

**WHEATLAND SCHOOL DISTRICT
BOARD AGENDA ITEM**

CONSENT
 ACTION
 REPORT/INFORMATION

BOARD MEETING DATE: June 27,2019
BOARD AGENDA NUMBER: 5.5
BOARD AGENDA ITEM: Tri-County Induction Program MOU
DEPARTMENT: Superintendent's Office
CONTACT PERSON: Craig M. Guensler

REPORT/PROPOSAL

This MOU is entered into between the Sutter County Superintendent of Schools Office, the local districts (LEA's) and the Tri-County Induction Program. The effective date of the MOU is July, 1 2019. The purpose of this MOU is to establish a formal level of commitment between SCSOS and the Wheatland School District for the TCIP to provide induction services to our beginning teachers.

SUPERINTENDENT'S RECOMMENDATION:
Approve as recommended

2019/2020 MEMORANDUM OF UNDERSTANDING
Tri-County Induction Program/Sutter County Superintendent of Schools
and
Wheatland School District

General

This Memorandum of Understanding (MOU) is entered into between the Sutter County Superintendent of Schools Office (SCSOS), Local Educational Agency (LEA) for the Tri-County Induction Program, and a participating district or COE referred to as District in this MOU, to implement the Tri-County Induction Program.

The effective date of this MOU is July 1, 2019 - June 30, 2020. The terms of this agreement shall remain in force unless mutually amended.

Purpose

The purpose of this MOU is to establish a formal level of commitment between SCSOS and the District.

Responsibilities – General

A. SCSOS agrees to provide support for the Program Administrator and staff to administer the accredited induction program per the Commission on Teacher Credentialing (CTC) and California Department of Education (CDE) guidelines. This includes:

1. Providing workspace for the director and staff --including computer and fax access, telephone and office supplies, and meeting space for program activities.
2. Developing, establishing and processing payment for contracts with outside vendors for professional services as needed and/or required.
3. Developing, establishing and processing payment for contracts with Mentors and other personnel for professional services as needed and/or required.
4. Establishing and maintaining accurate records and reports.
5. Supplying to the California Commission on Teacher Credentialing (CTC) and the California State Department of Education (CDE) reports and other information as requested on all matters related to program requirements and activities.

B. The participating district agrees to the following:

1. Appoint a liaison who will regularly attend Advisory Committee meetings (in-person), oversee all activities within the district and assume the responsibilities established by the Tri-County Induction Program (including notifying TCIP when a candidate leaves before the end of the school year, providing follow-up on Mentors and Candidates not meeting requirements, etc).

Name of Liaison Liaison's

Email address

2. The district will distribute information about TCIP to **all new hires** at the point of hire so that induction can begin in the teacher's first year of teaching (Precondition 1, Standard 1).
3. The district will notify the Induction program regarding the mentor match within the first 30 days of the candidate's enrollment in the program, matching the mentor and candidate according to credentials held, grade level and/or subject area, as appropriate to the participant's employment (Precondition 2, Standard 4).
4. The district will help TCIP assure that each candidate receives an average of not less than one hour per week of individualized "just in time" support/mentoring coordinated and/or provided by the mentor in a face to face meeting (Precondition 3).
5. The district will assist TCIP in ensuring that CSTP goals for each participating teacher will be developed within the context of the Individual Learning Plan (ILP) within the first 60 days of the teacher's enrollment in the program (Precondition 4, Standard 3).
6. The district guarantees that the Individual Learning Plan will be designed and implemented solely for the professional growth and development of the participating teacher and not for evaluation for employment purposes (Precondition 5).
7. The district and/or site will assist TCIP in identifying participants for the Early Completion option for "experienced and exceptional" candidates who meet the program's established criteria (Precondition 6).
8. Provide an annual update about TCIP to the district's governing board with evidence provided to TCIP by *June 30, 2020*.
9. Participate in program evaluation surveys through The Sinclair Group.

Responsibilities – Fiscal

- A. SCSOS, in its capacity as LEA, agrees to **maintain** fiscal responsibility for the funding of the administration of the program.
- B. The DISTRICT will assume financial responsibility of all Credential PROGRAM FEES for each Candidate enrolled in the Program. The Clear Credential Candidate Program Fee from Districts includes enrollment of one Candidate in one of the following programs: Clear Multiple Subject Credential, Clear Single Subject Credential, Clear Education Specialist Credential, or Career Technical Education Clear Credential at the rate of \$1,500 per year.
- C. The district agrees to the following - select one:

Program Participation Options

The district will select one of the following options. All Options require full participation in the Tri-County Induction Program (TCIP) by all participants.

Option 1:

District pays SCSOS \$2,750 per candidate to select, hire, match and provide continuous training to its Mentors using the criteria as outlined below. Billing will occur half in November and half in May with payments due in December and June. If the district is going to charge the candidate, it is their responsibility to notify the candidate upon hiring and collect all fees due. If the candidate leaves the program during the year, the district will be responsible for reimbursing the cost to the Mentor on a prorated basis. It is the responsibility of the district to notify TCIP when a Candidate or Mentor leaves the Program.

Option 2*:

*The district agrees to provide written verification of the above selection, hiring, and matching process to TCIP upon request.

*The district selects, hires, matches and compensates Mentors who have (Standards 2,3,4):

- Knowledge of the context and the content area of the candidate's teaching assignment
- A demonstrated commitment to professional learning and collaboration
- Possess a Clear Teaching Credential with a minimum of three years of effective teaching experience
- The ability, willingness, and flexibility to meet candidate needs for support
- The ability to provide "just in time" support for candidates, in accordance with the ILP, along with longer-term guidance to promote enduring professional skills each week for a minimum of a one hour face to face meeting
- A demonstrated ability to facilitate candidate growth and development through modeling, guided reflection on practice, and feedback on classroom instruction
- The ability to connect candidates with available resources to support their professional growth and accomplishment of the ILP
- The ability to weekly review the CSTP ILP goals and documentation of development/growth with candidates and make adjustments as needed
- Regular attendance at all required trainings, on-time, prepared, and actively involved in a positive professional manner
- Timely responses to survey requests
- The ability to use mentoring instruments appropriately
- Demonstrated best practices in adult learning, commitment
- The ability to reflect on mentoring practice, and engage with mentoring peers in professional learning networks

1. The district supports the release of Mentors (Standard 6):

- Who do not meet Program requirements
- Whose candidate initiates a request to change Mentors
- Who TCIP requests a release based on failure to meet the above criteria

2. The district assumes all financial (litigation) responsibilities stemming from any legal action brought against Tri- County Induction Program from an employee of said District.

Program Participation:

Participating District/COE shall defend and indemnify the Sutter County Superintendent of Schools Office (SCSOS), its officers, agents and employees, for any claim or cause of action against SCSOS, its officers, agents or employees, arising from SCSOS's performance of services or duties in connection with the Tri-County Induction Program pursuant to the MOU on behalf of (the Participating District/COE). This duty to defend and indemnify includes, but is not limited to, payment of necessary attorneys' fees and other costs incurred in litigation. In the event that a particular claim or cause of action arises from services performed on behalf of (Participating District/COE) or from more than one Participating District/COE, (Participating District/COE) agrees to share costs on an equitable basis.

Signature of District Authorized Official

Name: _____ Title: _____

District: _____ Email: _____

Received at SCSOS _____
Date

Superintendent Sutter County Superintendent of Schools