

Memorandum of Understanding  
2016 – 2021  
Designated Subjects Adult and Career Technical Education Credentials Program

This Memorandum of Understanding (MOU), is entered into this \_\_\_12th\_\_\_ day of \_\_\_April\_\_\_, 2016\_\_\_ by and between the San Diego County Superintendent of Schools, herein called the “County” and Alameda Unified School District herein called the “Contractor,” who agrees to access the following services from the Superintendent.

**SCOPE OF SERVICES**

**A. The County agrees to:**

1. Act as Local Educational Agency (LEA) in accordance with San Diego County Local Educational Agency agreement with the California Commission on Teacher Credentialing.
  - a. Provide credential services for the review of applications for the Adult and Career Technical Education Designated Subjects Credentials.
2. Distribute Commission on Teacher Credentialing updates for credential standards and program information.
3. Review and organize data from course evaluations and mentor experiences. Report findings at Credential advisory meetings.
4. Organize and publicize annual Credential Advisory meeting.
5. Adhere to the California Commission on Teacher Credentialing educator preparation accreditation system’s 7-year cycle of activities.
6. Provide support and linkages to partnering Institution of Higher Educations (IHE).
7. Provide ongoing program improvement collaboration opportunities with IHEs, Districts, employers, and all relevant stakeholders.

**B. The Contractor agrees to:**

1. Provide Supervisors (evaluative) who are:
  - a. Certificated and experienced in teaching
  - b. Trained in supervision and support of beginning teachers
  - c. Experienced in offering professional development opportunities
  - d. Experienced in providing ongoing support to Support Providers and candidates
  - e. Responsible for collaborating with the County Program staff on selecting qualified mentors and completing all necessary paperwork.
2. Provide Support Provider (non-evaluative) mentors for each preliminary credential candidate upon hire who are:
  - a. Program Approved and meet Minimum Qualifications:
    - i. Hold a Valid Clear California Teaching Credential
    - ii. Verify a minimum of three (3) years of classroom teaching experience
    - iii. Verify recent work experience in an educational setting
  - b. Trained in providing coaching and support to beginning teachers
  - c. Assessed by new teacher candidates for their services
  - d. Competent in providing complete, accurate and timely feedback to new teacher candidates and submitting mentor logs to the Program Mentor Coordinator in September, March and June including information about progress toward competence.

- e. Attend annual Credential Advisory meeting.
3. Provide staff available to assist and support candidates in the processing of credential application materials (i.e., district credential technician).
4. Ensure candidates complete a Program approved Early Orientation within the first 30-days of employment via either an online method or contractor sponsored program. Contractor sponsored Early Orientation content and assessment need to be approved by the Program prior to candidate use. If a Program approved contractor sponsored Early Orientation model is completed, the contractor will provide the candidate and Program with a certificate of completion when all Early Orientation requirements are met.
5. Identify one (1) contact person as liaison with the County.

#### TOBACCO – FREE FACILITY

The County is a tobacco-free facility. Tobacco use (smoked or smokeless) is prohibited at all times on all areas of County Office property.

#### PERIOD OF MOU AND RENEWAL TERMS

This MOU shall be effective from **April 12, 2016 until June 30, 2021** and is renewable by mutual written agreement.

#### CONTACT PERSONS

The contact person(s) for the County shall be:

Michele Fort-Merrill, Asst. Supt. HR  
6401 Linda Vista Road, Room 406  
San Diego, CA 92111  
Telephone: (858) 292-3588  
Email: [mfortmer@sdcoe.net](mailto:mfortmer@sdcoe.net)

Chris Reising, Director HR  
6401 Linda Vista Road, Room 406  
San Diego, CA 92111  
Telephone: (858) 292-3556  
Email: [creising@sdcoe.net](mailto:creising@sdcoe.net)

Carol Tomeo, Coordinator, Teacher  
Preparation and Support,  
Designated Subjects  
6401 Linda Vista Road, Room 406  
San Diego, CA 92111  
Email: [carol.tomeo@sdcoe.net](mailto:carol.tomeo@sdcoe.net)

The contact(s) for Alameda Unified School District shall be:

Administrator  
Name, Title: Timothy Erwin,  
Chief Human Resources Officer  
Address: 2060 Challenger Drive  
City, ST Zip: Alameda, CA 94501  
Telephone: 510-337-7070  
Email: [terwin@alameda.k12.ca.us](mailto:terwin@alameda.k12.ca.us)

Administrator  
Name, Title: Sandy Wong, HR Coordinator  
Address: 2060 Challenger Drive  
City, ST Zip: Alameda, CA 94501  
Telephone: 510-337-7027  
Email: [swong@alameda.k12.ca.us](mailto:swong@alameda.k12.ca.us)

## TERMINATION

This MOU may be terminated by either party by mutual agreement with thirty (30) days written notice.

## OWNERSHIP OF DOCUMENTS OR WORK

Any documents are equally owned by the County and Contractor.

## GOVERNING LAW/VENUE SAN DIEGO

In the event of litigation, the MOU and related matters shall be governed by and construed in accordance with the laws of the State of California. Venue shall be with the appropriate State or Federal court located in San Diego County.

## COMPLIANCE WITH THE LAW

The Contractor shall be subject to and shall comply with all Federal, State, and local laws and regulations applicable with respect to its performance under this MOU including, but not limited to, licensing, employment and purchasing practices and wages, hours and conditions of employment, including nondiscrimination.

## FINAL APPROVAL

This MOU is of no force or effect until approved by signature by the County Superintendent of Schools or his designee, the Assistant Superintendent of Business Services.

## ENTIRE AGREEMENT

This MOU represents the entire agreement and understanding of the parties hereto and no prior writings, conversations or representations of any nature shall be deemed to vary the provisions hereof. This MOU may not be amended in any way except by a writing duly executed by both parties hereto.

**IN WITNESS WHEREOF**, the parties hereto have caused this MOU to be duly executed, such parties acting by their representative being thereunto duly authorized.

**SAN DIEGO COUNTY  
SUPERINTENDENT OF SCHOOLS**

\_\_\_\_\_  
By (Authorized Signature)

Lora Duzyk

\_\_\_\_\_  
Name (Type or Print)

Assistant Superintendent – Business Services

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
By (Authorized Signature)

Timothy Erwin

\_\_\_\_\_  
Name (Type or Print)

Chief Human Resources Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Federal I.D. No./Social Security #

**CONTRACTOR**