

Memorandum of Understanding**Between the Imperial County Consortium Teacher Induction Program and
The Meadows Union School District Regarding
The Provision of Teacher Induction Services for the 2018-19 School Year**

This Memorandum of Understanding establishes an Agreement between the Imperial County Office of Education (ICOE) and the Meadows Union School District (District) for the ICOE to provide California Commission on Teacher Credentialing Accredited CA Teacher Induction services during the 2018-19 school year. The ICOE's Curriculum and Instructional Services Department will be the point of contact for ICOE obligations under this MOU.

The terms of this Agreement are as follows:

ICOE's Obligations:

- A. Provide for the selection and services of a Teacher Induction Director.
- B. Provide for the selection and services of a Teacher Induction clerical assistant.
- C. Coordinate with the Human Resources directors of the consortium districts and the Teacher Induction Advisory Team (Curriculum and Instructional Leaders Network).
- D. Assist districts, as needed, with identification and placement of Participating Teachers into the program including identifying Participating Teachers eligible to apply for the Early Completion Option.
- E. Aid with the Support Provider matching process, including monitoring application and selection processes, eligibility, collecting and storing required documentation, etc., as needed and requested by the districts.
- F. Aid in recruiting and training qualified Support Providers and a District Lead, and developing professional agreements under which Support Providers and District Leads deliver Teacher Induction services as needed and requested by the districts.
- G. Provide formative assessment training and other Skill Builder trainings for Support Providers.
- H. Purchase all required training materials for all Support Providers and Participating Teachers in the Teacher Induction program as well as materials utilized in the professional development of Participating Teachers and Support Providers.
- I. Provide professional development to Participating Teachers to meet the demands of the Induction program standards, including training District Leads to prepare and deliver trainings to Participating Teachers and Support Providers during their monthly meetings.
- J. Provide Site Administrator training as needed or requested.
- K. Provide districts with information regarding Participating Teacher and Support Provider attendance at meetings, program component completion, and other accountability data as needed or requested.
- L. Coordinate required program evaluation for accreditation and program improvement purposes.
- M. Maintain a database of participants for informational tracking purposes, coordination of services, and program evaluations.
- N. Prepare and submit all required program budgets, reports, and fees to ICOE and the Commission on Teacher Credentialing.

- O. Maintain communication with the District and the District Lead as to the expectations of the support.

District's Obligations:

A. Compensation:

The District shall compensate ICOE in the amount of **\$5,000 dollars** per Participating Teacher enrolled in the Imperial County Consortium Teacher Induction Program as of November 1 of the current school year. New hires after this date should receive just in time support from district personnel/staff and wait until the following school year to enroll with ICOE (actual enrollment deadline may be prior to November 1.) **These late hires may request an appointment to meet with the program director regarding other program options. There will be no reduction in cost if a Participating Teacher separates from the district, is pulled from the program for any reason, or fails to complete the program after the November 1 date.** ICOE will invoice districts on or around December 15 of the current school year.

- a. A credit will be provided to districts with District Lead costs based on this scale: \$3,000 for 1-10 Participating Teachers and an additional \$160 for each Participating Teacher above 10. For example, if your district has 14 Participating Teachers, the stipend is \$3640.
 - b. The district may invoice ICOE for up to 12 hours of Support Provider costs associated with formative assessment training on Saturdays or afternoon/evenings at the district-negotiated rate of pay.
 - c. A District Lead meeting materials credit will be made at a rate of \$250 for 1-10 Participating Teachers and an additional \$10 for each Participating Teacher above 10. For example, the district with 14 Participating Teachers would have a materials credit of \$290.
 - d. Within 30 days of receiving the ICOE's invoice, the District shall pay the invoiced amount to ICOE.
- B.** Identify and enroll all district teachers eligible for induction as soon as they are eligible if within the enrollment window. Eligible teachers hold a valid California preliminary credential and are working in an assignment the preliminary credential authorizes.
- C.** Implement a Teacher Induction Support Provider application and selection process. Support Providers must hold a CA clear credential and have a minimum of three years of teaching experience.
- D.** In coordination with the program director, appropriately match Support Providers with Teacher Induction Participating Teachers within the district within 30 days of Teacher Induction enrollment. Every effort should be made to match a Support Provider that teaches at the same site, teaches similar content and/or grade level, and holds a matching credential. If this is not possible with district employees, please contact the program director for assistance.
- E.** Pay supplemental payment (stipends) and benefits for Support Providers working with enrolled Teacher Induction Participating Teachers within the district for providing not less than an average of one hour per week of individualized mentoring support.
- F.** Provide and monitor release time for required formative assessment and on-going Support Provider training.

- G. Provide and monitor release time for Participating Teachers to attend appropriate professional development to meet Teacher Induction requirements.
 - a. **Teacher Induction pays registration fees for ICOE Teacher Induction trainings for Participating Teachers and Support Providers, however, if Participating Teachers and/or Support Providers do not attend and neglected to cancel a minimum of two weeks prior to the date of the event, Teacher Induction will not pay the registration and the district will be invoiced. This is per ICOE's Curriculum Department professional development cancellation policy.**
 - b. ICOE may take photographs of participants at events/trainings. These photographs shall be used to document the event/training, promote events in written materials, and be posted on the ICOE website and social media accounts.
- H. Provide release time for Support Provider direct observations of Teacher Induction Participating Teacher classrooms as required by the Teacher Induction program and provide release time for Teacher Induction Participating Teachers to observe veterans in classroom practice as needed and required by the Teacher Induction program.
- I. Provide facilities for meetings and training sessions for the Teacher Induction program as needed.
- J. Allow interested and eligible Participating Teachers to apply for the Early Completion Option.
 - a. Induction is traditionally a two-year program.
 - b. The Early Completion Option is a one-year alternative for experienced and exemplary teachers. A minimum of two years prior teaching experience and a satisfactory (meeting standard) or above rating on all elements of a Participating Teacher's last two formal teaching evaluations are required. Also needed is site administrator approval based on current year observation evidence of exemplary practice documented on an Induction program provided form indicating applicable California Standards for the Teaching Profession components.
- K. Provide and monitor site and district administrator Teacher Induction Overview and formative assessment training in coordination with the Teacher Induction Director within the district as needed.
- L. Ensure Individual Learning Plan (ILP) goals are developed collaboratively between site administration, participating teacher, and support provider within 60 days of enrollment in the program.
- M. Design and implement the ILP solely for the professional growth and development of the participating teacher and not for evaluation for employment purposes.
- N. Assign a clear credentialed employee to serve as Teacher Induction District Lead. The Teacher Induction District Lead is required to:
 - a. Attend ICOE District Lead scheduled meetings (two hours, once a month).
 - b. Prepare for, advertise and deliver district orientation to district Teacher Induction Participating Teachers, Support Providers and administration using a tailored ICOE generated materials.
 - c. Collaborate with site administrators and/or district Human Resources department regarding Participating Teacher enrollment and Support Provider matches, survey data, and other information.
 - d. Prepare for, advertise and deliver approved professional development for district Teacher Induction Participating Teachers and Support Providers.

- e. Prepare for and host approved support meetings with district Teacher Induction Participating Teachers and Support Providers.
 - f. Oversee district Teacher Induction Participating Teacher and Support Provider progress and communicate progress with site administration and program leadership.
 - g. Notify and monitor the completion of induction program surveys with site leaders, Participating Teachers and Support Providers.
 - h. Consult with the Teacher Induction Program Director in matters pertaining to the high-quality implementation of the program.
 - i. Maintain a detailed log of hours, dates, and activities performed.
- O. Maintain communication with the Imperial County Consortium Teacher Induction Director as to progress of support.

1. Additional Services.

- a. In the event District requires services from ICOE in addition to those set forth in this Agreement, ICOE shall be given additional compensation for those additional services. If either party believes that additional services from ICOE are necessary or desirable, that party shall submit a written description of the additional services to the other party, along with the reasons the additional services are required or reasonable, and the specific cost of the additional services. Such services shall be performed by ICOE only after both parties agree in writing to proceed with the additional services.
- b. Additional Services may include, but are not limited to, substitute Support Provider services, and additional Support Provider services to meet Education Specialist credential authorization match requirements.

2. Effective Date and Term of Agreement. This Agreement shall commence on the later of the date the Agreement is signed by all parties or July 1, 2018 and shall remain in full force and effect until June 30, 2019.

3. Termination:

- a. In the event that the District fails to perform on a material term of this Agreement, ICOE has the right to terminate the Agreement upon seven days written notice and all other rights and remedies available to it at law and equity.
- b. In the event that ICOE fails to perform on a material term of this Agreement, then District shall have the right to terminate the Agreement upon thirty days written notice.

4. Indemnification:

- a. The District agrees to indemnify, defend, and hold harmless ICOE, its officers, agents and employees against any claim, liability, loss, injury or damage imposed on ICOE arising out of the District's performance on this Agreement, except for liability resulting from the negligent or willful misconduct of ICOE, its officers, agents and employees. If obligated to indemnify, defend, or hold harmless ICOE under this Agreement, the District shall reimburse ICOE for all costs, attorney's fees, expenses and liabilities associated with any resulting legal action. The District shall seek ICOE approval of any settlement that could adversely affect the ICOE, its officers, agents or employees.

- b. ICOE agrees to indemnify, defend, and hold harmless the District, its officers, agents and employees against any claim, liability, loss, injury or damage imposed on the District arising out of ICOE's performance on this Agreement, except for liability resulting from the negligent or willful misconduct of District, its officers, agents and employees. If obligated to indemnify, defend, or hold harmless the District under this Agreement, ICOE shall reimburse the District for all costs, attorney's fees, expenses and liabilities associated with any resulting legal action. ICOE shall seek the District's approval of any settlement that could adversely affect the District, its officers, agents or employees.

The Parties' representatives shall be:

ICOE:

Robin Bates, Director
Imperial County Consortium
Teacher Induction Program

1398 Sperber Road
El Centro, CA 92243
Phone: (760) 312-6614
Email: rbates@icoe.org

Meadows Union School District:

Mario Garcia
Superintendent

2059 Bowker Road
El Centro, CA 92243
Phone: (760) 352-7512
Email: mario.garcia@meadowsunion.org

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date hereof.

For the Imperial County Office of Education

By: Amanda L Brooke

Amanda Brooke
Deputy Superintendent

Date: 6/28/18

For the Meadows Union School District

By: 22

Mario Garcia
Superintendent

Date: _____