

**CONTRACT / AGREEMENT ROUTING FORM****NO STUDENT CONTACT**

SCCOE Staff Contact <i>Questions about this contract should be sent to:</i>	Name Alex Coronel	Email acoronel@sccoe.org	Extension
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DirectionsSteps listed below must be completed *sequentially*.***Services cannot be initiated until the contract is fully approved.**

- Check applicable category to verify compliance with AR 3310. Attach Purchasing Verification.

<input type="checkbox"/> RFP / Bid	<input type="checkbox"/> Sole Source	<input checked="" type="checkbox"/> N/A
<input type="checkbox"/> Best Source (\$3,000 - \$92,600)	<input type="checkbox"/> Verified by Purchasing (required) _____	
- Contractor and SCCOE contract originator reach agreement about scope of work and compensation.
- Prepare a contract.
- Gather initials verifying review of draft contract and identified funding source:

<input checked="" type="checkbox"/> Initiator <i>DS</i>	<input checked="" type="checkbox"/> Director <i>DS</i>	For Construction/Design and Leases Only:	For Software/Technology Purchases Only:
<input checked="" type="checkbox"/> Manager <i>ST</i>	<input checked="" type="checkbox"/> Chief <i>AM</i>	<input type="checkbox"/> General Services Director _____	<input type="checkbox"/> Information Systems Ctr Director _____
- SCCOE contract originator completes the contract packet and gathers required attachments.

<input type="checkbox"/> Auto Liability	<input type="checkbox"/> General Liability Insurance Certificate:
<input type="checkbox"/> W-9	<input type="checkbox"/> Additional Insurance Endorsement
<input type="checkbox"/> Proof of Workers' Compensation Insurance	<input type="checkbox"/> Molestation / Sex Abuse Endorsement
- Contractor to review and sign the contract.
Initial Date Approved
- _____ Risk Management to review, initial, and return to contract originator for final contract signature.
- _____ Obtain appropriate signature on contract per thresholds listed below.

<input type="checkbox"/> \$0 - \$2,999: SCCOE Director
<input checked="" type="checkbox"/> \$3,000 - \$99,999: SCCOE Chief
<input type="checkbox"/> \$100,000 & Over: Superintendent
- _____ Return to Risk Management to obtain an RM #. Risk Management returns to originator.
- _____ Contract originator creates the requisition using assigned RM # to generate a PO.

Contract Information

Contract Type	<input type="checkbox"/> Professional Services Agreement <input checked="" type="checkbox"/> MOU <input type="checkbox"/> Construction / Design <input type="checkbox"/> Technology	<input type="checkbox"/> Amendment <input type="checkbox"/> Lease Agreement: <input type="checkbox"/> New <input type="checkbox"/> Renewal
Contractor's Name	Livermore Valley Joint Unified School District	
Service Type / Brief Description	PBIS Cohort Team Training	

Compensation & Terms

*Anticipated Start Date	7/1/21	End Date	6/30/22
Total Contract Amount	\$ 76,500.00		



**Memorandum of Understanding
between
Santa Clara County Office of Education
and
Livermore Valley Joint Unified School District**

This is a Memorandum of Understanding (MOU) between the Santa Clara County Office of Education – School Climate, Leadership, and Instructional Services Department, Positive Behavior Interventions and Supports Technical Assistance Center (PBIS TAC) (hereinafter referred to as the SCCOE) and Livermore Valley Joint Unified School District (hereinafter referred to as the Agency). The SCCOE and the Agency can be referred to as the “Party” or collectively as the “Parties” for the purpose of this MOU.

1. Overview

This MOU is intended to define terms and responsibilities between the SCCOE and Agency agreements to 2021-22 PBIS Cohort Team Trainings and supplementary professional learning and technical assistance events and activities. Activities related to training as well as terms and conditions for this collaboration are described below.

School(s)	Training	Cost
<ul style="list-style-type: none"> • Del Valle HS • Granada HS • Livermore HS • Christensen Middle • East Ave Middle • Joe Michell Tk-8 • Lawrence Elementary • Emma C. Smith Elementary • Marylin Avenue Elementary • William Mendenhall Middle • Jackson Avenue Elementary • Vineyard Alternative • Altamont Creek Elementary • Arroyo Secco Elementary • Leo R. Croce Elementary • Rancho Las Positas Elementary • Junction Avenue • Sunset Elementary 	<ul style="list-style-type: none"> • Customized Training <ul style="list-style-type: none"> ○ Support in implementing PBIS to fidelity measures as outlined by PBIS Applications 	\$4,250 (18) = \$ 76,500
	TOTAL	\$ 76,500



2. Shared Goals

- Improve access to inclusive, equitable, high-quality education.
- Provide quality support to districts, schools, students, and communities.
- Be a premier service organization.

Positive Behavioral Interventions and Supports (PBIS) is defined as a systems approach for establishing the social culture and individual behavior supports needed for schools to achieve both social and academic success for all students while preventing problem behaviors. The SCCOE will work in partnership with the Agency to develop and support the PBIS framework to improve access to inclusive, equitable and high-quality education for all students. The SCCOE agrees to provide quality support to the Agency in service of the district, schools, students, and communities it serves.

3. Responsibilities

3.1. The Agency Responsibilities:

- The Agency will work collaboratively with the SCCOE to provide PBIS Tier 1 trainings and PBIS coaching support to the District PBIS Coach/Coordinator and school sites participating in PBIS trainings and implementation.
- The Agency and school sites participating in Tier 1 SW-PBIS trainings will complete and commit to the SCCOE PBIS District and School Site Commitment forms.
- The Agency and school sites participating in Year 2 trainings will:
 - Attend the Team Initiated Problem Solving (TIPS) training. Teams will learn how to effectively organize and facilitate team meetings using TIPS as a common practice for implementing databased decision-making.
 - Implement the TIPS process and evaluate the team meeting process in the school to run effective, efficient data-driven meetings through self-assessments and observation tools.
 - District PBIS Coach will work with SCCOE on evaluating school sites to assess readiness of school teams for Tier 2 Trainings using the Tiered Fidelity Inventory (TFI) and Self-Assessment Survey (SAS).
 - Attend Tier 2 training to develop a Check In – Check Out (CICO) system that can be monitored through the collection and evaluation of products via the CICO Handbook (a portion of the school PBIS Handbook) and self-assessment measures can be completed to monitor development of materials.
 - School teams will also complete a self-assessment – the Team Implementation Checklist and/or the Tiered Fidelity Inventory (TFI) – between trainings as a measure of the effectiveness of training to support implementation.
 - Sustained implementation of Tier 1 and Tier 2 interventions will continue to be assessed through assessments (TFI and SAS). These scores will provide information regarding specific and differentiated training needs, fidelity of implementation and development of annual action plans. A TFI scale score of 70% at Tier 1 is required for school site intervention teams to move forward with Tier 2/CICO training. School sites that are unable to assess, or score below the benchmark of 70% will be provided with additional Tier 1 team training and move to training for intervention teams at Tier 2/CICO the following school year.
 - Teams who score below the 70% benchmark on their TFI will be on an adjusted scope and sequence wherein teams will begin the year in Tier 1 and transition mid-year to Tier 2



training and support.

- The Agency and school sites participating in Tier 2 trainings will:
 - Attend Tier 2 training to develop and/or adjust a Check In – Check Out (CICO) system that can be monitored through the collection and evaluation of products via the CICO Handbook (a portion of the school PBIS Handbook) and self-assessment measures can be completed to monitor development of materials.
 - Receive training on Tier 2 interventions to support positive student interactions and increase positive outcomes for students.
 - School teams will also complete a self-assessment – the Team Implementation Checklist and/or the Tiered Fidelity Inventory (TFI) – between trainings as a measure of the effectiveness of training to support implementation.
- The Agency and school sites participating in Customized Coaching and/or Consultation will:
 - Engage in agreed upon hours of Coaching and/or Consultation with the PBIS Technical Assistance Center staff. Coaching will be focused on specific school site and district needs and will support the implementation to fidelity of the PBIS Framework.
- The Agency will grant permission to SCCOE to have access to data stored in the district’s account on the PBIS Evaluation website (www.pbisapps.org). Access and reports will be provided to SCCOE on a district level and school level. Access encompasses all information stored in the SWIS and PBIS surveys found at www.pbisapps.org at the school and district level. No individual student data will be accessed. Access will be password-protected and confidential.

3.2. The SCCOE Responsibilities:

- **Year 2 Trainings** – (4) school sites
 - Tier 1 – Team Initiated Problem Solving (TIPS) and Tier 2 Readiness
 - TIPS Meeting Foundations
 - Tier 2 Readiness and Tier 2 PBIS assessments
 - PBIS Classroom Systems
 - TIPS Data Drill Down and Problem Solving
 - Tier 2 – Secondary PBIS Team Training
 - Check In Check Out (CICO) Foundations
 - CICO Implementation and handbook, Tier 2 data systems
- **Tier 2 Trainings** – (14) school sites
 - Tier 2 – Secondary PBIS Team Training
 - Check In Check Out (CICO) Foundations
 - CICO Implementation and handbook
 - Tier 2 data systems
 - Data-based Decision Making



- **PBIS Coaches Workshop and Network** consisting of a series of networking sessions throughout the year to build local capacity within districts for successful PBIS implementation. PBIS Coaches/Coordinators will collaborate on strategies and solutions to on-going implementation needs, and share resources and the latest PBIS tools. Discussions vary in topics, including:
 - Coaching, Training, and Coordination
 - Monitoring the district action plan
 - Providing on-going PBIS professional development
 - Calibration of PBIS evaluation and assessment tools
- **District Leadership Team Meeting** is held annually and assists district leadership in:
 - Effective implementation and evaluation
 - Building District training capacity and sustainability efforts of PBIS
 - Resource allocation
 - Policy Development
- **Access to PBIS Evaluations** will be provided to the district. SCCOE will be granted access to data stored in this district's account on the PBIS Evaluation website (www.pbisapps.org) by the district in order to access reports on a district level and school level. Access encompasses all information stored in SWIS and PBIS surveys found at www.pbisapps.org at the school and district level. No individual student data will be accessed. Access will be password-protected and confidential.
- **Technical Assistance** providing coaching and building district capacity in order to sustain PBIS implementation and efforts.
 - Provide timely technical assistance and coaching supports.
 - Customize trainings to meet needs of the school district and school sites working alongside with District PBIS Coordinator/Trainer and/or PBIS Coach.

4. Articulation of Monies/Compensation

- Livermore Valley Joint Unified School District shall pay SCCOE PBIS TAC for each of the above items, **total not to exceed \$76,500** by due date.
- Livermore Valley Joint Unified School District shall make payment within 30 days of receiving each invoice.
- The SCCOE will invoice for all services provided as outlined and agreed upon within the MOU regardless of district and school site personnel attendance.

5. Other Terms

- 5.1. Amendments: Either party may request changes to this MOU. Any changes, modifications, revisions, or amendments to this MOU which are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument, and effective when executed and signed by all parties to this MOU.
- 5.2. Delivery of Services and Use of Resources:



- SCCOE and Agency will finalize the dates and presenters with at least 15 days' notice.
- SCCOE will provide coordinators, specialists, and other staff members to facilitate services.
- Time and Location: SCCOE will provide trainings virtually through the 2021 calendar year, shifting to in-person in the 2022 calendar year. Delivery of training will be subject to California and Santa Clara County guidance and stipulations.

6. Insurance/Hold Harmless

- Insurance: The SCCOE and the Agency shall maintain a certificate of insurance in the Business Office of each respective office.
- Indemnification: The SCCOE and the Agency shall be held harmless from and against any and all claims arising from a default in the performance of any obligation of the MOU.

7. Duration of MOU

This MOU begins on July 1, 2021 and ends on June 30, 2022.

8. Termination

Either the Agency or the SCCOE may terminate this MOU with or without cause prior to the scheduling and commitment of schools to training, workshop and coaching services as agreed upon in this MOU. The COE will invoice for all services provided as outlined within the MOU regardless of district and school site personnel attendance.

9. Approvals

This MOU shall become effective upon its approval and signature by the authorized officers:

Santa Clara County  Office of Education

SCCOE:

Livermore Valley Joint Unified School District

By: _____
Signature of Authorized SCCOE Official

By: _____
Signature of Authorized Agency Official

Name: Anisha Munshi, Ed.D.

Name: Melissa Theide

Title: Associate Superintendent, Professional Learning & Instructional Support Division

Title: Assistant Superintendent

Date: _____

Date: _____

Address: 1290 Ridder Park Drive, MC237
San Jose, CA 95131

Address: 685 East Jack London Blvd.
Livermore, CA 94551-1899

Phone: 408-453-6842

Phone: 925-606-3200

Email: AMunshi@sccoe.org

Email: mtheide@lvjUSD.org

RM#: _____

Contracts Analyst Signature: _____

Date: _____