

## ***MEMORANDUM OF AGREEMENT BETWEEN***

### **The Imperial County Office of Education, as Local Education Agency for the K-12 High-Speed Network and the William S. Hart Union High School District**

This agreement is made and entered into by the **Imperial County Office of Education (ICOE)** and **William S. Hart Union High School District (WHUHSD)**. ICOE and WHUHSD agree to the following:

1. As part of the K12HSN's and ICOE's role in assisting the California Department of Education in delivering technical assistance and professional development to equip districts for meeting their network management needs, it is the goal of K12HSN to provide targeted and cost-effective professional development options to address specific needs of county and district technologists.
2. The Technical Assistance and Professional Development grant (TAPD) is an opportunity for K12HSN/ICOE to partner with county offices of education and school districts across California in the delivery of professional development activities that are valuable, meaningful and address locally identified needs.
3. WHUHSD acknowledges that for some areas of the state, the county office of education and school districts in nearby counties may be unable to stage professional development activities. To the extent seats are available and participants from other counties or areas wish to participate, these individuals will be accommodated by WHUHSD.
4. WHUHSD understands the need for K12HSN/ICOE to report on the outcomes of the TAPD funding and therefore agrees to conduct registrations for said training using the OMS account held by K12HSN/ICOE. Sign in sheets at training events are required and must be forwarded to K12HSN staff no later than two weeks after the training has occurred.
5. Participants in training or professional development activities can expect to be surveyed through a pre and post assessment by WHUHSD at least twice, once before the training and again afterward. There may also be a follow-up survey to measure long-term benefits resulting from the professional development opportunity. Pre and post assessment results must be forwarded to K12HSN staff no later than two weeks after the training has occurred.
6. WHUHSD agrees to coordinate all aspects of the training event(s) and sufficiently promote the event(s) to all K-12 IT professionals in the region using best efforts to make the professional development opportunities successful and valuable to participants.
7. WHUHSD understands that, to the extent possible, best practices and training materials will be provided to training participants. In all cases that such materials are created or exist and are not proprietary, they will be shared with K12HSN/ICOE for inclusion in an online repository of materials to benefit technologists throughout California.

8. K12HSN/ICOE agrees to reimburse WHUHSD actual costs for conducting training on the topic(s) Google Admin Console training for at least 15 participants each prior to June 30, 2018, in an amount not to exceed \$6,000.00.
9. WHUHSD will invoice K12HSN/ICOE for actual costs related to the training within two weeks after the training has occurred. Invoices should be itemized and include supporting documentation such as vendor invoices and registration/sign-in sheets.
10. This agreement may be amended at any time through mutual agreement. All communication shall be through the following contact persons:

**ICOE**

Name: Teri Sanders  
Email Address [tsanders@icoe.org](mailto:tsanders@icoe.org)  
Phone: 760-312-6460

**WHUHSD**

Name: Jon Carrino  
Email Address [jcarrino@hartsdistrict.org](mailto:jcarrino@hartsdistrict.org)  
Phone: 661-259-0033 Ext 293

In witness thereof, this \_\_\_\_\_ day of \_\_\_\_\_ 2018

**Imperial County Office of Education**

*By (signature)*

**William S. Hart Union High School District**

*By (signature)*

Name **Dr. Todd Finnell**

Title **County Superintendent of  
Schools**

Name (print)

Title (print)