

**FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT**  
CONFIRMATION OF CONTRACTED SERVICES

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Date: February 7, 2018

Jon Aker  
Director of Technology  
Mountain View Whisman School District  
750-A San Pierre Way  
Mountain View, CA 94043

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This Agreement between Mountain View Whisman School District (Agency) and the Board of Trustees of the Foothill-De Anza Community College District (College) confirms the arrangements the parties have made for the Krause Center for Innovation (KCI), Foothill College to provide a Professional Learning Program (Mini MERIT) for the District.

The Mini-MERIT Program's focus is to promote a synthesis of content, technology, and pedagogy that will build teachers' confidence in using educational technology and increase both teachers' and students' skills with communication, collaboration, critical thinking, and creativity & problem solving. To meet the strategic needs of the District, the program will also introduce the SAMR model to participants, and participants will develop a classroom project and/or a professional development presentation by the end of the program.

Participants in the Mini-MERIT Program will be able to:

1. Integrate a variety of educational technologies into their learning environment that enhances student engagement.
  2. Create technology-enriched, student-centered learning projects that differentiate instruction.
  3. Analyze the efficacy of educational technologies, such as collaboration tools, open educational resources and emerging technologies, for teaching and learning.
  4. Select and use appropriate educational technology tools for student projects and teaching methods that enhance learning outcomes and teaching practice.
  5. Understand the transformative power of educational technology on teaching practice in the context of ISTE NETS-T, NETS-S, and Common Core State Standards (CCSS).
- A Mini MERIT consists of five days of professional development (30 hours).
    - The program will run from July 30 through August 3 at the Krause Center for Innovation (Foothill College).
    - The daily suggested schedule is 8:30 to 3:30, with a one-hour lunch break. This schedule is negotiable based on the district's input.
  - Three to five, experienced classroom instructors, who bring real-world applications to the training environment, will conduct the training.

- The KCI will conduct a needs assessment of MVWSD participants, using Survey Monkey, to understand the needs of the faculty and to inform the program's curriculum.
  - Potential topics include:
    - Integrating online and tablet apps into curriculum
    - Student and educator collaboration tools
    - Blended learning
    - Google Classroom
    - Flipped Classroom techniques
    - Digital media and empowering student voice
    - Student-centered learning activities
    - Online resources
    - Social media - for students and educators
- The District will recruit the teacher participants. The needs assessment survey will be conducted with the teachers accepted to the program.
- It is suggested that the participants bring their own laptops. However, the KCI has laptops available for those participants who need one.

**Mini MERIT Cost:**

- The base price for a Mini MERIT is \$16,000 for up to 25 participants. For programs with 26 to 40 participants the cost is \$20,000.
  - This cost covers all program activities: needs assessment, the curriculum design and development, instruction, and KCI administrative costs.
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**Consideration:**

The services that are the subject of this agreement shall be for the benefit of Agency. In consideration of the services provided by the KCI, the Agency agrees to pay the KCI the amount determined as follows:

Agency shall pay the KCI a total of \$16,000.00 for the KCI to conduct the 30-hour Mini MERIT program for up to 25 teachers.

**Cancellation:**

The college retains the right to cancel this agreement prior to work begun in which case the Agency shall not be liable for any payments to the College.

The Agency retains the right to cancel this agreement 10 days or more before the services begin without a cancellation fee.

**Indemnification:**

The parties mutually agree that each will remain responsible for its own liabilities, damages, charges and expenses; and neither shall by this agreement transfer liability to the other.

**Notices:**

Any notice or correspondence required by this agreement shall be delivered personally or by United States mail, as follows:

**Correspondence to the College:**

Gay Krause  
Krause Center for Innovation  
Foothill College, Foothill-De Anza Community College District  
12345 El Monte Road  
Los Altos Hills, CA 94022  
Phone: 650-0949-7113  
Email: [krausegay@fhda.edu](mailto:krausegay@fhda.edu)

**Correspondence to the Agency:**

Jon Aker  
Director of Technology  
Mountain View Whisman School District  
750-A San Pierre Way  
Mountain View, CA 94043  
Email: [jaker@mvwsd.org](mailto:jaker@mvwsd.org)

**Invoices:**

College will invoice Agency upon commencement of work, payable within 30 days unless other prior arrangements have been made.

**Non-Discrimination:**

Neither party to this agreement shall, on the basis of ethnic group identification, religion, age, sex, color, or physical or mental disability unlawfully deny any person the benefits of or unlawfully subject any person to discrimination in the operation of this agreement.

Agency shall provide appropriate health and safety information to college faculty in accordance with prevailing Federal and State laws.

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TO BECOME EFFECTIVE, THIS CONFIRMATION MUST BE SIGNED AND RETURNED TO THE COLLEGE PRIOR TO COMMENCEMENT OF WORK.

AGENCY:

COLLEGE: FOOTHILL- DE ANZA  
COMMUNITY COLLEGE DISTRICT

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SIGNATURE FROM AGENCY DATE

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Bret Watson,  
Vice President, Finance and Admin  
Services

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Kevin McElroy  
Vice Chancellor, Business Services