

**CONTRACT NAME: MEMORANDUM OF UNDERSTANDING BETWEEN  
YOLO-SOLANO CENTER FOR TEACHER INDUCTION PROGRAM, DAVIS  
JOINT UNIFIED SCHOOL DISTRICT, LEAD AGENCY AND THE NATOMAS  
CHARTER SCHOOL**

**BRIEF DESCRIPTION OF CONTRACT:** This Memorandum of Understanding establishes the formal working relationship between the Natomas Charter School and YSCTC for the accredited Career Technical Education Credential program. This the program by which Career and Technical Education credential candidates earn their clear credentials.



**2018-2019**  
**Memorandum of Understanding**

Yolo – Solano Teacher Induction Program  
Davis Joint Unified School District, Lead Agency  
and

**The Natomas Charter School**  
**(Career, Technical Education Credential Candidates ONLY)**

**General**

This Memorandum of Understanding (MOU) is entered into between the **Natomas Charter School** and the Yolo-Solano Center for Teacher Credentialing: 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 in regards to the Career Technical Education Credential (CTE).

**Responsibilities – General**

**A. Yolo-Solano Center for Teacher Credentialing: Induction Program agrees to the following:**

1. Employ an Induction Program Director, Program Manager, and other support staff to support all aspects of the Induction Program in accordance with state budget guidelines
2. Provide office space, equipment, and meeting space for program activities, as needed
3. Convene a Teacher Induction Program Advisory Committee, establish regular meetings, and provide data on program requirements and clear credentialing
4. Establish and maintain accurate program records and reports
5. Maintain State of California approval and accreditation as an Induction Program and Credentialing Agency
6. A program leader will meet with the potential credential candidate to establish eligibility and assist with the application for the preliminary level CTE credential
7. The Program Director or CTE Program Coordinator will provide oversight and support to the teacher candidate and mentor as they work through required CTE and induction activities
8. Advise Teacher Candidates about their involvement in the Induction Program and provide formative feedback about candidates' progress toward completion of the program
9. Advise teacher candidates about additional credential requirements for the clear credential and provide formative feedback about participants' progress toward completion of the CTE credential program
10. 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
11. Provide the Yolo-Solano Formative Assessment System materials to Teacher Candidates and Mentors
12. 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
13. Provide mentoring skills training to Mentors
14. Provide Induction Program training for site administrators/district coordinator
15. Select, monitor, and supervise professional development facilitators in accordance with Induction Program Standards



- 16 Provide materials, facilitation, and presentation support for professional development facilitators
- 17 Develop and establish contracts with outside vendors for professional services as needed Teacher Candidates/Mentors professional development and support
- 18 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
19. Recommend eligible CTE candidates for the preliminary and clear credentials when requirements are complete
20. Provide school leaders with information, clarify roles and responsibilities, and provide verification and accountability specific to the CTE credential process
21. Communicate with and advise the **Natomas Charter School** Human Resources department and/or credential analysts regarding CTE credentialing, Induction, hiring implications, and procedures for compliance when necessary
22. Establish and maintain an accountability system for all participants
23. Collaborate with the Capital Region Network Team and the Induction Consortium (Bay Area) regarding the Induction Program
24. 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
25. The assumption of continued partnership for the 2018-19 school year is made unless the district notifies the Induction Program in writing on or **prior to January 31, 2019**

**B. The Natomas Charter School agrees to the following:**

1. Identify an administrator designee to be the contact person for all communications from the Yolo-Solano Center for Teacher Credentialing: Induction Program
2. Ensure that Human Resources personnel and credential analysts are appropriately trained in protocols of advice and assistance to CTE participants
3. When an eligible CTE teacher is hired, provide the candidate with the CTE application packet and contact the Yolo-Solano Center for Teacher Credentialing: Induction Program. An advisement appointment will be scheduled between the candidate and a program leader. The packet should be completed prior to the advisement appointment. ✓
4. After the candidate has been approved for the preliminary credential, enroll the CTE candidate in the Yolo-Solano Center for Teacher Credentialing: Induction Program
  - a. If an induction program has been previously completed by the CTE candidate, refer the candidate to the Yolo-Solano Center for Teacher Credentialing: Induction Program for advisement of remaining clear credential requirements
  - b. If no induction program has been previously completed, enroll the teacher in the Teacher Induction Program and assign a mentor according to the guidelines defined in the induction standards. If at all possible, the mentor should have recent teaching experience in a CTE setting. Refer the teacher candidate to the Yolo-Solano Center for Teacher Credentialing: Induction Program for advisement of remaining clear credential requirements
5. Assign a mentor (if needed) to each teacher candidate in a timely way that allows the pair to begin working together when teaching begins
6. 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
7. 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
8. 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



9. Establish working conditions for Teacher Candidates aligned with Induction Program Standards
10. Ensure that Teacher Candidates have core curriculum materials and appropriate content frameworks
11. Provide Teacher retention data to Induction Program upon request
12. Provide Mentor release time for observation of the Teacher Candidates as required by the Induction activities (4 observations required each year) ✓
13. For candidates completing induction in the **Natomas Charter School**, ensure 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 Standards
14. 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)
15. Provide Mentor release time for Mentor training as required by the Induction program (for the Mentor's first and second years) if necessary
16. Develop and maintain a budget that allocates amounts sufficient to meet the costs of implementing its program responsibilities
17. Process payment for authorized contracted services
18. The assumption of continued partnership for the 2018-19 school year is made unless the district notifies the program in writing on or **prior to January 31, 2019**
19. Provide projection estimates of participating Teachers for the 2019-20 school year to Yolo-Solano Teacher Induction program by **May 18, 2019** for continuing participants and in a timely manner, **June 30, 2019** forward, for new participants

#### **Responsibilities – Fiscal**

- A. Yolo-Solano Center for Teacher Credentialing: 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
  2. Develop and maintain a balanced budget that reflects program priorities and implementation of the approved induction plan
  3. Abide by the Induction Expenditure Guidelines
- B. **The Natomas Charter School agrees to the following:**
  1. For each CTE candidate, a fee of \$250.00 will be collected from the school or candidate prior to recommending for the Preliminary credential. This fee will compensate the Yolo-Solano Center for Teacher Credentialing: Induction Program for candidate advisement, oversight and support, and processing of preliminary credential recommendations.
  2. Provide and directly compensate a Mentor for each Teacher Candidate.
  3. Payment for services of the Yolo-Solano Center for Teacher Credentialing: Induction Program to be **\$1,300.00** per Teacher Candidate per year, non-refundable, no proration collected from the school or candidate. This fee will compensate Yolo-Solano Center for Teacher Credentialing for Induction Seminars and Trainings held at Natomas Charter School, and all mentor training.
  4. Payment billed quarterly, net 30 days, based on approved *Participant Enrollment Confirmation Sheet* ✓
  5. Process Mentor and other payments in a timely way based upon approved MOUs and other budget documents.
  6. Provide Mentors and Teacher Candidates release time for training and observation in accordance with program policy
  7. For each CTE candidate, a fee of \$250.00 will be collected from the school or candidate prior to recommending for the Clear credential. This fee will compensate the Yolo-Solano Teacher Induction Program for candidate advisement, review of task completion ✓

requirements, maintaining of credential file and processing of clear credential recommendations.

### Indemnification

Insofar as permitted by law, Davis Joint Unified School District shall assume the defense and hold harmless **Natomas Charter School**, 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, **Natomas Charter School**, shall assume the defense and hold harmless 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 **Natomas Charter School**, 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 Center for Teacher Credentialing: 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 

Name: Ting Sun, Ph.D.

Title: Executive Director

Date: 8/20/2018

Signature \_\_\_\_\_

Name: Bruce Colby

Title: Chief Business Officer

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