RIVERSIDE COUNTY SUPERINTENDENT OF SCHOOLS
3939 Thirteenth Street/P.O. Box 868
Riverside, California 92502

MEMORANDUM OF UNDERSTANDING AND AGREEMENT FOR PARTICIPATION IN THE CENTER FOR TEACHER INNOVATION INDUCTION PROGRAM 2017-2020

This 3-Year MOU/Agreement, effective **July 1, 2017**, is by and between **Riverside County Superintendent of Schools**, hereinafter referred to as the "SUPERINTENDENT," and **San Leandro Unified School District**, hereinafter referred to as the "EMPLOYING AGENCY."

RECITALS

The SUPERINTENDENT sponsors a Commission on Teacher Credentialing (CTC) accredited program for the General Education Induction Program and Clear Education Specialist Induction Program and is authorized to recommend clear credentials for program completers. The Center for Teacher Innovation (CTI) is the SUPERINTENDENT's facilitator of its teacher induction programs.

NARRATIVE

The purpose of this MOU/Agreement is to establish a formal working relationship between the parties to this MOU/Agreement: and to set forth the operative conditions, which will govern this partnership. The SUPERINTENDENT and the EMPLOYING AGENCY will form a partnership in providing and coordinating services as part of the Center for Teacher Innovation Induction Program, hereafter referred to as the SUPERINTENDENT's CTI Induction Programs, the program sponsor for the Riverside County Office of Education's Center for Teacher Innovation Induction Programs (CTI Induction).

Each new participating teacher, Candidate, is embarking on a great professional journey in this next phase of his/her teaching career. The intent of induction is to build on the preparation each Candidate has received to become a teacher in order to transform his/her academic preparation into practical success in the classroom. THE SUPERINTENDENT's most important goal is to support each Candidate in the process of honing his/her teaching practice through induction. With a trained Reflective Coach (mentor teacher), the Candidate will reflect on his/her teaching practice and his/her students' learning. Each Candidate will participate in reflective conversations and classroom observations with his/her Reflective Coach that are intended to promote his/her success and the success of his/her students.

All induction activities are embedded completely in each Candidate's current teaching assignments, and thus are intended solely to enhance each Candidate's professional experience and growth. The induction process, although a carefully thought out and systematic approach to teacher development, is also inherently individualized.

The Center for Teacher Innovation's General Education and Education Specialist Induction Programs facilitate and enhance authentically supportive, meaningful professional growth experiences for all teachers enrolled and participating in the program.

AGREEMENTS

The EMPLOYING AGENCY agrees to:

1. The EMPLOYING AGENCY agrees to participate in the SUPERINTENDENT'S CTI Induction Programs for each of the EMPLOYING AGENCY's eligible Candidates. The EMPLOYING AGENCY will be responsible to pay the annual enrollment/participation fee to the SUPERINTENDENT for each enrolled Candidate each enrollment year.

   Each Candidate must complete an online enrollment form each enrolled year and be fully eligible to officially participate in the SUPERINTENDENT's CTI Induction Programs.

2. The EMPLOYING AGENCY further agrees to:

   a. Appoint an authorized designee to fulfill the EMPLOYING AGENCY designated Agency Representative (AR) role for participating teachers (Candidates) and Reflective Coaches enrolled in the SUPERINTENDENT's CTI Induction Program.

      i. Identify and notify the SUPERINTENDENT of all eligible Candidates to be enrolled in the CTI services as described by the state guidelines and CTI.

      ii. Identify all school sites with CTI Induction eligible Candidates and distribute CTI provided program information to all site administrators within the EMPLOYING AGENCY.

      iii. Communicate regularly with SUPERINTENDENT's assigned program manager.

   b. Carefully select and hire highly qualified and exemplary experienced teachers as Reflective Coach(es) to perform as an exceptional professional role model for each EMPLOYING AGENCY's enrolled Candidate assigned, who will meet the following criteria.

Possess:	**Description:**
	A California Clear and/or Level II Teaching Credential.
	A minimum of 3 years of exemplary teaching experience within an accredited (K-12) California school for students.
	Relevant knowledge of the context and culture of his/her assigned Candidate(s).
	Experience with teacher development and adult learning theory.
Demonstrate:	**Description:**
	Expert instructional practice as verified through administrative evaluation.
	Resourcefulness in meeting beginning teacher needs.
	A commitment to professional learning.
	Student-centered approach to professional practice.
	Instructional strategies for differentiation and equity relative to diversity and student achievement.

c. Monitor the effectiveness of all qualified EMPLOYING AGENCY Reflective Coaches actively participating in the CTI Induction Program. Affirm that Reflective Coach (es) have fulfilled all program responsibilities before issuance of final stipend payment.

d. Provide EMPLOYING AGENCY selected Reflective Coach(es) the opportunity to participate in Reflective Coach Professional Learning Sessions provided by the SUPERINTENDENT's CTI Induction Program.

e. Provide CTI enrolled Candidates opportunities for one-to-one or small group consultations between Reflective Coach(es) and Candidate(s).

f. **Pay the SUPERINTENDENT an annual enrollment/participation fee per each Candidate, per program year, enrolled during the term of this agreement, as described below. The total amount of this MOU/Agreement shall not exceed the fees listed above per Candidate, per enrolled year, without prior written notification by the SUPERINTENDENT to the EMPLOYING AGENCY**.

Program Facilitation Fees			
Number of Candidates Per Agency	**2017-2018**	**2018-2019**	**2019-2020**
1-15	**$2,200.00**	**$2,400.00**	**$2,400.00**
16-50	**$2,000.00**	**$2,200.00**	**$2,200.00**
51-100	**$1,800.00**	**$2,000.00**	**$2,000.00**
100+	**$1,700.00**	**$1,900.00**	**$1,900.00**

g. Pay the SUPERINTENDENT the applicable *Reflective Coach Stipend Costs*, as outlined in the listed chart below, during the term of this agreement for each **CTI Induction Program Provided Reflective Coach specific to each program year.**

CTI Provided Reflective Coach Fees						
Number of Candidates Per Agency	**2017-2018**		***2018-2019***		***2019-2020***	
	Employing Agency Provided Reflective Coach (Per Candidate)	**CTI Induction Program Provided Reflective Coach (Per Candidate)**	***Employing Agency Provided Reflective Coach (Per Candidate)***	***CTI Induction Program Provided Reflective Coach (Per Candidate)***	***Employing Agency Provided Reflective Coach (Per Candidate)***	***CTI Induction Program Provided Reflective Coach (Per Candidate)***
Blended (Face-to-Face)	**$0.00**	**$2,500.00**	***$0.00***	***TBD****	***$0.00***	***TBD****
Online	**$0.00**	**$2,000.00**	***$0.00***	***TBD****	***$0.00***	***TBD****

****CTI Provided Reflective Coach Fees would be determined at the beginning of each fiscal year starting in 2018-2019.***

The total of this MOU/Agreement shall not exceed the applicable Program Facilitation Fees and CTI Induction Program Provided Reflective Coach Stipend Costs, per Candidate per year, listed above, without prior written notification by the SUPERINTENDENT to the EMPLOYING AGENCY.

h. If a CANDIDATE's status changes from "active" to "Inactive" at any time during enrollment in his/her enrolled program year, the Program Facilitation Fee and applicable CTI Provided Reflective Coach Fee for the CANDIDATE will be adjusted according to the 2017-18 Program Enrollment Proration Fee Schedules, Appendix A, and the EMPLOYING AGENCY agrees to pay all applicable prorated fees per CANDIDATE this applies to. These proration fee schedules apply to all blended and online enrolled CANDIDATES.

i. All payment(s) are due to the SUPERINTENDENT by the EMPLOYING AGENCY within 30 days of each invoice submitted by the SUPERINTENDENT to the EMPLOYING AGENCY. All payments need to be submitted to the attention of Accounts Receivable, P.O. Box 868, Riverside, CA 92502.

j. Notify the SUPERINTENDENT immediately of each CANDIDATE and/or COACH no longer actively participating in the CTI Induction Program by submitting a "Status Change Request Form" for each individual.

k. Understand that the recommendation for the Clear Credential for all eligible Candidates will be processed by the SUPERINTENDENT for each Candidate who has met all Clear Credential requirements upon receipt of each Candidate's "Request for Clear Credential Recommendation" form; the EMPLOYING AGENCY's full payment of each enrollment/participation fee on behalf of the Candidate, if applicable; and the required CANDIDATE paid Clear Credential recommendation fee.

The SUPERINTENDENT agrees to:

a. Provide the CTI Induction Program's proprietary system of support and individualized learning to participating teachers (Candidates) with preliminary General Education and Education Specialist credentials as they fulfill the requirements of the California clear credential for general education and/or special education teachers. The customized CTI Induction program includes:
    i. Access to a Learning Management System (LMS) that promotes and supports 21st century learning.
    ii. Focus on the implementation of the California Standards and the California Standards for the Teaching Profession.
    iii. Support for the Candidates in designing and implementing equitable and inclusive learning environments which strive to minimize bias in classrooms, while using culturally responsive pedagogical practices.

b. Provide appropriate staff to operate and administer the programs.

c. To promote the professional practice and well-being of Candidates as they work with carefully selected and trained Reflective Coaches. In this relationship Candidates and Reflective Coaches will build upon their professional knowledge; teaching skills; and demonstrate their abilities to enhance the academic achievement and overall growth of students.

d. Establish, coordinate, and provide initial and ongoing Reflective Coach Professional Learning sessions online and face-to-face for all officially enrolled Reflective Coaches. This training will focus on the specific coaching skills needed to support the unique needs of the enrolled Candidates. This will include techniques that enhance reflective conversations, constructive feedback, and observations of instruction.

e. Provide materials and informational support to the EMPLOYING AGENCY's site administrators related to their role in supporting the Induction process for officially enrolled Candidates at their site.

f. Provide the EMPLOYING AGENCY with recruiting materials to inform prospective teaching Candidates that the EMPLOYING AGENCY is offering/providing a Commission on Teacher Credentialing (CTC) accredited Induction Program for the new teaching Candidates to enroll in and participate.

g. Appoint a program manager with sufficient FTE (full-time equivalency) to fulfill the program manager roles and responsibilities for the actual numbers of Candidates in the CTI Consortium Professional Teacher Induction Program:

h. Carry-out all Commission on Teacher Credentialing required accreditation activities, including but not limited to:

    i. Payment of all CTC Accreditation Fees Annually
    ii. Submission of Biennial Reports
    iii. Submission of Program Assessment Documents
    iv. Preparation for and Facilitation of CTC Site Accreditation Visits
    v. Participate in Program Evaluation and State Reviews

i. Provide designated staff, (program manager) to facilitate program implementation through regular communication with EMPLOYING AGENCY authorized designee (agency representative).

j. Convene monthly Governance Team Meetings and Agency Representative (AR) Meetings multiple times, and develop other administrative processes as provided for in the program description.

k. Provide opportunities for Candidates and Reflective Coaches to earn low cost university professional learning credits for program participation through specific partnering Institutions of Higher Education per enrolled year.

l. Provide opportunities for Candidates to earn low cost university units towards a Master's Degree through specific partnering Institutions of Higher Education per enrolled year.

m. Establish and maintain accurate records and reports, which includes the following:

    1. Program required annual online enrollment form for each Candidate and each Reflective Coach.
    2. Copies of all formative assessment completion records of participation for each Candidate and each Reflective Coach.
    3. Induction Program Completion Requirements document upon completion of each year of the CTI Induction Program.
    4. Maintenance of an information management system for program completion, credential, and enrollment/participation fee tracking of each Candidate.

n. Monitor all Candidate and Reflective Coach progress and completion each program year.

o. Provide the EMPLOYING AGENCY access to and/or reports from its Information Management System for the EMPLOYING AGENCY to monitor enrollment and completion progress of each of its Candidates and Reflective Coaches officially enrolled in the CTI Induction Program each program year.

p. Provide advisement and assistance to all officially enrolled Candidates to ensure their knowledge of all processes and requirements to be eligible for the Clear Credential recommendation.

q. Submit to the Commission on Teacher Credentialing the recommendation for the Clear Credential for all eligible Candidates who have met all Clear Credential requirements upon receipt of each Candidate's "Request for Clear Credential Recommendation" form; the EMPLOYING AGENCY's full payment of the enrollment/participation fee on behalf of the Candidate, if applicable; and the required CANDIDATE paid Clear Credential recommendation fee.

r. Provide for the EMPLOYING AGENCY the Commission on Teacher Credentialing (CTC) and California Department of Education (CDE) all accreditation report documents and other information requested on all matters related to the CTI Induction Program's requirements and activities.

s. **Charge the EMPLOYING AGENCY an annual enrollment/participation fee per each Candidate, per program year, enrolled during the term of this agreement, as described in 2(f). The total amount of this MOU/Agreement shall not exceed the fees listed above per Candidate, per enrolled year, without prior written notification by the SUPERINTENDENT to the EMPLOYING AGENCY**.

t. If a CANDIDATE's status changes from "active" to "Inactive" at any time during enrollment in his/her enrolled program year, the Program Facilitation Fee and applicable CTI Provided Reflective Coach Fee for the CANDIDATE will be adjusted according to the **2017-18 Program Enrollment Proration Fee Schedules**, **Appendix A**, and the SUPERINTENDENT agrees to charge the EMPLOYING AGENCY all applicable prorated fees per CANDIDATE this applies to. These proration fee schedules apply to all blended and online enrolled CANDIDATES.

u. SUPERINTENDENT will collect annual enrollment/participation fees directly from the EMPLOYING AGENCY for all Candidate(s) of the EMPLOYING AGENCY enrolled each year in the SUPERINTENDENT's CTI Induction Program via an invoice submitted to the EMPLOYING AGENCY after the enrollment period has closed for each program year.

v. Submit an invoice to the EMPLOYING AGENCY in order for the EMPLOYING AGENCY to process payment to the SUPERINTENDENT for all its Candidates who have been or currently are enrolled in the CTI Induction Program each program year.

w. Provide the EMPLOYING AGENCY a Statement of Account, periodically or upon request, of the EMPLOYING AGENCY's fee(s) due to the SUPERINTENDENT related to program enrollment of Candidates each program year; as well as, maintain all the EMPLOYING AGENCY's funding

documentation required by CTI and the state.

x. Provide program activities such as:

1. Institutional Advisory Committee meetings.
2. CTI Governance Team and Program Unit meetings.
3. New Teacher Induction Orientations within the EMPLOYING AGENCY or Regional.
4. Reflective Coach Professional Learning Sessions.
5. Agency Representative meetings.
6. End-of-the-year Colloquium.

y. In the event that the EMPLOYING AGENCY is unable to provide a reflective coach each year, the SUPERINTENDENT will hire, assign, monitor, and pay reflective coaches using the same criteria outlined in section 2b of the EMPLOYING AGENCY's responsibilities. SUPERINTENDENT will be reimbursed by the EMPLOYING AGENCY for all CTI Induction Program provided Reflective Coaches at the rate reflected on the table in section 2(g).

It is Further agreed to as follows:

1. The term of this MOU/Agreement shall be from **July 1, 2017**, through **June 30, 2020** for a total of three (3) school years. Either party may discontinue this MOU/Agreement by giving written notice eight (8) months in advance of the final date.

2. Contract and monitoring responsibilities for this MOU/Agreement rest with the SUPERINTENDENT.

3. Any and all products developed by the SUPERINTENDENT's induction programs are the exclusive property of the SUPERINTENDENT.

4. The SUPERINTENDENT and the SUPERINTENDENT's induction programs shall have the authority to adapt and adopt materials developed by the SUPERINTENDENT's induction programs for dissemination purposes.

5. It is agreed that the EMPLOYING AGENCY or any employee or agent of the EMPLOYING AGENCY is acting as an independent contractor and not as an agent or employee of the said SUPERINTENDENT.

6. The EMPLOYING AGENCY certifies that it is aware of the laws of the state of California requiring the employer to be insured against liability for Worker's Compensation and shall comply with such laws during the term of this contract.

7. The parties hereto, and each of them, do hereby mutually agree to indemnify, defend, save, and hold harmless each other, and their respective officers, agents, servants, and employees, from any and all liability, claims demands, debts, suits, actions and causes of action, including wrongful death and reasonable attorney's fees for the defense thereof, arising out of or in any manner connected with the performance of any act or deed under or pursuant to the terms and provisions of this MOU/Agreement by such indemnifying party, or its officers, agents, servants, and employees.

8. Neither this MOU/Agreement nor any duties or obligations under this MOU/Agreement may be assigned by EMPLOYING AGENCY without the prior written consent of the SUPERINTENDENT.

9. The EMPLOYING AGENCY and all of the EMPLOYING AGENCY'S employees or agents shall secure and maintain in force such licenses and permits that are required by law, in connection with the furnishing of materials, supplies, or services herein listed.

11. This contract may be amended only by the mutual written consent of the parties hereto, except that the SUPERINTENDENT may unilaterally amend the contract to accomplish the below-listed changes:

    a. Decreases in dollar amounts.
    b. Administrative changes that do not affect the contractual rights of the parties.
    c. Changes as required by law.

IN WITNESS WHEREOF, the parties hereto have executed this MOU/Agreement on the day and year first above written.

Riverside County
Superintendent of Schools

Signed _____
Authorized Signature

Date _____

San Leandro Unified School District

Signed _____
Authorized Signature

Date _____

Agency Contact Information:
Sonal Patel
Director, Teaching, Learning and Educational
spatel@slusd.us
(510) 667-6204

APPENDIX A
2017-2018 CTI Induction Program Enrollment Proration Fee Schedules for Employing Agencies

If a Candidate's status changes from "Active" to "Inactive" at any time during enrollment in his/her enrolled program year, the Program Facilitation Fee and applicable CTI Provided Reflective Coach Fee for the Candidate will be adjusted according to the 2017-18 Program Enrollment Proration Fee Schedules listed below and the EMPLOYING AGENCY agrees to pay all applicable prorated fees per CANDIDATE this applies to. These proration fee schedules apply to all blended, online, and distance enrolled Candidates.

2017-2018 Program Facilitation Fee Prorated Fee Schedule For Candidates with an enrollment Status change from "Active to "Inactive"	
Period in which "Inactive" Status was submitted:	**Prorated Fee Amount Due:**
August 4, 2017 – November 3, 2017	0%
November 4, 2017 – December 31, 2017	25%
January 1, 2018 – February 28, 2018	50%
March 1, 2018 – June 30, 2018	No Proration Available

To receive a prorated Program Facilitation Fee and applicable CTI Provided Reflective Coach Fee for a Candidate who is not going to complete his/her CTI Induction Program the following will have to occur:

- The Candidate's Employing Agency shall submit an "Enrollment Status Change Request" Form though the CTI eConnect system requesting an enrollment status change of the Candidate who is no longer to be enrolled in the 2017-18 CTI Induction Program.
- The effective date of the prorated fee will be based on the date the "Enrollment Status Change Request" Form is submitted and received by the CTI Induction Program.

For any "Inactive" Candidate returning to "Active" status in 2017-18, the Employing Agency will be charged the full Program Facilitation Fee and full applicable CTI Provided Reflective Coach Fee.

2017-2018 CTI Provided Reflective Coach Fees for Prorated Enrollment For Candidates with an enrollment Status change from "Active to "Inactive"	
Period in which "Inactive" Status was submitted:	**Prorated Fee Amount Due:**
August 4, 2017 – November 3, 2017	25%
November 4, 2017 – December 31, 2017	50%
January 1, 2018 – February 28, 2018	75%
March 1, 2018 – June 30, 2018	No Proration Available