Memorandum of Understanding for 2014-2015
between
Newark Unified School District, Local Educational Agency for
East Bay Induction Consortium (EBBIC)
and
San Leandro Unified School District

PURPOSE

The purpose of this Memorandum of Understanding is to specify the roles, responsibilities, expectations, and fiscal responsibilities between Newark Unified School District, Local Educational Agency for the East Bay Induction Consortium, herein referred to as "EBIC" and San Leandro Unified School District, herein referred to as "District" to implement the BTSA Induction Program as described and outlined in the commission-approved program narratives.

This Agreement is in effect between July 1, 2014 and June 30, 2015.

EBIC agrees to the following:

- To employ an appropriate number of staff including a program director and secretarial support to perform services as described in the EBIC Program Narratives.
- Provide office space, equipment and professional development venue for implementing program activities and requirements.
- To comply and submit reports or other information on matters related to accreditation or program information related to program requirements and activities to the California Commission on Teacher Credentialing (CCTC) and California Department of Education (CDE) as required.
- Provide and supervise the commission-approved induction program which grants a recommendation of a Professional Clear Credential upon successful completion of all program activities and requirements as defined in the *Credential Candidate Memorandum of Understanding.*
- To establish, provide for and fund a comprehensive program evaluation system.
- To meet with the Advisory Council three times a year.
- To provide for training in the Formative Assessment for California Teachers (FACT) and mentoring skills for Support Providers. Services include materials and trainer costs.
- To provide the appropriate support and guidance to district and site administrators including the "Roles and Responsibilities of K-12 Organizations" training. Services include materials and trainer costs.
- To establish and maintain a comprehensive database with accurate records and reports including files containing information, formative assessment, and other evidence of progress of Credential Candidates and Support Providers. The database also tracks Credential Candidates' progress in the program completion process.
- To establish and maintain an electronic portfolio which contains all the formative assessment program documents and supporting evidence.
- To communicate with the District leaders, District Induction Specialist, Support Providers and Credential Candidates.
- To act as the liaison to institutions of higher education (IHEs) for the benefit of each Credential Candidate and Support Provider.
- To provide all Credential Candidates and Support Providers the opportunity to earn university units via partnering IHEs. All costs are borne by the Credential Candidate or Support Provider.

SAN LEANDRO UNIFIED SCHOOL DISTRICT agrees to the following:

- Pay $2000 per Credential Candidate to Newark Unified School District within 30 days of receipt of the invoice generated by EBIC or no later than April 1.
  *Note: *In the event that a Credential Candidate leaves the district or is released by the district before January 15, the District will be assessed a reduced fee of $1000*.
- To ensure the full participation and compliance of Credential Candidates and Support Providers in the Induction Program as outlined in the approved EBIC SB2042 Induction Program document.
- To fully participate in all program assessment activities including but not limited to surveys and structured interviews.

To ensure full participation and compliance of Credential Candidates and Support Providers:

- To ensure that all Credential Candidates and Support Providers complete and submit the required program documents:

  Credential Candidates: *Memorandum of Understanding, Credential Information, and Consent Form.*
  Support Providers: *Support Provider Roles & Responsibilities, and Consent Form*

- To support all Credential Candidates with the following:

  1. To work with the Induction Director, District Induction Specialist, and District and Site Administrators to help ensure working conditions and assignments that optimize new teachers' chances for a successful transition into the teaching profession.
  2. To hire a support provider and provide a stipend of $1,600 per Credential Candidate per year. A Support Provider who is also a full-time classroom teacher may support no more than two Credential Candidates per year. Retired teachers may support no more than six (6) Candidates. Full–time Support Providers may support no more than sixteen (16) Credential Candidates.
  3. To provide up to two days of release time for Credential Candidates to be observed by their Support Provider or observe other professionals.
  4. To provide other individualized professional development and support as appropriate.

To ensure Support Providers receive appropriate support and guidance as follows:

1. Provide release time for up to three days to allow new Support Providers to receive training in *Formative Assessment for California Teachers* (FACT) and mentoring skills in the 3-day "Support Provider Foundations".
2. To provide other individualized professional development and support as appropriate.

To provide an Induction Specialist who will serve as the liaison between EBIC and the district

- To appoint a district representative, an Induction specialist who will fulfill the roles and responsibilities outlined below. The district Induction Specialist serves as a member of the EBIC Leadership Team and Advisory Council

- To provide the Induction specialist an office space, necessary equipment, and secretarial support, *as needed*.

The Induction Specialist's responsibilities are as follows:

1. Implement & communicate the goals and objectives of the Induction program at the district level.
2. Participate in the identification and selection process of Credential Candidates and support providers. Match Credential Candidates and Support Providers within 30 days of hire.
3. Collaborate with the EBIC Leadership Team in the implementation of a comprehensive and responsive induction program.
4. Meet with EBIC Leadership Team regularly.
5. Participate in program assessment activities to evaluate and assess the induction program.
6. Collaborate with EBIC Staff to organize, schedule and calendar induction activities. Activities include seminars, observations, and professional development events.
7. Provide support and guidance to Candidates and Support Providers to arrange and set release time for observations.

- To designate a team of district representatives to attend at least three Advisory Council meetings per year. The team is comprised of a policy level administrator, a site administrator, a support provider, and the District Induction Specialist.

I hereby agree to all terms and conditions set forth in this memorandum and further certify that I have been authorized to approve and execute this memorandum on behalf of the said District:

NEWARK UNIFIED SCHOOL DISTRICT		SAN LEANDRO UNIFIED SCHOOL DISTRICT	
Signature:	_____	Signature:	_____
Name:	_____	Name:	_____
Title:	_____	Title:	_____
Date:	_____	Date:	_____