greene Academy**

Day	Date	Support Description	Attend		Notes
			T	A	
Instructional Rounds					
1	9/4/18 8:00-3:15	Instructional Rounds observation and debrief day #1			
2	11/14/18 8:00-3:15	Instructional Rounds observation and debrief day #2			
3	1/15/19 8:00-3:15	Instructional Rounds observation and debrief day #3			
4	4/14/19 8:00-3:15	Instructional Rounds observation and debrief day #4 – full staff			March 13 – LGA to do IR tutorial for staff
HQFI Coaching					
5	8/22/18 8:00-3:15	HQFI coaching day #1			
6	10/2/18 8:00-3:15	HQFI coaching day #2			
7	11/27/18 8:00-3:15	HQFI coaching day #3			
8	12/13/18 8:00-3:15	HQFI coaching day #4			
9	1/22/19 8:00-3:15	HQFI coaching day #5			
10	2/14/19 8:00-3:15	HQFI coaching day #6			
11	3/28/19 8:00-3:15	HQFI coaching day #7			