

Memorandum of Understanding
between
Santa Clara County Office of Education
and
Redwood City 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 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 the placement of Interns enrolled in Educator Preparation Programs (EPP).

2. Goals

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

3. Responsibilities

3.1. Agency Responsibilities:

Agency (School District) shall be solely responsible for completing any safety protocols and Education Code requirements before approving an Intern to have contact/access to students. This includes, but is not limited to, Department of Justice Clearances and Fingerprinting, Mandated Reporter Training, Health Screenings, immunizations/vaccinations, etc. The Agency shall determine what clearances and/or approvals are needed for an Intern to have contact/access to students. The Agency has sole discretion to approve or not approve an Intern to have contact/access to students. The Agency agrees that SCCOE shall not be liable, either to persons or property, for any damage arising out of completing safety protocols and Education Code requirements and/or approving an Intern to have contact/access to students.

1. Certification of Compliance

- a. Upon request, the Participating District shall provide written certification to the SCCOE EPP Intern Program confirming that no Intern has displaced a certificated District employee.
- b. This certification enables SCCOE to verify to the CTC that all statutory and program requirements are met.

2. Intern Teacher Employment

- a. Intern Teachers are employed as the teacher of record in an assignment that aligns with the credential being pursued, such as:
 - i. Multiple Subject Credential
 - ii. Education Specialist (Mild to Moderate Support Needs, Extensive Support Needs, or ECSE)
- b. The assignment must be a minimum of 0.5 FTE in an instructional setting with the same group of students on a regular basis, within the credential area they are

seeking.

3. Compliance with Credential Requirements
 - a. Intern Teachers must assume responsibilities authorized by their credential program, as outlined in Education Code Section 44454.
 - b. The district must ensure the interns' services meet the instructional or service needs of the district, as per Education Code Section 44458 (CTC Precondition 6).
4. Commitment to Best Practices
 - a. Sites employing Intern Teachers must demonstrate:
 - i. Developmentally and culturally appropriate practices.
 - ii. Collaborative relationships with families.
 - iii. Placement of students with disabilities in the Least Restrictive Environment
 - iv. Support for dual language learners with disabilities.
 - v. Opportunities for Intern Teachers to work with diverse age groups in both general and special education settings, reflecting the continuum of placement options.
5. Qualified Site Administration
 - a. Ensure that the site where the Intern Teacher is employed has a fully qualified site administrator.
6. Diversity and Inclusion
 - a. Sites should reflect, to the extent possible:
 - b. Socioeconomic, linguistic, and cultural diversity.
 - c. Opportunities for candidates to observe and practice concepts from the California Dyslexia Guidelines (SB488 5.3d) in clinical practice settings.
7. Data and Program Coordination
 - a. Respond to requests for evaluation data from the CTC and SCCOE EPP, including:
 - b. Survey completion.
 - c. Demographic and retention data.
8. Eligibility Recognition
 - a. Recognize that Intern Teachers can only be enrolled in the program once all eligibility requirements, including passing exams (or equivalent), are met.
9. Credit Recognition
 - a. Recognize credits earned by Intern Teachers in SCCOE EPP as equivalent to credits earned at a college or university for salary and/or employment benefits.
10. Intern Credential Validity
 - a. Recognize that an Intern credential ceases to be valid if:
 - i. The Intern Teacher fails to meet SCCOE EPP program requirements.
 - ii. The SCCOE EPP program terminates the Intern Teacher for non-compliance, including failure to pay tuition.
 - b. Take appropriate action regarding the intern's position as a teacher of record in such cases.
11. Notification of Changes
 - a. Notify SCCOE EPP as soon as possible if:
 - i. An Intern Teacher's placement is terminated or modified.
 - ii. An Intern Teacher's employment status changes.
12. Program Updates
 - a. Ensure all site administrators with DSPs and/or Intern Teachers on staff:
 - i. Are informed about SCCOE EPP processes and materials.

- ii. Stay current with changing program requirements, including alignment to Literacy Standards and TPEs.

3.2. Site Administrator Responsibilities:

1. Recommend, select and assign a district support provider (DSP) to each Intern Teacher within 30 days of the intern's employment as an intern, according to Intern Program Standards, which requires each DSP to:
 - a. Hold a valid corresponding Clear or Life credential in the content area they are supporting
 - b. Possess EL authorization if responsible for providing EL support
 - c. Have at least 3 years of successful teaching experience
 - d. Demonstrate exemplary teaching practices as determined by the employer and the program
2. Submit recommended DSP information via SCCOE's provided format.
3. Provide DSP release time from adjunct duties to attend 10 hours of DSP training as required by the Intern program (for the DSP's first and second years) if necessary.
4. Provide time and resources for candidates, DSPs, and coaches to meet CTC program requirements.
5. Permit video capture for the Intern teacher's reflection, and for preparing and passing the TPA to include the Literacy TPA (*CTC Program Standard 3C.3*)
6. Provide up to 5 days of release time to the Intern Teacher for observation of colleagues, co-planning, co-teaching, reflection, and professional development activities as part of the required support/mentoring.
7. Allow the Intern teacher to provide effective literacy instruction for all students. Specifically, the Intern teacher shall be at a site that allows for instructing students in the literacy areas of meaning making, language development, and effective expression. (*CTC Program Standard 7 & TPEs 7.6, 7.7, 7.8*)
8. Ensure Intern Teachers can practice and implement screening and diagnostic techniques that inform teaching and assessment and early intervention techniques. (*CTC Program Standard 7 and TPE 7.10 and 7.11*)
9. Ensure Intern Teachers can practice teaching performance expectations (TPE) related to oral and written language, as applicable to the credential program (*CTC Program Standard 7, TPE 7.6, TPE 7.7 and 7.8*)
10. Allow the Intern teacher to acquire hours toward the required 200 hours of early field experiences that include guided observations and initial teaching (e.g., co-planning, and co-teaching, or guided teaching) in the general education and special education settings.
11. Ensure interns experience a diversity of age ranges and placements as applicable to the credential
12. Enable the Intern Teacher to attend the classes on time and complete the requirements of the Intern Program.
 - a. To the extent possible, and in accordance with the educational agency bargaining unit guidelines, the educational agency agrees to assign minimal extra/co-curricular activities and/or provide early release to the Intern Teacher.

3.3 District Support Provider (DSP) Responsibilities:

1. Training and Orientation
 - o Attend mandatory virtual orientation and convenings.
 - o Complete 10 hours of required training.

- Participate in optional ongoing training sessions as appropriate.
- 2. English Learner (EL) Support
 - Collaboratively ensure interns receive 45 hours of EL support and supervision.
- 3. Weekly Support
 - Provide an average of five hours of support and guidance weekly.
- 4. Just-in-Time Support Areas
 - Offer regular guidance in the following areas:
 - Orientation to school policies and initiatives.
 - Assisting interns in developing goals for their Individual Development Plan (IDP) and induction at the end of the year.
 - Meeting the needs of English Language Learners.
 - Referrals to training and resources related to the intern's Individual Learning Plan.
 - Lesson planning.
 - Building positive relationships with parents and peers.
 - Classroom management.
 - Addressing other needs specific to new teachers.
- 5. Triad Meetings
 - Attend two triad meetings with the assigned intern and their EPP coach

3.3. The SCCOE Responsibilities:

1. Implement CTC policies and procedures for recommending participants for intern credentials.
2. Provide a program coach and notify the Agency of the assigned coach.
3. Coordinate program aspects related to DSPs and coaches.
4. Supply materials and training for DSPs and coaches.
5. Facilitate orientations and meetings for stakeholders.
6. Collaboratively, ensure interns receive 45 hours of EL support and supervision
7. Handle accountability and reporting to CTC.
8. SCCOE will provide facilitation of orientation and meetings for all stakeholders
9. SCCOE is responsible for all accountability and reporting to CTC.

4. Duration of Agreement

This Agreement begins on May 15, 2026 and ends on June 30, 2028

5. Articulation of Monies/Compensation

There is no compensation associated with these services.

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 thirty (30) calendar days 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: _____
Jessica Kiernan

Title: _____
Director IV, Educator Preparation Programs

Date: _____

Address: _____
1290 Ridder Park Drive, MC 232
San Jose, CA 95131

Phone: _____
(408) 453-4257

Email: _____
JKiernan@sccoe.org

Agency Name:

By: _____
Signature of Authorized Agency Official

Name: _____
Dr. Christian J. Rubalcaba

Title: _____
Superintendent

Name: _____
Signature of Authorized Agency Official

Name: _____
Rick Edson RE

Title: _____
Chief Business Official

Date: _____

Address: _____
750 Bradford Street
Redwood City, CA 94063

For Contracts Office/Risk Management use only:

RM#: _____

Date: _____

Signature: _____