

Mountain View Whisman School District
and
Santa Clara County Office of Education

Memorandum of Understanding

June 6, 2019

This is a memorandum of understanding between Mountain View Whisman School District (MVWSD) and the Santa Clara County Office of Education (SCCOE). The goal of this professional learning is for teachers to understand Differentiated Instruction and how to meet the needs of all students.

This memorandum of understanding is intended to define:

- Use of resources
- Articulation of monies
- Coordination and delivery of professional development

1.0 Use of Resources

- MVWSD and SCCOE will provide a meeting place for the professional development.
- SCCOE will provide a Multilingual Education Services coordinator for the professional development.
- SCCOE will provide all materials electronically.

2.0 Articulation of Monies-Reimbursement Plan

- MVWSD will pay up to \$2,340 to the SCCOE (see attached Proposal of Services for the breakdowns). The rates for services provided by the SCCOE are \$520 for full day (4+ hours) and \$260 for half day (less than 4 hours).
- Monies will be paid upon receipt of invoice. Invoices for completed work will be issued quarterly.

3.0 Coordination and Delivery of Professional Development

- 3.1 SCCOE and MVWSD will finalize the dates and presenters with at least 20 days' notice beginning August 14, 2019.
- 3.2 SCCOE will provide a Multilingual Education Services coordinator to facilitate the services.
- 3.3 The services will take place between August 14, 2019 and June 30, 2020.
- 3.4 MVWSD will provide SCCOE coordinators with the intended outcomes/topic of each workshop no later than three weeks before the workshop date. If the outcomes are not determined within this timeframe, SCCOE reserves the right to cancel the training.
- 3.5 MVWSD will notify SCCOE of the specific location and start/end times for each meeting at least 3 days prior to the meeting.

4.0 Other Conditions

- 4.1 Insurance: MVWSD and the Santa Clara County Office of Education shall maintain a certificate of insurance in the business office of each respective office.
- 4.2 Indemnity: MVWSD and the Santa Clara County Office of Education shall be held harmless from and against any and all claims arising from a default in the performance of any obligation of the memorandum of understanding.

By: _____
Signature of Authorized Official

Santa Clara County Office of Education

Title: _____

Date: _____

By:  _____
Signature of Authorized Official

Mountain View Whisman School District

Title: Chief Academic Officer

Date: 6/11/19

**Proposal of Services: Mountain View Whisman School District
2019-2020 School Year**

Below is an outline of our professional learning plan for the staff meeting in Mountain View Whisman School District. As per our discussion, the goal of this professional learning is for teachers to understand Differentiated Instruction and how to meet the needs of all students.

Teachers: K-5

Location: Mountain View Whisman School District

Days: 1 full day, 2-3 afternoon sessions

Trainers: Barb Flores, Olivia Santillan, and Lora Guajardo (3 trainers).

Rate: \$260 per half day, per trainer, \$520 per full day, per trainer

Focus:

Differentiated Instruction and How to Meet the Needs of All Students

Key area to cover:

- How to enrich students through literacy using DOK levels
- Refresh the power of PLC time
- Analyze data (provided by the district) to develop an instructional plan that meets the needs of struggling students as well as high achieving students
- Incorporate Equity and UDL

Differentiated Instruction and How to Meet the Needs of All Students		
Dates	Time commitment	Fee Structure
August 14, 2019	K-5 Teachers	\$1,560 (3 Trainers)
(TBD)	2-3 Afternoon sessions with Coaches	\$520-&780 (1 Trainer)
	Total <i>(not to exceed)</i>	\$2,340