

**Memorandum of Understanding (MOU) between Washington West Supervisory Union (WWSU),
the Waitsfield School District (WES), the Moretown School District (MES), Warren School District (WS),
and the Fayston School District (FES) for the Technology Coordinator**

This shall serve as the Memorandum of Understanding between Washington West Supervisory Union, the Waitsfield School District, the Moretown School District, the Warren School District, and the Fayston School District in regards to the so-called Valley Technology Coordinator.

The Job Description for the position of Washington West SU Technology Coordinator is part of this agreement. The Technology Coordinator is a calendar year, 1.0 FTE position (52 weeks at 5 days/week) employed by the Washington West Supervisory Union.

Term: The term of this Agreement is July 1, 2015 through June 30, 2016.

Hiring Procedure: Initially and if the position becomes open during the term of this MOU, the Waitsfield, Moretown, Warren and Fayston School Principals, in collaboration with the Superintendent, will appoint members to the hiring committee. This committee will interview, conduct reference checks and recommend a final candidate for hire to the Superintendent. The Superintendent will present the candidate to the Washington West SU Executive Committee for approval.

The Technology Coordinator will perform the following Responsibilities for WES, MES, WS and FES during the term of this agreement:

- Support school staff in all operations of school technology through system overseen by WWSU Systems Administrator and building Principals
- Maintain computer imaging processes and procedures and perform annual computer imaging and as needed for maintenance
- Maintain software licensing
- Maintain documentation on all systems
- Computer installation, moves, changes, adds
- Provide technical support on PC and Mac computer equipment and computer software, servers, networking equipment, and peripherals, coordinate warrantee service or other external service as needed
- Provide network and telephone support and/or coordinate with vendor services
- Engage in ongoing professional development in technology
- Participate in WWSU Technology committee
- Monthly meetings with building principals; quarterly full team meetings
- Provide monthly reporting on time allocation and project status

Services to Other WWSU Schools

Any services provided to other WWSU Schools, other than limited ad hoc consulting, will be billed to the school at the Washington West Technology Coordinator's per diem rate. It is not anticipated that services will be provided to schools other than those participating in this MOU.

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Allocation of Time Between Participating Schools:

During the term of this agreement it is anticipated that each participating school will receive substantially the same amount of the Technology Coordinator's time. The Principals for each participating school, along with WWSU's Systems Administrator, will develop an initial schedule for the 2015-2016 calendar year whereby all schools are scheduled to receive an equal amount of time. The Technology Coordinator will track actual days worked at each school and leave time. This log of actual time will be reviewed in October 2015 and February 2016 by the participating Principals and the WWSU Systems Administrator and the schedule for the remainder of the year adjusted accordingly. It is acknowledged the schedule may need to be adjusted on an as-needed basis by the Technology Coordinator to address needs that are time sensitive.

Payment Provisions:

During the term of this Agreement 100% of the following costs incurred by Washington West SU associated with the Technology Coordinator's employment will be reimbursed by participating school districts in the percentage indicated:

Advertising/Recruiting Costs	{	25% Waitsfield School District (WES) 25% Moretown School District (MES) 25% Fayston School District (FES) 25% Warren School District (WS)
Salary		
Employment Taxes and Benefits		
Mileage Expense		
Professional Development Expense		

Technology Coordinator - Year Round 1.0 FTE - Initial Estimate of Total Costs		
Salary	\$ 43,988	
Benefits except Health & Dental	\$ 4,238	
Professional Development	\$ 1,500	
Health/Dental Insurance -Currently None	NA	
Full Time Cost Estimate 1.0 FTE	\$ 49,726	
FY2016 Funding Estimates		
Waitsfield (WES)	\$ 12,432	Budget \$22,874
Warren (WS)	\$ 12,432	Budget \$11,960
Moretown (MES)	\$ 12,432	Budget \$11,960
Fayston (FES)	\$ 12,432	Budget \$11,500
	\$ 49,726	

The Washington West SU business office will provide detailed invoices to WES, MES, WS, FES, and other participating districts, for all expenses related to the WWSU Technology Coordinator October 1, January 1, April 1 and July 1. Payment to Washington West SU is due within 30 calendar days of each invoice.

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(WS), and the Fayston School District (FES) for the Technology Coordinator – Page 3**

Office Space, Supplies and Computer Equipment: WWSU will provide the Technology Coordinator with a laptop computer, iPad, telephone voice mail, e-mail, access to the WWSU computer server and printers, as well as a supply of usual and customary equipment and office supplies.

WES, MES, WS, and FES will provide work space and meeting space as required for the WWSU Technology Coordinator

Performance Review: The WES, MES, WS and FES Principals along with the WWSU Systems Administrator, will perform a performance evaluation of the Technology Coordinator annually by May 15th.

Termination/Revision: This agreement may be terminated at any time by any party for reason or no reason, stated in writing with 30 days written notice upon approval of Superintendent. This agreement may be terminated immediately as a result of the breach to the terms and/or cause.

This agreement can be revised at any time as mutually agreed in writing by Washington West SU, Waitsfield School District, Moretown School District, Warren School District, and Fayston School District

Agreed to:

Washington West SU Board Chair

Date

Waitsfield School District Board Chair

Date

Moretown School District Board Chair

Date

Warren School District Board Chair

Date

Fayston School District Board Chair

Date