

**Team Training Program  
Secondary Transition Mentoring Project–College and Career Readiness Team Training  
Grant Name: 2016 IDEA – STMP–CCR TT YEAR 1  
Funding Source: Individuals with Disabilities Education Improvement Act (IDEA)**

**MEMORANDUM OF AGREEMENT**

The purpose of this memorandum of agreement (MOA) is to formally acknowledge our team partnership with the Arizona Department of Education, Exceptional Student Services, Special Projects (ADE/ESS/Special Projects), in the team-training program and the implementation of change needed for capacity building and systemic change in our schools to provide all students with the competencies they need to become prepared for careers, engaged both socially and emotionally, and equipped to become lifelong learners. We pledge our commitment to:

- Attend and fully participate in all trainings and team activities, which include arriving on time and staying until the end of each session.
- Provide relevant data upon request.
- Create, implement, and evaluate an ongoing action plan.
- Complete accountability activities.
- Schedule and participate in planning meetings and on-site training activities.
- Disseminate information gained at trainings to staff members.
- Collaborate as a team to produce a year-end report that appropriately describes our accomplishments and progress toward meeting the year’s outcomes and submit the report to the training coordinator and our special education director by a date to be determined before the end of the training year.

We understand that the data regarding the activities in our school will be shared with the Department of Education evaluators so that success can be assessed. We further understand that personally identifiable information about our students will only be used to develop statistics and that individual student information will not be released.

We understand that any locally funded team members are considered the same as grant-funded team members. All grant and training requirements that apply to grant-funded team members also pertain to locally funded members.

We understand that our team lead will contact the STMP-CCR TT coordinator c/o Jeannette Zemeida at 602-542-3855 or [Jeannette.Zemeida@azed.gov](mailto:Jeannette.Zemeida@azed.gov):

- Before a session when a grant-funded or locally funded team member will be absent; and
- Before replacing a grant-funded or locally funded team member for any reason.

**SY 2016 Training Calendar**

<b>Fifteenth Annual Transition Conference</b> August 24–26, 2015	<b>STMP-CCR TT Year 1</b> October 27–28, 2015 January 12–13, 2016 April 26–27, 2016	All training events will follow this daily routine: Day 1 7:30 a.m., breakfast & registration/sign in 8:00 a.m.–4:00 p.m., training sessions  Day 2 7:30 a.m., breakfast 8:00 a.m.–3:00 p.m., training sessions
---	--	--

District/Charter Holder Name		
Type of Team		
	Date	
Name	Position/Title	Signature