



Jay Speck, Superintendent of Schools

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MEMORANDUM OF UNDERSTANDING

October 2012

The Dixon Unified School District (DUSD) and the Educational Services Department of the Solano County Office of Education (SCOE) enter into this agreement regarding Administrative Coaching at DUSD.

Educational Services Department of the Solano County Office of Education agrees to do the following:

- Provide certified Coach to mentor one (1) Administrator within the Dixon Unified School District during the 2012-2013 academic year, as specified by the individual district. The Coach will meet with the respective Coachee three (3) to six (6) hours per month. During this time, the Coach will provide timely support for the Coachee which could range from dealing with internal school issues to personal time management. The Coach is expected to be confidential during the period that he or she coaches this individual. The direct supervisor will be contacted to assure expectations are communicated between the Coach and DUSD. The Coach will coordinate and support the goals of the Coachee’s employer and nurture collaboration between all parties. The Coach will support the Coachee with the goal of supporting the development of leadership aligned with accepted professional standards.

Dixon Unified School District agrees to do the following:

- Provide payment to SCOE in the amount of \$3,500.00 (three thousand, five hundred dollars) per Coach for services during the 2012-2013 academic year.
- Payment shall be made to SCOE on a monthly basis upon receipt of invoice provided by SCOE.

Dixon Unified School District:

Solano County Office of Education:

Authorized District Representative

Leticia Allen
Associate Superintendent
Administrative Services & Operations

Lisette Estrella-Henderson
Associate Superintendent
Educational Services & Student Programs