SAN JOAQUIN COUNTY OFFICE OF EDUCATION
Troy A. Brown, Ed.D., County Superintendent of Schools

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(209) 468-4800
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Language Essentials for Teachers of Reading and Spelling (LETRS) Partner

Memorandum of Understanding (MOU)

Partnership Agreement for K-5 LETRS Professional Learning

The following Memorandum of Understanding (MOU) for Language Essentials for Teachers of Reading and Spelling (LETRS) professional development is approved and entered into as of the tenth day of October 2024, between the following parties: San Joaquin County Office of Education, hereinafter referred to as "the Lead Organization," and Jefferson Elementary School District, hereinafter referred to as "the Partner Organization."

Terms of Agreement

This MOU outlines the partnership between the Lead Organization and the Partner Organization to provide professional development on LETRS training for educators. Both parties agree to work collaboratively to ensure successful implementation of the training program.

Responsibilities

1. **Lead Organization Responsibilities:**

    a. **Funding and Program Coordination:** Provide initial funding for the LETRS training program. This includes covering the costs for materials, training facilitators, facilities, and access to the online platform for the first cohort of educators.
    b. **Administrative Support:** Manage all administrative aspects of the program, including participant registration, communications, and scheduling. The Lead Organization will also be responsible for coordinating with LETRS trainers and ensuring that all training materials are distributed to participants in a timely manner.
    c. **Ongoing Technical Support:** Offer technical assistance to educators during the training process, helping them access the LETRS platform, troubleshoot any issues, and provide guidance on program logistics.
    d. **Invoicing and Reimbursement:** Invoice the Partner Organization after registration. The Partner Organization will reimburse the Lead Organization based on the number of educators enrolled in the training, with the amount determined by the total program costs divided by the number of participants.

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2. **Partner Organization Responsibilities:**

   a. **Commitment to Training:** Select and commit a set number of educators to participate in the LETRS training. Districts will ensure that educators are available to complete all modules of the program within the agreed timeframe.
   b. **Financial Reimbursement:** Upon receiving an invoice from the Lead Organization, agree to reimburse the Lead Organization based on the number of educators enrolled in the training, with the amount determined by the total program costs divided by the number of participants. Reimbursement will occur within 30 days of receiving the invoice.
   c. **Communication:** Maintain regular communication with the Lead Organization on participant progress. Provide a district point of contact to Teka Sims (tsims@sjcoe.net) for any updates or concerns affecting the training timeline.

This MOU shall commence on October 10, 2024, and shall remain in effect through June 30, 2026. Any amendments to this MOU must be agreed upon in writing by both parties.

By signing below, these parties acknowledge that they have read, understood, and agree to the terms of this Memorandum of Understanding.

By: Warren Sun
Warren Sun
Division Director, Operations
San Joaquin County Office of Education
10/24/2024
Date

By: James W. Bridges
Dr. James Bridges
Superintendent
Jefferson Elementary School District
10/29/2024
Date

By: Lauren Dietrich
Lauren Dietrich
Director, Continuous Improvement and Support
San Joaquin County Office of Education
10/24/2024
Date