

## **Memorandum of Understanding**

### **California Reading & Literature Project at California Lutheran University and Santa Barbara Unified School District**

This agreement is entered into between the California Reading & Literature Project (CRLP-CLU) at California Lutheran University and Santa Barbara Unified School District (SBUSD).

Now therefore, the parties mutually agree to accomplish specific goals as follows:

#### **I. Project Work Plan**

CRLP-CLU to provide after-school training sessions in *A Developmental English Proficiency Test (ADEPT)* for teachers in Santa Barbara Unified School District.

The professional development will be held at a site determined by Santa Barbara Unified School District. No cost allowance is made for training facilities or equipment.

CRLP-CLU will provide ADEPT manuals and handouts as needed.

#### **II. Project Period**

- 2019-2020 School Year

#### **III. Personnel and other Expenses**

##### **CRLP-CLU to provide:**

- Clerical staff time
- ADEPT Teacher's Handbooks
- CSMP demographic and evaluation forms
- Flyer and training materials

##### **SBUSD to provide:**

- Site for training
- Sign-in sheets
- Handouts
- LCD projector, speakers, laptop computer
- Table supplies: highlighters, post-it pads, pencils, pens, etc.

#### **IV. Cost of Services and Payment**

The enrollment fee for the training course is \$145 per participant. CRLP-CLU will directly invoice the school district after the completion of the training. The school district will remit payment to CRLP-CLU within 30 days of receipt of the invoice.

Checks should be made payable to "California Lutheran University" and sent to:

California Lutheran University/CRLP  
Attn: Erica Pochis-Woelflein  
60 W. Olsen Road # 4100  
Thousand Oaks, CA 91360

**V. General Terms and Conditions**

The district will inform the CRLP office of all upcoming training dates at least one month in advance of the training, including the expected number of participants. Participants may be added until 2 weeks prior to the training session. Additional participants may be added less than 2 weeks prior to training if there are sufficient materials available for them. Any participants who are added before/after the registration deadline or who attend the day of the event will be charged the enrollment fee. In addition, teachers who were trained in ADEPT before 2008 may attend the ADEPT training again and receive a new ADEPT handbook. These teachers will be charged the enrollment fee.

**Insurance Hold Harmless**

CRLP-CLU agrees to render a certificate of liability insurance to Santa Barbara Unified School District indicating coverage of CRLP-CLU and its agents, employees, and students for their acts, failure to act, or negligence arising out of or caused by the activity which is the subject of this Agreement.

Santa Barbara Unified School District agrees that it will indemnify and hold harmless CRLP-CLU, its servants, agents and employees, and any students acting as such, from any and all liability, damage, expense, causes of action, suits, claims, or judgments arising from injury to person(s) or personal property or otherwise which arises out of the act, failure to act, or negligence of Santa Barbara Unified School District, its servants, agents, or employees, in connection with or arising out of the activity which is the subject of this Agreement.

Santa Barbara Unified School District will be additionally insured.

**VI. Project Management**

The parties responsible for review and approval of activities supported by this agreement are named below:

**Tom Marsh**  
Controller  
California Lutheran University  
60 West Olsen Road, #1290  
Thousand Oaks, CA 91360-2700  
(805) 493-3181

**Meg Jetté**  
Assistant Superintendent, Business Services, CBO  
Santa Barbara Unified School District  
720 Santa Barbara Street  
Santa Barbara, CA 93101  
(805) 963-4338 x 6230

**Michael R. Hillis, Ph.D.**  
Dean, Graduate School of Education

**Maria Larios-Horton**  
Director of English Learner and Parent

California Lutheran University  
60 West Olsen Road, #4100  
Thousand Oaks, CA 91360  
(805) 493-3422

Engagement Programs  
Santa Barbara Unified School District  
720 Santa Barbara Street  
Santa Barbara, CA 93101  
(805) 963-4338 x 6247

Questions about this training may be directed to the following parties:

**Nancy Myers**  
Director  
California Reading and Literature Project  
California Lutheran University  
60 West Olsen Road, #4100  
Thousand Oaks, CA 91360-2700  
(805) 493-3599

**Erica Pochis-Woelflein**  
Program Specialist  
California Reading and Literature Project  
California Lutheran University  
60 West Olsen Road, #4100  
Thousand Oaks, CA 91360-2700  
(805) 493-3705

**In Witness whereof**, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

By: \_\_\_\_\_  
Tom Marsh Date

By:  3/15/19  
Meg Jette Date

By: \_\_\_\_\_  
Michael R. Hillis Date

