



2019-2020

## Memorandum of Understanding

Yolo – Solano TEACHER Induction Program  
Davis Joint Unified School District, Lead Agency  
and the **Solano County Office of Education**

### General

This Memorandum of Understanding (MOU) is entered into between the **Solano County Office of Education** and the Yolo-Solano Teacher Induction Program, Davis Joint Unified School District, LEA.

### 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.

### Responsibilities – General

#### **A. Yolo-Solano Teacher Induction Program agrees to the following:**

1. Employ an Induction Program Director(s), Program Manager, and other support staff to support all aspects of the Induction Program and in accordance with state budget guidelines
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 Yolo-Solano Formative Assessment System materials to Teacher Candidates and Mentors
11. Provide training in the Yolo-Solano Formative Assessment System, including the California Standards for the Teaching Profession (CSTP), Student Content 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 and the Induction Consortium (Bay Area) regarding the Induction Program
21. Collaborate with Cluster Region One and California Commission on Teacher Credentialing for appropriate support and training and ensure participation at Cluster and Statewide program meetings
22. The assumption of continued partnership for the **2020-21** school year is made unless the district notifies the Induction Program in writing on or **prior to January 31, 2020.**

**B. The Solano County Office of Education agrees to the following:**

1. Superintendent or designee coordinator/administrator maintains a position on the Teacher Induction Advisory Board for program networking, implementation, compliance, and program evaluation
2. The Administrative member of the Advisory Board or District coordinator/ administrator may bring concerns or suggestions for change to the Advisory Board for discussion by submitting proposals no later than two weeks prior to the next Advisory Board meeting for inclusion on the agenda
3. Advisory Board Representative and/or District Coordinator disseminate program information to site and district administrators, clarify roles and responsibilities of all program participants, and communicates program information to participants
4. Upon hire, advise eligible Teachers about their responsibilities for Induction, enroll eligible candidates, and gather candidate credentialing information as needed by the Induction office. All teacher candidates who are teaching on a preliminary credential should be evaluated for eligibility. Those on Special Education Level I Credentials are eligible to complete credential requirements through Induction activities. CTE Teachers are eligible to complete credential requirements, including application for preliminary credential with prerequisites met. Teachers who have intern credentials may also be eligible if they have recently completed the intern program and have been granted a preliminary credential.
5. Ensure that Human Resources personnel and credential analysts are appropriately trained in protocols of advice and assistance to Induction Candidates
6. Provide appropriate credential and advisement information to the Induction office
7. Select Mentors according to Induction Program Standards
8. Assign a Mentor to each Teacher Candidate according to Induction Program Policies and in a timely way, within 30 days of program enrollment, matching the mentor and participating teacher according to *credentials held*, grade level and/or subject area, as appropriate to the participant's employment, that allows the pair to begin working together when teaching begins and not less than an average of 1 hour per week
9. Conduct early site and/or district based program information orientations that include information designated on the Yolo-Solano Teacher Induction Program "Site Administrator Initial Meeting" form
10. Ensure that all site administrators with mentor(s) and/or Teacher Candidate(s) on staff have been trained in the Yolo-Solano Teacher Induction program processes and materials and stay current with changing program requirements
11. 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
12. Establish working conditions for Teacher Candidates aligned with Induction Program Standards
13. Ensure that Teacher Candidates have core curriculum materials and appropriate content frameworks

14. Encourage districts that all Teacher Candidates have assignments with English Language Learners sufficient to allow completion of the English Language Authorization requirements of the Clear Credential and accordance with Induction Program Policies
15. Provide Teacher retention data to Induction Program upon request
16. Provide Mentor release time for observation of the Teacher Candidates as required by the Induction activities (4 observations required each year)
17. Provide Teacher Candidates release time for observation of colleagues, reflection, and professional development activities tied to their Individual Induction Plan (IIP) as required by the Induction activities (2 observations required each year)
18. Provide Mentor release time for Mentor training as required by the Induction program (for the Mentor's first and second years) if necessary
19. Develop and maintain a budget that allocates amounts sufficient to meet the costs of implementing its program responsibilities
20. Process payment for authorized contracted services
21. The assumption of continued partnership for the **2020-2021** school year is made unless the district notifies the program in writing on or **prior to January 31, 2020.**
22. Provide projection estimates of Participating Teachers for the **2020-2021** school year to Yolo-Solano Teacher Induction program by **May 15, 2020** for continuing participants and in a timely manner, **June 30, 2020** forward, for new participants.

#### **Responsibilities – Fiscal**

- A. Yolo-Solano Teacher Induction Program, with the Davis Joint Unified School District as LEA agree to the following:
  1. Assume overall fiscal responsibility for the administration of Induction funds and documentation required by the CDE or CCTC
  2. Develop and maintain a balanced budget that reflects program priorities and implementation of the approved induction plan
  3. Abide by the Teacher Expenditure Guidelines
  4. Provide fiscal support to the **Solano County Office of Education** All amounts are listed in maximum dollars, including benefits. Substitute time reimbursement allowable is for actual substitute days used only.
    - i. Stipend payment for each Consortium Seminar Facilitator in accordance with the seminar facilitator memorandum of understanding
    - ii. \$130 per day for Facilitator release days at the rate of one day per Teacher for review of inquiries
    - iii. Fiscal support may be added to or subtracted from district budgets based on actual consortium services provided by individual district employees. Final reimbursements will be based on final district budgets produced in June of **2020**.
- B. The **Solano County Office of Education** agrees to the following:
  1. Provide and directly compensate a Mentor for each Teacher Candidate. The language of the Mentor MOU reads: "A stipend for each Teacher Candidate served, based on \$2000 for each teacher served, minus employer/employee STRS contribution and regular mandated deductions. Further deductions may be taken should the Mentor miss required professional development sessions and trainings." The Yolo-Solano Teacher Induction Program must be informed of any changes to this language for the Mentors of the Davis Joint Unified School District, at least two weeks prior to the start of the Mentor's contract year.

2. Payment for services of the Yolo-Solano Teacher Induction Program to be \$2,250 per Teacher Candidate per year, non-refundable, no proration
3. Payment billed quarterly, net 30 days, based on approved *Participant Enrollment Confirmation Sheet*
4. Process Mentor and other payments in a timely way based upon approved MOUs and other budget documents.
5. Provide Mentors and Teacher Candidates release time for training and observation in accordance with program policy

#### Indemnification

Insofar as permitted by law, Davis Joint Unified School District shall assume the defense and hold harmless the Solano County Office of Education 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 Solano County Office of Education 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 Solano County Office of Education, 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 Yolo-Solano Teacher Induction Program are the exclusive property of the Yolo-Solano Teacher 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 Yolo-Solano Teacher Induction Program.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: Bruce Colby

Title: \_\_\_\_\_  
(*Superintendent / Administrator*)

Title: Chief Business Officer

Date: \_\_\_\_\_

Date: \_\_\_\_\_