

**2016-2019**  
**Memorandum of Understanding**

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

**General**

This Memorandum of Understanding (MOU) is entered into between the **Davis Joint Unified School District, Winters Unified School District, Esparto Unified School District, Washington Unified School District, Yolo County Office of Education** and the Yolo-Solano Teacher Intern 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 Intern Program agrees to the following:**

1. Employ an Intern Program Director(s) and other support staff to support all aspects of the Intern 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 Interns and Mentors in all participating districts and schools. Contributing districts (Winters, Washington, Esparto, Davis) and YCOE will receive priority enrollment and discounted pricing and/or reimbursement.
4. Convene a Teacher Intern 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 Intern Program and Credentialing Agency
7. Advise Teacher Intern Candidates about their involvement in the Intern Program and provide formative feedback about candidates' progress toward completion of the program
8. Recommend for the California Intern Credential and process all credential applications for eligible Teacher Candidates
9. Provide the Yolo-Solano Formative Assessment System materials to Teacher Intern Candidates and Mentors
10. Provide training in the Yolo-Solano Formative Assessment System, including the California Standards for the Teaching Profession (CSTP), Student Content Standards, and Intern Standards to Teacher Intern Candidates and Mentors
11. Provide mentoring skills training to Mentors
12. Provide Induction Program training for site administrators/district coordinator
13. Select, monitor, and supervise professional development facilitators in accordance with Intern Program Standards
14. Provide materials, facilitation, and presentation support for professional development facilitators
15. Develop and establish contracts with outside vendors for professional services as needed Teacher Intern Candidates/Mentors professional development and support

16. 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
17. Communicate with and advise District Human Resources departments, credential analysts, and school personnel regarding Induction, hiring implications, and procedures for compliance
18. Establish and maintain an accountability system for all participants
19. Collaborate with region Intern programs
20. 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
21. The assumption of continued partnership for the 2017-18 school year is made unless the district notifies the Induction Program in writing on or **prior to January 31**, of the current year.

### **Participating Districts**

**The Davis Joint Unified School District, Winters Unified School District, Esparto Unified School District, Washington Unified School District, Yolo County Office of Education agrees to the following:**

1. To allow for the creation of the Yolo-Solano Teacher Intern Program:
  - B. The **Winters Unified School District** will contribute \$10,000 for the 2016-17 school year for startup costs. 9% of total
  - C. The **Esparto Unified School District** will contribute \$10,000 for the 2016-17 school year for startup costs. 9% of total
  - D. The **Washington Unified School District** will contribute \$25,000 for the 2016-17 school year for startup costs. 23% of total
  - E. The **Yolo County Office of Education** will contribute \$35,000 for the 2016-17 school year for startup costs. 32% of total
  - F. The **Davis Joint Unified School District** will contribute \$30,000 for the 2016-17 school year for startup costs. 27% of total
  - G. The **Yolo-Solano Teacher Induction/Yolo Teacher Intern Program** will contribute any remaining funds required to sustain operations for the 2016-17 school year.
2. Startup costs will be used for the employment of an Intern Program Director and other support staff to support all aspects of the Intern Program and in accordance with state budget guidelines
3. Starting in 2017-18 any surplus revenues, minus reserves, will be distributed to the Yolo-Solano Teacher Induction/Yolo Teacher Intern Program first, until the initial investment is recouped and then to participating districts (The Davis Joint Unified School District, Winters Unified School District, Esparto Unified School District, Washington Unified School District, Yolo County Office of Education) in the same proportions as startup cost investment.
4. Starting in 2017-18 the Participating Districts will cover any deficit spending in excess of revenue in the same proportions as startup cost investment.

### **Responsibilities – Fiscal**

- A. Yolo-Solano Teacher Intern Program, with the Davis Joint Unified School District as LEA agree to the following:
  1. Assume overall fiscal responsibility for the administration of Intern funds and documentation required by the CDE or CCTC
  2. Maintain a sufficient reserve to ensure the program is financially stable.

3. Develop and maintain a balanced budget that reflects program priorities and implementation of the approved intern plan
4. Abide by the Teacher Expenditure Guidelines

### **Indemnification**

Insofar as permitted by law, Davis Joint Unified School District, as LEA for the Yolo-Solano Teacher Intern Program, shall assume the defense and hold harmless the **Winters Unified School District, Esparto Unified School District, Washington Unified School District, Yolo 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 **Winters Unified School District, Esparto Unified School District, Washington Unified School District, Yolo 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, **Winters Unified School District, Esparto Unified School District, Washington Unified School District, Yolo 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 Intern Program are the exclusive property of the Yolo-Solano Teacher Intern 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 Intern Program.

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

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

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

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

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

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

Title: \_\_\_\_\_  
(*Superintendent / Davis Joint Unified*)

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

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

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

Title: \_\_\_\_\_  
(*Superintendent / Washington Unified*)

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

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

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

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

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

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

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

Title: \_\_\_\_\_  
(*Superintendent / Winters Unified*)

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