

Santa Cruz/Silicon Valley New Teacher Project and Mountain View Whisman School District

MEMORANDUM OF UNDERSTANDING

July 2019 - June 2020

This is a Memorandum of Understanding (MOU) between the Santa Cruz/Silicon Valley New Teacher Project (SC/SVNTP) and its Local Education Authority the Santa Cruz County Office of Education (SCCOE) and the Mountain View Whisman School District (District), in partnership to carry out California State approved induction which was formerly BTSA. The purpose of this MOU is to establish a formal working relationship between the SC/SVNTP and District and to set forth the operative conditions that will govern this partnership.

The goal of this partnership is to increase student achievement through the implementation of a quality research based teacher induction program, while nurturing the growth and development of teachers holding a preliminary credential (participating teachers) in the District in a sustained and systematic manner. In order to do so, the SC/SVNTP will partner with District in conducting Induction programs for General Education and Education Specialist teachers that meet all state requirements for State Approved Induction Programs (SB2042), the Common Standards and the California Induction Preconditions and Program Standards (see Appendix A- Revised January 2017) and integrates the program design outlined in this MOU.

THE SANTA CRUZ/SILICON VALLEY NEW TEACHER PROJECT AGREES TO:

1. Program Leadership and Administration:

- Complete state and local accreditation processes, presentations and written reports.
- Communicate with the California Commission on Teacher Credentialing, California Department of Education and other state-level stakeholders.
- Verify induction eligibility for all newly-enrolled teachers.
- Notify Santa Cruz County Office of Education Human Resources Department when teachers complete the SC/SVNTP Induction program.
 - SCCOE Human Resources will recommend teachers who complete Induction **AND** any additional requirements listed under their preliminary for their CLEAR credential.
- Develop and maintain online learning environments and tools, including the use of a **secure password protected video platform for observation and feedback**, needed for mentor and participating teacher success in the Induction program.
- Hire and supervise contract mentors as needed and able, to ensure access to Induction for eligible new teachers.
- Implement accounting and reimbursement procedures for monthly mentor mileage in accordance with Santa Cruz County Office Business policies.
- Implement accounting and reimbursement for up to one day of release time for participating teachers and mentors to observe teacher colleagues each school year.
- Provide funding for an end-of-year colloquium or site share for participating teachers to celebrate and showcase their Induction work with administrators and other district stakeholders.

2. **Mentoring Model:** Provide a two-year, individualized, job-embedded induction program to support first and second year General Education and Education Specialist teachers (Induction Precondition 1, see Appendix A); a one-year Early Completion Option (ECO) for “experienced and exceptional candidates who meet the program’s established criteria” (Induction Precondition 6. See Appendix A);

3. **Mentor Selection and Assignment:** Assist District in the recruitment and selection of highly-qualified mentors and develop mentor skills in order to maintain program quality.

4. **Mentor Professional Development:** Enhance mentor development by providing ongoing mentor training and coaching that is aligned with state Induction Standards. Activities will include three days of initial Mentor Academies, regular forums and in-field mentor observation/coaching. Materials, resources, and technology necessary to support these activities will be provided with the exception of computers and cell phones.
 - Design mentoring activities that are congruent with the California Standards for the Teaching Profession (CSTP) and the *Continuum of Teaching Practice*.
 - Mentors engage in ongoing formative assessment of participating teacher development which includes the following:
 - Regularly co-assess on *Continuum of Teaching Practice* (CTP) to develop and implement an *Individual Learning Plan* (ILP) to guide the participating teacher’s Induction experience (See Appendix A for Induction Preconditions 4, 5 and Standards 2, 3).
 - Collaborate on Induction processes (a set of flexible tools used to support the implementation of the ILP) throughout the year.
 - Review teacher progress in the CSTP at mid year and end of the year and provide targeted, goal specific feedback.

5. **Collaborative Partnership:**
 - Consult with District in reviewing its needs and resources as they relate to new teacher Induction and support coordination with other complementary district initiatives (e.g. Instructional Coaching, CSTP focus areas).
 - Facilitate a network of support for partner district representatives focused on teacher Induction including hosting quarterly Steering Committee meetings, an annual Fall Breakfast and an annual Spring Visit with each district).
 - Facilitate program evaluation activities in order to inform the partnership including conducting an annual induction survey of participating teachers, mentors, and site administrators.

6. **Provide materials and information** to guide District leadership to support Induction policies and processes for Participating Teachers (eg. SC/SVNTP website (www.scscvnntp.com), Induction Handbook, enrollment processes).

THE DISTRICT AGREES TO:

1. **Mentoring Model:** Implement a full-release support provider model, or an SC/SVNTP-approved adaptation of the model, that meets district and SC/SVNTP goals for the participating teachers,

incorporating all the necessary support and resources to ensure that participating teachers have every opportunity to successfully complete the induction program in order to receive their Clear Professional Credential.

2. **Mentor Selection and Assignment:** Create a cadre of experienced mentors based on a ratio of **no more than** one mentor for **18 teachers**. These mentors will possess a high level of training and leadership ability and will contribute to the District as instructional leaders. Selection criteria for mentors should include the following minimum qualifications:
 - Knowledgeable of the context and/or the content area of the participating teacher’s assignment:
 - It is preferred that mentors have the same credential authorization as the participating teachers with whom they are matched.
 - Demonstrate commitment to professional learning and collaboration
 - Possess a current California Clear Teaching Credential
 - Have the ability, willingness, and flexibility to meet participating teachers’ needs for support
 - Have a minimum of five years of effective teaching experience
3. **Teacher Enrollment:** Enroll all eligible teachers in the SC/SVNTP Induction program and assign a grade and/or content-matched mentor within 30 days of hire (Induction Precondition 2, see Appendix A). The SC/SVNTP enrollment period concludes October 1st.
 - When an enrolled teacher will be out for more than four (4) weeks in a given semester, the teacher will need an additional semester in order to complete the Induction program.
 - If a participating teacher must leave their assignment, either for an extended leave or permanently, SC/SVNTP must be notified and an SC/SVNTP Exit Form completed. The district will be prorated for the leaving teacher’s support.
4. **Implementation:** Ensure full cooperation and participation of its staff in program activities to:
 - Require all mentors to attend all mentor academies and mentor forums. On the rare occasion that a mentor must miss a forum, the expectation is that the mentor will contact the SC/SVNTP Program Director in advance and request permission.
 - Provide individualized mentor support for each participating teacher “an average of not less than one hour per week” (Induction Precondition 3, see Appendix A) .
 - Support a systemic and job-embedded Induction experience by collaboratively developing a new teacher Individual Learning Plan (ILP) with the participating teacher in consultation with the site administrator “within 60 days enrollment in the program” (Induction Precondition 4, see Appendix A) .
 - Ensure that the ILP is “designed and implemented solely for the professional growth and development of the participating teacher and not for evaluation for employment purposes” (Induction Precondition 5, see Appendix A).
 - Oversee and regularly evaluating District-based mentors by District supervisor(s).
 - Designate a Steering Committee representative and an alternate to attend quarterly meetings throughout the year. Share the names and titles of these representatives with SC/SVNTP leadership no later than August 1, 2019. Support Steering Committee representatives with sharing pertinent information with District decision-makers in a strategic manner.
5. **Financial Considerations:** Take budgetary and organizational action to ensure that Induction is available to all eligible teachers hired by the District during their first and second years.

FEE STRUCTURE

1. **In-House Mentors:** If providing own mentor(s), the District will contribute \$2,000 per participating teacher.
2. **Contract Mentors:** If requiring services of an SC/SVNTP contract mentor, the District will contribute \$5,200 per participating teacher.
3. District will be invoiced by SC/SVNTP in February each year based on number of participating teachers enrolled. Payment should then be directed to the Santa Cruz County Office of Education.

PROPRIETARY MATERIALS

All materials to be provided to District under this agreement as part of SC/SVNTP professional development are the intellectual property of SC/SVNTP. Partner districts may use any materials for the purpose of professional learning within their District with appropriate attribution to the SC/SVNTP. District may not use materials for commercial purposes or share with others beyond the SC/SVNTP except with express written permission from SC/SVNTP leadership.

All materials to be provided to District under this agreement that were created by New Teacher Center are managed by New Teacher Center. The licensing terms of the materials provided are contained within Appendix B, attached herein, is incorporated by reference.

Hold harmless: Both parties agree to indemnify, defend, and save harmless the other from any and all claims and losses resulting from the action of either organization's employees or agents for any activity undertaken in this contract.

No Warranties: The Materials and Services are provided to District on an "as is" basis. SC/SVNTP makes no representations or warranties of any kind, whether oral or written, whether express, implied, or arising by statute, custom, course of dealing or trade usage, with respect to Materials, Services, or any other items provided under or matters contemplated by this Agreement.

Liability: In no event will the total aggregate liability of SC/SVNTP to District or of any person arising out of or relating to this agreement exceed the total amounts paid to SC/SVNTP under this Agreement in the twelve (12) months prior to the event or circumstances giving rise to such liability.

Termination:

- In the event that either party breaches the provisions of this agreement and/or does not fulfill the terms of this agreement in a timely manner, and fails to cure said breach within thirty (30) days of receipt of notice, the other party may terminate this agreement without further notice.
- In the event that either party determines this agreement is no longer to be bound by the terms,

termination may be made with a 30-day prior notice to the date of termination.

SIGNATURES OF AGREEMENT:

_____	_____
District Superintendent/Representative	Date
_____	_____
Dr. Faris Sabbah, Santa Cruz County Superintendent of Schools	Date
_____	_____
Mary Hart, Deputy Superintendent, Business, Santa Cruz COE	Date
_____	_____
Melissa Roberts, Director, SC/SVNTP	Date
_____	_____
Candace McIsaac, Program Director, SC/SVNTP (Silicon Valley)	Date