

**Memorandum of Understanding
Relating to the Services of Kelly Moore, Safety Coordinator**

**Santa Barbara Unified School District
and
Santa Barbara County Education Office**

This Memorandum of Understanding ("MOU") is entered into by and between the Santa Barbara Unified School District ("SBUSD") and the Santa Barbara County Office of Education ("SBCEO"). The parties to this MOU may be referred to collectively as the "Parties" or individually as a "Party."

RECITALS

- A. The SBCEO wishes to improve expertise and coordination among the 20 school districts within Santa Barbara County with regards to safety issues.
- B. SBUSD's Safety Coordinator, Kelly Moore, is uniquely experienced and qualified to assist the SBCEO in these areas.
- C. The Parties agree that allowing Mr. Moore to provide up to 320 hours per school year of his time to the SBCEO would be beneficial to both Santa Barbara County and the SBUSD, as it would provide more sharing of best practices and improve coordination and communication for countywide safety issues.
- D. The SBCEO and SBUSD have discussed allowing Mr. Moore to provide services to the SBCEO and have agreed that the SBCEO will reimburse SBUSD for up to 320 hours per school year of Mr. Moore's time and wish to memorialize this agreement in writing.

AGREEMENT

NOW, THEREFORE, the Parties hereto agree as follows:

- 1. SBUSD agrees to allow its Safety Coordinator, Kelly Moore, to provide up to 320 hours per year of consultant services to the SBCEO. These hours may be provided during his normal work hours for SBUSD.
- 2. The SBCEO shall reimburse SBUSD, up to 320 hours per school year, for the time Mr. Moore spends consulting for the SBCEO. Such reimbursement will be calculated by prorating Mr. Moore's salary at an hourly rate and multiplying that rate by the number of hours Mr. Moore spends consulting for the SBCEO. Mr. Moore shall keep track of the time he spends consulting for the SBCEO and submit this time to the SBUSD by the last day of each month. SBUSD shall invoice the SBCEO for reimbursement of the time, and such payment shall be due by the ____ day of the month following the invoice.

3. The type of services Mr. Moore shall provide may include, but not be limited to, countywide trainings on standard safety response protocols, safety plans, and safety drills. Additionally, Mr. Moore may be asked to give presentations, facilitate meetings, be available to answer questions in person and by telephone, and participate in countywide meetings.
4. The SBCEO will be responsible for and shall reimburse Mr. Moore or the SBUSD for any reasonable travel or incidental expenses that are a direct result of services performed by Mr. Moore under this agreement and shall provide such reimbursement upon receipt of proof of such expenses.
5. Mr. Moore shall use the workspace and equipment supplied by SBUSD for his work with the SBCEO.
6. This MOU shall begin on the date executed by the Parties and shall terminate on June 30, 2020. The Term of this MOU may be extended by written agreement of the parties.
7. This arrangement can begin as soon as this MOU is executed by the parties, but Mr. Moore's services will be capped at 160 hours for the current school year ending on June 30, 2019. The 320 hours per school year cap will be applicable to the 2019-2020 school year beginning July 1, 2019.
8. Either Party may terminate this MOU upon 30 days written notice to the other Party. The SBCEO shall reimburse SBUSD for any services rendered by Mr. Moore up to the date of termination.
9. Representatives from the SBCEO and SBUSD shall meet at least one time by December 31, 2019, to discuss this MOU and any requested modifications.
10. This MOU contains the entire agreement of the parties and supersedes any prior written or oral agreements or writings between them concerning the subject matter contained herein. There are no representations, agreements, arrangements or understandings, oral or written, between the parties, relating to the subject matter contained herein that are not fully expressed in the MOU.

IN WITNESS THEREOF, the parties to this agreement have duly executed it on the day, month and year set forth below.

Santa Barbara County Education Office:

Susan Salcido, Superintendent

Date

Santa Barbara Unified School District:

Cary Matsuoka, Superintendent

Date

