

CONTRACT NAME: MEMORANDUM OF UNDERSTANDING BETWEEN THE CALIFORNIA AGRICULTURAL TEACHERS' INDUCTION PROGRAM (THROUGH YOLO-SOLANO CENTER FOR TEACHER INDUCTION) AND PAJARO VALLEY UNIFIED SCHOOL DISTRICT, DAVIS JOINT UNIFIED SCHOOL DISTRICT, LEAD AGENCY

BRIEF DESCRIPTION OF CONTRACT: This Memorandum of Understanding establishes the formal working relationship between Pajaro Valley Unified School District and YSCTC for the accredited California Agricultural Teachers' Induction Program. This is the program by which Single Subject: Agriculture, and Career and Technical Education credential candidates earn their clear credentials.

California Agricultural Teachers' Induction Program (CATIP)



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- 16) Conduct early site and/or district-based program information orientations that include information designated on the California Agricultural Teachers' Induction Program "Administrator Meeting" form;
- 17) Ensure that all site administrators with mentor(s) and/or Teacher Candidate(s) on staff understand Induction work is not used as an evaluation for employment, have been trained in the Yolo-Solano Teacher Induction program processes and stay current with changing program requirements;
- 18) Ensure that all staff administrators with Mentor(s) and/or Teacher Candidate(s) on staff complete the Program's annual survey regarding the Induction Program;
- 19) Establish working conditions for Teacher Candidates aligned with Induction Program Standards;
- 20) Ensure that Teacher Candidates have core curriculum materials and appropriate content frameworks;
- 21) Encourage that all Teacher Candidates have course assignments with English Language Learners sufficient to allow completion of the English Language requirements of the Clear Credential and accordance with Induction Program Policies;
- 22) Provide Teacher retention data to Induction Program upon request;
- 23) Provide Mentor release time for observation of the Teacher Candidates as required by the Induction activities (2 observations required each year);
- 24) Provide Teacher Candidates release time for observation of colleagues, reflection, and professional development activities tied to their Individual Learning Plan (ILP) as required by the Induction activities (2 observations required each year);
- 25) In the event of need, provide Mentor release time for Mentor training as required by the Induction program (for the Mentor's first and second years);
- 26) Develop and maintain a budget that allocates amounts sufficient to meet the costs of implementing its program responsibilities;
- 27) Process payment for authorized contracted services; and
- 28) Provide projection estimates of participating Teachers for the 2020-2021 school year to California Agricultural Teachers' Induction Program by **May 15, 2020** for continuing participants and in a timely manner, **June 30, 2020** forward, for new participants.

Responsibilities – Fiscal

- A) CATIP, in its association with YSCTC and DJUSD (accrediting agency with certification capacity as LEA), agrees to the overall fiscal responsibility for the funding of the administration of the program, including:
 - 1) Invoice the District through the Accounts Payable contact (named in 'Responsibilities-General B.2') for each credential candidate twice per academic year. **Billing will occur in November for the amount of \$1,125 and May in the amount of \$1,125 to total \$2,250 per academic year with a Net 30-day return;**
 - 2) Assume overall fiscal responsibility for the administration of Induction funds and documentation required by the CDE or CCTC;
 - 3) Develop and maintain a balanced budget that reflects program priorities and implementation of the approved induction plan;
 - 4) Abide by the Teacher Expenditure Guidelines;
 - 5) Provide a stipend payment for each program Facilitator in accordance with CATIP Consortium and Facilitator memoranda of understanding.
- B) The District agrees to:
 - 1) Approve the designation of a Mentor¹, by CATIP, to each credential candidate (novice teacher) within the first 30 days of the participant's enrollment in the program;
 - 2) Coordinate any potential compensation of the identified Mentor¹ at the District's rates and policies. Any remuneration to the mentor will be outside of CATIP's purview, and above the annual program cost named herein;
 - i) Compensating the mentor is not required, but highly recommended.

¹ The District approves Mentors who:

- Have been identified by CATIP, trained by CATIP, and documented Mentors for agricultural educators;
- Have experience in the context and the content area of the candidate's teaching assignment (i.e. same teaching assignment, grade level, same type of school);
- Have a demonstrated commitment to professional learning and collaboration;
- Possess a valid Professional Clear Teaching Credential and a minimum of 5 years of verified effective teaching experience;
- Have the time, ability, willingness, and flexibility to meet candidates' needs for support; and
- Will act as an ambassador of the California Agricultural Teachers' Induction Program.

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- 3) Compensate the identified Mentor for each Teacher Candidate according to rates, policies and procedures at the District-level." The California Agricultural Teachers' Induction Program must be informed of any changes to this language at least two weeks prior to the start of the Mentor's obligation to their candidate(s);
- 4) Payment for services from the California Agricultural Teachers' Induction Program to be **\$2,250** per Teacher Candidate per year, non-refundable, no proration;
- 5) Payment billed based on approved *Participant Enrollment Confirmation*;
- 6) Process Mentor and other payments in a timely way based upon approved MOUs and other budget documents; and
- 7) Provide Mentors and Teacher Candidates release time for training and observation in accordance with program policy.

Program Participation

Insofar as permitted by law, Davis Joint Unified School District (LEA for YSCTC and CATIP) shall assume the defense and hold harmless District and/or any of its officers, agents or employees from any liability, damages, costs, or expenses of any kind whatsoever, including attorneys' fees, which may arise by reason of the sole fault or negligence of Davis Joint Unified School District, its officers, agents or employees, arising out of its performance under the terms of this agreement.

Insofar as permitted by law, the District shall assume the defense and hold harmless the Davis Joint Unified School District and/or any of its officers, agents or employees from any liability, damages, costs, or expenses of any kind whatsoever, including attorneys' fees, which may arise by reason of any harm to person(s) or property received or suffered by reason of the sole fault or negligence of the District, its officers, agents or employees, arising out of their performance under the terms of this agreement.

Compliance with Applicable Laws

This Memorandum of Understanding shall comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable.

Other Conditions

Any and all products developed by California Agricultural Teachers' Induction Program are the exclusive property of the California Agricultural Teachers' Induction Program. Schools, districts, their employees, staff and subcontractors shall not have the right to disseminate, market, or otherwise use the products without the written permission of the California Agricultural Teachers' Induction Program.

The parties signed below, as the signatory representatives for their associated organizations, affirm their commitment to the stipulations outlined above:

Signature

Dr. Chona M. Killeen

Printed Name

Assistant Superintendent, Human Resources

Title

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Email

Pajaro Valley Unified School District

Organization

Signature

Bruce Colby

Printed Name

Chief Business Officer

Title

Date

Davis Joint Unified School District

Organization