

**Memorandum of Understanding
between
Santa Clara County Office of Education
and
Redwood City Unified School District**

This Memorandum of Understanding (MOU), hereinafter referred to as the “Agreement”, is between the Santa Clara County Office of Education (SCCOE) and Redwood City Unified School District (the “Agency”). SCCOE and the Agency can each be referred to as the “Party” or collectively as the “Parties” for the purpose of this Agreement.

1. Overview

This Agreement outlines the responsibilities and commitments of each Party regarding the participation in 2025-26 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
<p>Cohort 3</p> <ul style="list-style-type: none"> • Adelante • Garfield 	<ul style="list-style-type: none"> • PBIS Tier 1, Year 1 <ul style="list-style-type: none"> ○ Tier 1 ○ Overview ○ Data-based Decision Making ○ PBIS Implementation Preparation 	\$5,500 (2) = \$11,000
<p>Cohort 2</p> <ul style="list-style-type: none"> • Clifford • McKinley • Orion 	<ul style="list-style-type: none"> • PBIS Tier 1, Year 2 <ul style="list-style-type: none"> ○ Data-based decision-making ○ TIPS ○ Classroom Systems implementation ○ Assessment of Tier 1 systems ○ Preview of Tier 2 for Readiness 	\$5, 500 (3) = \$16,500
<p>Cohort 1</p> <ul style="list-style-type: none"> • Ford 	<ul style="list-style-type: none"> • PBIS Tier 2 Readiness, Tier 2 Implementation 	\$5, 500 (3) = \$16,500

<ul style="list-style-type: none"> • Kennedy • Roosevelt 	<ul style="list-style-type: none"> ○ Utilizing the TFI scores from April 2025, the PBIS TAC would identify key features and items that need to be strengthened to increase Tier 1 implementation - the first half of the year would be tightening up these components with a focus more on work and implementation, rather than learning new content ○ The second half of the year would be Tier 2 implementation with a pilot of Check In Check Out (CICO) as a Tier 2 intervention 	
	TOTAL	\$44,000

2. 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 1 Tier 1 SW-PBIS trainings will:

- Tier 1 – Develop products from trainings that contribute to implementation (meeting schedule, presentations to staff, Core Values, expectation teaching matrices, behavioral lesson plans, acknowledgement systems, etc.) that will coincide with training content and assigned tasks. Products will be collected in a portfolio and contribute to a school’s PBIS Handbook, which will be a product of the Year 1 Training.
- School teams will also provide overview trainings to staff, community partners, students and families and develop processes to illicit feedback in creation of foundational elements of PBIS (Core Values, expectation teaching matrices, behavioral lesson plans, acknowledgement systems, etc.).
- School teams will administer the PBIS Self-Assessment Survey (SAS) to all school staff to identify strengths and needs of school climate efforts.

The Agency and school sites participating in Year 2 trainings will:

- School sites will pilot implementation of program Core Values, expectation teaching matrices, behavioral lesson plans, acknowledgement systems.
- School teams will develop or revise behavioral data tracking forms and processes, flowchart processes for error correction (ie. Staff vs administrator managed behaviors), common definitions for behavioral categories and pre-corrective strategies for use in classroom and instructional settings.
- 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/Coordinator/Designee 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).
- School sites will plan to enhance or create a tier 2/3 intervention team to coordinate interventions for targeted and supplemental social behavioral supports.
- Sustained implementation of Tier 1 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 Year 3 trainings will:

- School Site Tier 2/3 Intervention teams will 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 Tier 2 Handbook (a portion of the school PBIS Handbook) and self-assessment measures can be completed to monitor development of materials.
- Teams will receive training on Function Based intervention matched to student need, analysis, and planning.
- School teams will develop a system to evaluate targeted or Tier 2 intervention including individual student progress monitoring, level of access and use, and alignment to Tier 1 framework.
- School teams will build, revise, or refine written request for assistance form and process that are available to all staff, families, and students.
- Receive training on Tier 2 targeted intervention to support prosocial student and staff interactions and increase positive academic and social behavioral outcomes for students.
- School teams will also complete a self-assessment – the Tiered Fidelity Inventory (TFI) for Tier 1 and Tier 2 and the Self-Assessment Survey (SAS) – 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 and Tier 2 is required for school site intervention teams to move forward with Year 4 training on Individualized Behavior Support Systems. School sites that are unable to assess, or score below the benchmark of 70% will be provided with additional Tier 2 team training and continue 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 following year readdressing Tier 2 Targeted supports to implement to fidelity.

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 1 Trainings** – (2) school sites
 - Tier 1 – Universal Systems School-wide PBIS Team Training
 - 3-5 School-wide Core Values and behavioral expectations for universal school settings
 - Lesson plans for teaching expectations

- Classroom Systems
 - Acknowledgement
 - Staff, Family, and Community Involvement
 - Professional Development for faculty and staff
 - Data-based Decision Making
 - Participation in additional coaching session with PBIS TAC outside of training during monthly team meetings or during an alternative mutually agreed upon time
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- **Year 2 Trainings – (3) school sites**
 - Tier 1 – Team Initiated Problem Solving (TIPS) and Tier 2 Readiness
 - TIPS Meeting Foundations
 - PBIS Classroom Systems
 - TIPS Data Drill Down and Problem Solving
 - Behavioral data tracking forms and processes
 - Flowchart processes for error correction (i.e., Staff vs administrator managed behaviors)
 - Common definitions for behavioral categories
 - Proactive, Restorative and Instructional strategies Tier 2 Readiness and Tier 2 PBIS assessments
 - Participation in additional coaching session with PBIS TAC outside of training during monthly team meetings or during an alternative mutually agreed upon time
 - Tier 2 – Secondary PBIS Team Training
 - Check In Check Out (CICO) Foundations
 - CICO Implementation and handbook, Tier 2 data systems
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- **Year 3 Trainings – (3) school sites**
 - Tier 2 – Intervention PBIS Team Training
 - Intervention Teaming processes and practices
 - Request for assistance form and process
 - Check In Check Out (CICO) Foundations
 - CICO Implementation and handbook

- Tier 2 data systems
 - Data-based Decision Making
 - Matching intervention to student need (e.g., behavioral function), and have contextual fit (e.g., culture, developmental level)
 - Participation in additional coaching session with PBIS TAC outside of training during monthly team meetings or during an alternative mutually agreed upon time
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- **District Leadership Team Meetings** will be held at least twice a year, via zoom or other virtual platform, and assists district leadership in further contextualizing site and district implementation to match local needs and priorities.
 - **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.

4. Duration of Agreement

This Agreement begins on 08/13/2025 and ends on 06/30/2026

5. Articulation of Monies/Compensation

- Redwood City School District shall pay SCCOE PBIS TAC for each of the above items, **total not to exceed \$44,0000** by due date.
- Invoicing
 - The SCCOE will invoice for all services as outlined and agreed upon within the MOU regardless of district and school site personnel attendance.
 - Annual Services will be invoiced by February of the corresponding fiscal year.
 - For all districts and sites participating in customized services (including but not limited to coaching and consultation), invoices will be rendered within thirty (30) days of the scheduled service date, regardless of attendance or participation.
 - Cancellations or no-shows do not waive the obligation to pay, and full payment will be required for all scheduled services unless otherwise agreed to in writing at least ten (10) days in advance.
 - Redwood City School District shall make payment within 30 days of receiving each invoice.

6. Data Sharing

The services performed under this Agreement include the sharing of non-publicly available employee or

student data.

- Yes, Data Sharing agreement/form attached
- No

7. Termination

Either the Agency or the SCCOE may terminate this Agreement with or without cause upon or 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. MOU can also be terminated with advance written notice to the other Party.

8. Other Terms

- 8.1. Entire Agreement:** This Agreement and its appendices and exhibits (if any) constitute the final, complete, and exclusive statement of the terms of the agreement between the Parties. It incorporates and supersedes all the agreements, covenants and understandings between the Parties concerning the subject matter hereof, and all such agreements, covenants and understandings have been merged into this Agreement. No prior or contemporaneous agreement or understanding, verbal or otherwise, of the Parties or their agents shall be valid or enforceable unless embodied in this Agreement.
- 8.2. Amendments:** This Agreement may only be amended by a written instrument signed by the Parties.
- 8.3. Severability:** Should any part of this Agreement between SCCOE and the Agency be held invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect the validity of the remainder of the Agreement, which shall continue in full force and effect, provided that such remainder can, absent the excised portion, be reasonably interpreted to give the effect to the intentions of the parties.
- 8.4. Third-Party Beneficiaries:** This Agreement does not, and is not intended to, confer any rights or remedies upon any person or entity other than the Parties.
- 8.5. Assignment:** No assignment of this Agreement or of the rights and obligations hereunder shall be valid without the prior written consent of the other Party.
- 8.6. Use of SCCOE Name and Logo for Commercial Purposes:** Agency shall not use the name or logo of SCCOE or reference any endorsement from SCCOE in any manner for any purpose, without the prior express written consent of SCCOE as provided by the SCCOE's authorized representative, or designee.
- 8.7. Governing Law, Venue:** This Agreement has been executed and delivered in, and shall be construed and enforced in accordance with, the laws of the State of California. Proper venue for legal action regarding this Agreement shall be in Santa Clara County.

9. Insurance/Hold Harmless

- 9.1 Insurance:** The SCCOE and the Agency shall maintain a certificate of insurance in the Business Office of each respective office.
- 9.2 Indemnification:** Each Party will defend, indemnify, and hold the other Parties, their officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorney's fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or

omissions of the indemnifying party, its officers, employees, or agents.

10. Execution Authority

Each individual executing this Agreement on behalf of a Party represents that they are duly authorized to execute and deliver this Agreement on the entity's behalf, including, as applicable, the Governing Board, Superintendent, Board of Directors, or Executive Director. This Agreement shall not be effective or binding unless it is in writing and approved by the SCCOE's authorized representative, or authorized designee, as evidenced by their signature as set forth in this Agreement.

11. Electronic Signatures/ Signatures

Unless otherwise prohibited by law or SCCOE policy, the Parties agree that an electronic copy of a signed contract, or an electronically signed contract, has the same force and legal effect as a contract executed with an original ink signature. The term "electronic copy of a signed contract" refers to a transmission by facsimile, electronic mail, or other electronic means of a copy of an original signed contract in a portable document or other format. The term "electronically signed contract" means a contract that is executed by applying an electronic signature using technology approved by SCCOE.

SCCOE:

By: _____
 Signature of Authorized SCCOE Official

Name: Deborah Gorgulho, Ed. D.

Title: Assistant Superintendent, EP

Date: _____

Address: 1290 Ridder Park Drive, MC221
San Jose, CA 95131

Phone: 408-453-6500

Email: dgorgulho@sccoe.org

Redwood City School District:

By: _____
 Signature of Authorized Agency Official

Name: ^{RE} Rick Edson and Dr. John Baker

Title: Chief Business Officer / Superintendent

Date: _____

Address: 750 Bradford Street
Redwood City, California

Phone: 650-482-2200

Email: redson@rcsdk8.net / jbaker@rcsdk8.net

For Contracts Office/Risk Management use only:

RM#: _____

Date: _____

Signature: _____