

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

BRIEF DESCRIPTION OF CONTRACT: This Memorandum of Understanding establishes the formal working relationship between Potter Valley Unified Community 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.



**2019-2020 MEMORANDUM OF UNDERSTANDING**  
for the  
**California Agricultural Teachers' Induction Program**  
between  
**Davis Joint Unified School District**  
and



**Potter Valley Comm Unified School District**      **(Participating District or LEA)**

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**General**

This Memorandum of Understanding (MOU) is entered into between the Davis Joint Unified School District (DJUSD) – Local Educational Agency (LEA) for the California Agricultural Teachers' Induction Program (CATIP) – and the participating district or LEA listed above (referred to as "District" in this MOU) to participate in the California Agricultural Teachers' Induction Program.

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

**Purpose**

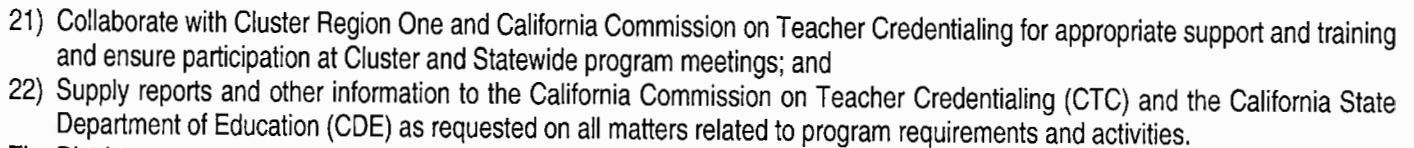
The purpose of this Memorandum of Understanding is to establish a formal working relationship between the parties of agreement and to set forth the operative conditions that govern this partnership. The assumption of continued partnership for the **2020-2021** school year is made unless the District notifies the CATIP in writing on or **prior to January 31, 2020.**

**Responsibilities – General**

**A) CATIP agrees to:**

- 1) Provide support for direct program administration to conduct the accredited induction program per guidelines set forth by the Commission on Teacher Credentialing (CTC) and California Department of Education (CDE);
- 2) Provide office space, equipment, and meeting space for program activities;
- 3) Facilitate a process for equitable distribution of services to Teacher Candidates and Mentors in all participating districts and schools;
- 4) Convene a Teacher Induction Program Advisory Committee, establish regular meetings, and provide data on program requirements and clear credentialing;
- 5) Establish and maintain accurate program records and reports;
- 6) Maintain State of California approval and accreditation as an Induction Program and Credentialing Agency;
- 7) Advise Teacher Candidates about their involvement in the Induction Program and provide formative feedback about candidates' progress toward completion of the program;
- 8) Recommend for the California Clear Credential and process all credential applications for eligible Teacher Candidates;
- 9) Arrange for and monitor University of California, Davis Extension continuing education units for Teacher Candidates and 1<sup>st</sup> and 2<sup>nd</sup> year Mentors;
- 10) Provide the California Agricultural Teachers' Induction Program Assessment System materials to Teacher Candidates and Mentors (e.g. individualized learning plans, weekly conversation logs, curriculum, etc.);
- 11) Provide training in the California Agricultural Teachers' Induction Program coursework, including the California Standards for the Teaching Profession (CSTP), Student Content Standards, Agriculture and Natural Resources Model Pathway Standards, and Induction Standards to Teacher Candidates and Mentors;
- 12) Provide mentoring skills training to Mentors;
- 13) Provide Induction Program training for site administrators/district coordinator;
- 14) Select, monitor, and supervise professional development facilitators in accordance with Induction Program Standards;
- 15) Provide materials, facilitation, and presentation support for professional development facilitators;
- 16) Develop and establish contracts with outside vendors for professional services as needed Teacher Candidates/Mentors professional development and support;
- 17) Provide the Advisory Board, district superintendents and site administrators with information, clarify roles and responsibilities, and provide verification and accountability specific to the Teacher credential process;
- 18) Communicate with and advise District Human Resources departments, credential analysts, and school personnel regarding Induction, hiring implications, and procedures for compliance;
- 19) Establish and maintain an accountability system for all participants;
- 20) Collaborate with the Capital Region Network Team, the Induction Consortium (Bay Area), and state-wide agricultural education stakeholders regarding the Induction Program;

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- 1) Appoint a liaison who serves as the programmatic contact in the district, oversees all activities within the district related to induction services and assumes the responsibilities of communicating with the California Agricultural Teachers' Induction Program (including notifying CATIP when a candidate leaves before the end of the school year, providing follow-up on Mentors and Candidates not meeting requirements, etc):

klooney@pottervalleyschools.us  
 Coordinator's Email address  
 PO Box 219, Potter Valley, CA 95469  
 Mailing Address

klooney@pottervalleyschools.us  
Email address

PO Box 219, Potter Valley, CA 95469  
Mailing Address

PO #	PO Amount (\$2,250/Candidate/Year)
(If candidate will be paying for the program themselves indicate that here)	

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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 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);
- 24) Develop and maintain a budget that allocates amounts sufficient to meet the costs of implementing its program responsibilities;
- 25) Process payment for authorized contracted services; and
- 26) 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 Mentor<sup>1</sup>, 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 Mentor<sup>1</sup> 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.
  - 3) Payment for services from the California Agricultural Teachers' Induction Program to be **\$2,250 per Teacher Candidate** per year, non-refundable, no proration;
  - 4) Payment billed based on approved *Participant Enrollment Confirmation*;
  - 5) Process payments in a timely way based upon approved MOUs and other budget documents; and
  - 6) Provide Teacher Candidates release time for training and observation in accordance with program policy.

<sup>1</sup> 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.

# California Agricultural Teachers' Induction Program (CATIP)

## School District MOU 2019-2020



### 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

**Holly McLaughlin**

Printed Name

**Superintendent**

Title

**hmclaughlin@pottersvalleyschools.us**

Email

**[type organization name here]**

Organization

Signature

**Bruce Colby**

Printed Name

**Chief Business Officer**

Title

Date

**Davis Joint Unified School District**

Organization