

**CONTRACT NAME: MEMO OF UNDERSTANDING  
BETWEEN FAIRFIELD-SUISUN UNIFIED SCHOOL  
DISTRICT AND YOLO-SOLANO TEACHER INDUCTION  
PROGRAM, DAVIS JOINT UNIFIED SCHOOL DISTRICT,  
LEAD EDUCATION AGENCY.**

**BRIEF DESCRIPTION OF CONTRACT:** This is a Memorandum of Understanding between Fairfield-Suisun Unified School District and Yolo-Solano Teacher Induction Program. This is the accredited program by which Education Specialist credential candidates earn their clear credentials.



**2017-2018  
Memorandum of Understanding**

Yolo – Solano Teacher Induction Program  
Davis Joint Unified School District, Lead Agency  
and the  
**Fairfield-Suisun Unified School District  
Education Specialist Credential Candidate**

**General**

This Memorandum of Understanding (MOU) is entered into between the **Fairfield-Suisun Unified School District** and the Yolo-Solano Teacher Induction Program, Davis Joint Unified School District, Lead Educational Agency.

**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 Clear Education Specialist Credential, Preliminary and Level I.

**Responsibilities – General**

**A. Yolo-Solano Teacher 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 and in accordance with state budget guidelines
2. Provide office space, equipment, and meeting space for program activities
3. Establish and maintain accurate program records and reports
4. Maintain State of California approval and accreditation as an Induction Program and Credentialing Agency
5. Advise Teacher Candidates about their potential involvement in the Yolo-Solano Teacher Induction Program, and provide formative feedback about participants' progress toward completion of the clear education specialist credential program
6. Communicate with and advise the **Fairfield-Suisun Unified School District** Human Resources department and/or credential analysts regarding Induction, hiring implications, and procedures for compliance when necessary
7. Provide district superintendents and other district leaders with information, clarify roles and responsibilities, and provide verification and accountability specific to the clear education specialist credential process
8. Process all credential applications for eligible education specialists that have completed all requirements for the clear credential
9. **For Level I Education Specialist Candidates:**
  - a. A Program leader will meet with the Level 1 candidate and the appropriate **Fairfield-Suisun Unified School District** designee to develop an Individual Induction Plan (IIP) to meet credential requirements within 60 days of entrance into the Induction Program.
  - b. Provide training opportunities for Level 1 Candidate Teachers on how to develop an Education Specialist Level II Portfolio.
10. **For Preliminary Education Specialist Candidates:**
  - a. Communicate and coordinate services with an administrator designee from **Fairfield-Suisun Unified School District** to ensure that preliminary education specialist candidates successfully satisfy all clear credential requirements.
  - b. Provide advisement to the preliminary candidate that includes options for clearing the preliminary education specialist credential.
  - c. Enroll eligible preliminary education specialist candidates as full participants in the Yolo-Solano Teacher Induction Program if that is the option that the candidate chooses
  - d. Provide program orientation for eligible Teacher Candidates and their assigned mentor

- e. Arrange for and monitor University of California, Davis Extension continuing education units for Induction participants and 1<sup>st</sup> and 2<sup>nd</sup> year support providers
- f. Provide the Yolo-Solano Formative Assessment System materials to Teacher Candidates and Mentors as necessary
- g. 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 Mentors and Teacher Candidates
- h. Provide mentoring skills training to Mentors
- i. Provide training and information for site administrators from the Fairfield-Suisun Unified School District who have candidates participating in the Yolo-Solano Teacher Induction Program
- j. Select, monitor, and supervise professional development facilitators in accordance with Induction Program Standards
- k. Provide materials, facilitation, and presentation support for professional development facilitators
- l. Develop and establish contracts with outside vendors for professional services as needed for Teacher Candidates/Mentors professional development and support
- m. Provide Advisory Board, district superintendents, and site administrators with information, clarify roles and responsibilities, and provide verification and accountability specific to the teacher credential process
- n. Establish and maintain an accountability system for all participants
- o. Collaborate with the Capital Region Network Team and the IHE Consortium (Bay Area) regarding the Induction Program
- p. Collaborate with Cluster Region One for appropriate support and training, and ensure participation at Cluster and Statewide program meetings

**B. Fairfield-Suisun Unified School District agrees to the following:**

1. Identify an administrator designee to be the contact person for all communications from the Yolo-Solano Teacher Induction Program
2. Upon hire, to advise eligible education specialist teachers about their responsibilities for Induction, enroll eligible candidates, and gather candidates' credentialing information as needed by the Yolo-Solano Teacher Induction Program office. All teachers who are teaching on a Level 1 or preliminary Education Specialist credential should be evaluated for eligibility.
3. Ensure that Human Resources personnel and credential analysts are appropriately trained in protocols of advice and assistance to Induction participants
4. Ensure that Teacher Candidates in the **Fairfield-Suisun Unified School District** 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
5. **For Level I Education Specialist Candidates:**
  - a. Facilitate the scheduling of a collaborative Individual Induction Plan (IIP) meeting including the Level I candidate, a leader from the Yolo-Solano Teacher Induction Program, and the appropriate designee from the **Fairfield-Suisun Unified School District** within 60 days of enrolling in the program.
  - b. If an induction program has been previously completed by the education specialist, refer the candidate to the Yolo-Solano Teacher Induction Program for individual advisement of remaining clear credential requirements
  - c. If no induction program has been previously completed, enroll the teacher in the Fairfield-Suisun Unified School District Induction Program. Assign a mentor who possesses the same education specialist authorization as the credential that the Teacher Candidates is clearing. Refer the Teacher Candidate to the Yolo-Solano Teacher Induction Program for advisement of remaining clear credential requirements
  - d. 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. **For Preliminary Education Specialist Candidates:**

- a. Upon hire, advise eligible teachers about their responsibilities for Induction and gather candidate credentialing information as needed by the Yolo-Solano Teacher Induction Program office. All teachers who are teaching on a preliminary education specialist credential should be evaluated for eligibility.
- b. Using the guidelines established by the Yolo-Solano Teacher Induction Program, select and compensate an appropriately credentialed mentor for each preliminary credential candidate who will be participating in the Yolo-Solano Teacher Induction Program
- c. Assign a mentor to each Teacher Candidate in a timely way that allows the pair to begin working together when teaching begins
- d. Conduct site orientations that include Yolo-Solano Teacher Induction Program orientation curriculum
- e. Encourage site administrators with Teacher Candidates on staff to attend training on the Yolo-Solano Teacher Induction program processes and materials and to stay current with changing program requirements
- f. Establish working conditions for Teacher Candidates aligned with Induction Program Standards
- g. Provide appropriate support services for Teacher Candidates assigned to "challenging" settings
- h. Ensure that Teacher Candidates have core curriculum materials and appropriate content frameworks
- i. Provide Mentors release time for observation of the Teacher Candidate as required by the Induction activities (minimum of 4 observations required each year)
- j. Provide Teacher Candidates release time for observation, reflection, and professional development activities tied to their Individual Induction Plan (IIP) as required by the Induction activities (minimum of 2 observations required each year)
- k. Provide Mentor release time for Mentor training as required by the Induction program (12 hours after school per year for the Support Providers first and second years)
- l. Process payment for authorized contracted services
- m. The assumption of continued partnership for the 2018-2019 school year is made unless the district notifies the program in writing on or prior to **January 31, 2018**.
- n. Provide projection estimates of Teacher Candidates for the 2018-2019 school year to Yolo-Solano Teacher Induction program by **May 20, 2018** for continuing participants and in a timely manner, **June 30, 2018** 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 CTC
  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
  4. For Level I Education Specialist Candidates, a fee of \$250.00 will be collected from the candidate prior to recommending for the clear credential. This fee will compensate the program for candidate advisement, training, evaluating completion requirements, maintaining of credential file and process of clear credential recommendation.
- B. **Fairfield-Suisun Unified School District** agrees to the following fiscal responsibilities for preliminary education specialists who choose to participate in the Yolo-Solano Teacher Induction Program:
  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."
  2. Payment for services to the Yolo-Solano Teacher Induction Program to be **\$2,300** per Teacher Candidates per year, non-refundable, no proration, *if the teacher is a full participant in the Yolo-Solano Teacher Induction Program*

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 Mentor and Teacher Candidate release time for trainings and observations in accordance with program policies

**Indemnification**

Insofar as permitted by law, Davis Joint Unified School District shall assume the defense and hold harmless the **Fairfield-Suisun 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 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, **Fairfield-Suisun Unified School 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 **Fairfield-Suisun Unified School 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 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: *Michelle Henson*

Name: Michelle Henson

Title: Asst. Supt. of Bus. Svcs.

Date: 11/6/17

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

Name: Bruce E. Colby

Title: Chief Business Officer

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

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