

**CONTRACT NAME: MEMORANDUM OF UNDERSTANDING BETWEEN
SUTTER COUNTY SUPERINTENDENT OF SCHOOLS AND DAVIS JOINT
UNIFIED SCHOOL DISTRICT**

BRIEF DESCRIPTION OF CONTRACT: This is an agreement Sutter County Superintendent of Schools Office and DJUSD for the California Agricultural Teachers' Induction Program for teacher intern placements.

FISCAL IMPACT: The costs associated with this agreement are included in the approved 2017-2018 budget.



2017/2018 MEMORANDUM OF UNDERSTANDING
for the
California Agricultural Teachers' Induction Program
between
Sutter County Superintendent of Schools Office
and
Davis Joint Unified School District

General

This Memorandum of Understanding (MOU) is entered into between the Sutter County Superintendent of Schools Office (SCSOS), Local Educational Agency (LEA) for the California Agricultural Teachers' Induction Program (CATIP), and a participating district or COE referred to as "District" in this MOU, to implement the California Agricultural Teachers' Induction Program.

The effective date of this MOU is July 1, 2017 – June 30, 2018. The terms of this agreement shall remain in force unless mutually amended.

Purpose

The purpose of this MOU is to establish a formal level of commitment between SCSOS and the District.

Responsibilities – General

- A) SCSOS agrees to provide support for the Program Administrator and a secretary to administer the accredited induction program per the Commission on Teacher Credentialing (CTC) and California Department of Education (CDE) guidelines. This includes:
- 1) Providing workspace for the director and secretary -- including computer and fax access, telephone and office supplies, and meeting space for program activities.
 - 2) Developing, establishing and processing payment for contracts with outside vendors for professional services as needed and/or required.
 - 3) Establishing and maintaining accurate records and reports.
 - 4) Supplying to the California Commission on Teacher Credentialing (CTC) and the California State Department of Education (CDE) reports and other information as requested on all matters related to program requirements and activities.
- B) The participating District agrees to the following:
- 1) Appoint a liaison who will regularly attend Advisory Committee meetings (in-person or virtually), oversee all activities within the district and assume the responsibilities established by the California Agricultural Teachers' Induction Program (including notifying SCSOS when a candidate leaves before the end of the school year, providing follow-up on Mentors and Candidates not meeting requirements, etc).

Cammie Portello

Name of Liason

cportello@djud.net

Liaison's Email address

- 2) Identify candidates for program participation according to the criteria established by the Commission on Teacher Credentialing.
- 3) Mitigate working conditions for candidates by appropriating support services for candidates assigned "challenging" settings.
- 4) Separate formative assessment information from district employment evaluations.
- 5) Provide an annual update about CATIP to the district's governing board with evidence provided to SCSOS by **June 30, 2018**.
- 6) Participate in program evaluation.
- 7) Assist CATIP in ensuring that all Mentors and Candidates attend required trainings and complete requirements.



Responsibilities – Fiscal

- A) SCSOS, in its capacity as LEA, agrees to the overall fiscal responsibility for the funding of the administration of the program.
- B) The District agrees to the following:
- 1) SCSOS will invoice the District \$2,000 per candidate to administer the California Agricultural Teachers' Induction Program. The district also agrees to approve, hire and compensate its Mentors¹. The District agrees to approve the designation of a mentor to each participating teacher within the first 30 days of the participant's enrollment in the program, matching the mentor and participating teacher according to CATIP guidance through the California Agricultural Teachers' Association.
 - 2) Establish, develop and process appropriate payment for contracts with Mentors² and other personnel for professional services as needed and/or required above the \$2,000 invoiced from SCSOS.
 - 3) Assume all financial (litigation) responsibilities stemming from any legal action brought against the California Agricultural Teachers' Induction Program from an employee of said District.
- C) Billing will occur half in November and half in May with payments due in December and June. If the district is going to charge the candidate, it is their responsibility to notify the candidate upon hiring and collect all fees due. Should the candidate leave the district before the end of the year, costs will be prorated, and it is the responsibility of the district to notify SCSOS.

Program Participation

Insofar as permitted by law, DJUSD shall assume the defense and hold harmless Sutter County Superintendent of Schools 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 DJUSD, its officers, agents or employees, arising out of its performance under the terms of this agreement.

Insofar as permitted by law, Sutter County Superintendent of Schools, shall assume the defense and hold harmless DJUSD 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 Sutter County Superintendent of Schools, its officers, agents or employees, arising out of their performance under the terms of this agreement.

Signature of Authorized Official: _____

Printed Name: _____

Bruce E. Colby

Title: _____

Chief Business Officer

District: _____

Davis Joint Unified School District

bcolby@djusd.net

Date Received at SCSOS _____

Superintendent, Sutter County Superintendent of Schools

¹The District hires and compensates 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.

²The district agrees to provide written verification of the above hiring, and matching process to SCSOS upon request and the district has a written process to release mentors who do not meet program requirements and/or change Mentors if the candidate initiates such a request.