

**CONTRACT NAME: MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN  
SACRAMENTO COUNTY OFFICE OF EDUCATION - LEADERSHIP INSTITUTE  
AND DAVIS JOINT UNIFIED SCHOOL DISTRICT**

**BRIEF DISCRIPTION OF CONTRACT:** The purpose of the leadership training provided by the Sacramento County Office of Education Leadership Institute is to provide ongoing training to the Davis Joint Unified School District Administrative Leadership Team based on the Californian Professional Standards for Education Leaders (CPELs). The following leadership standards will provide the focus and direction of the leadership training and development:

Standard 2: Instructional Leadership

Element 2A: Professional Learning Climate

Standard 3: Management and Learning Environment

Element 3C: Climate

Standard 4: Family and community Engagement

Element 4A: Parent and Family Engagement

Element 4B: Community Partnership

**Sacramento**  
Office of Education **County LEADERSHIP INSTITUTE**

**MEMORANDUM OF UNDERSTANDING**

**Leadership Institute**

September 1, 2015 – April 30, 2016

This Memorandum of Understanding (MOU) is between the **Sacramento County Office of Education's (SCOE) Leadership Institute** and the **Davis Joint Unified School District**. The Sacramento County Office of Education will serve as the provider for ongoing training to the **Davis Joint Unified School District** Administrative Leadership team based on the California Professional Standards for Education Leaders (CPSELs). The training will focus on development of best practices, decision making, and connection to present situations that influence the implementation of the standard. The training will include understanding concepts of leadership that support the implementation. The training will include research based leadership strategies, best practices, and leadership concepts. The focus will also include areas that are specific to the school site for each of the leaders. Coaching models will also be developed, along with peer coaching for all one-on-one coaching for new site administrators.

This memorandum is intended to define the roles and responsibilities of the Leadership Institute and the **Davis Joint Unified School District** in regards to supporting the program for aspiring administrators. Once signed by both parties, this MOU is in effect.

**The SCOE Leadership Institute agrees to:**

- Provide total training time of two hours per month for all site administrators. The training will focus on Leadership Standards to guide training and development. The training will use information from best practices, research, and leadership practice to assist with building knowledge and developing the how, what and why. The following texts will be used during the training as examples of professional guidance material to assist with understanding leadership: *School Leadership That Works*, *The Leading Learner*, *Leadership on the Line*, and *The Principal*. During the training, one area for each participant will be outlined to focus for guidance and leadership as it relates to the school. The area of focus will be used to assess status and leadership involvement. The training will also include coaching development (peer coaching).
- One-on-one coaching will be established for new administrators on a one-on-one basis through September 2015-April 2016.
- The Consulting Coaches will assist in ongoing coaching to designated leadership participants as determined by the district leadership. The Consulting Coach will provide coaching in areas that have been outlined in the monthly trainings to assist the participant in the leadership training and development. The coaching will be provided at various times throughout a determined timeframe.

**Davis Joint Unified School District agrees to:**

- Pay all required program and coaching fees.

- Provide supporting documents that will assist in the training scheduled, such as district surveys and district goals.
- Duplication of materials used for training provided to Administrative Leadership team.
- Provide ongoing feedback on program and training sessions that will support the implementation of the ongoing Leadership training program.

#### **Program Fees**

- \$1,500 per month for seven months for a total of \$10,500 (includes presentations and training for each of the training sessions, meetings with district leadership for feedback and alignment of leadership training to districts goals and direction).
- \$100 per participant to support materials and professional books: 16 participants at \$100 each for a total of \$1,600 (amount is connected to the number of participants).
- Consulting Coaches fees will be based on an eight-hour per day allocation. Consulting Coaches and participants will have sessions of two 1-2 hour sessions per month for eight months. The Consulting Coach fee at \$600 per eight-hour day by the number of days determined by the district and SCOE Leadership Institute (Example: 1 coach at four days will total \$2,400).

#### **Other conditions SCOE Leadership Institute and Davis Joint Unified School District agrees to:**

**Indemnity:** The SCOE Leadership Institute, defend, and hold harmless the **Davis Joint Unified School District**, its officers, agents, and employees from and against any and all loss, cost, damage, expense (including attorney fees), claim, suit, demand, or liability of any kind or character to any persons or property arising from or relating to any negligence of the SCOE Leadership Institute, its officers, agents, or employees.

**Davis Joint Unified School District** shall indemnify, defend, and hold harmless the SCOE Leadership Institute, its officers, agents, and employees from and against any and all loss, cost, damage, expense (including attorney fees), claim, suit, demand, or liability of any kind or character to any persons or property arising from or relating to any negligence of its district, its officers, agents, or employees.

The undersigned represent all collaborative partners of the Leadership Institute and commit to insuring the successful implementation, monitoring, and assistance needed for completion of the program.

#### **For the SCOE Leadership Institute:**

Sue Stickel, Deputy Superintendent,  
Sacramento County Office of Education

*Sue Stickel* 7/29/15  
Signature and Date

#### **For the Davis Joint Unified School District**

Winfred B. Roberson, Jr.  
District Superintendent

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Signature and Date