



North Coast Teacher Induction Program

Memorandum of Understanding Between

Sonoma County Superintendent of Schools as the Local Educational Agency For the North Coast Teacher Induction Program, Participating County Offices of Education, And Participating School Districts and Employing Agencies

A. General

This Memorandum of Understanding (MOU) is between the Sonoma County Superintendent of Schools, serving as the Local Education Agency (LEA) for the North Coast Teacher Induction Program (“Program”), and the County Offices of Education, districts, schools, employing agencies, and independent charter schools (collectively “District”) signing below. The term of this MOU commences on **July 1, 2017**, and terminates on **June 30, 2018**.

B. Purpose

The purpose of the MOU is to establish a formal working relationship between the parties. The Program will provide and coordinate services and support to guide Candidates in meeting California credential requirements through the state-accredited Teacher Induction Credential Program, Education Specialist Clear Credential Program, Career Technical Education Credential Program, Adult Education Credential Program, and the university-based Intern Program. Throughout this document, new teachers from all of the credential areas are referred to as “Candidates” and veteran teachers are referred to as “Mentors.”

C. Eligibility

Eligible “Candidates” are those hired within the NCTIP regional “Consortium” defined as the following counties: Del Norte, Humboldt, Lake, Marin, Mendocino, Napa, Nevada, Sonoma, and Trinity Counties. The following credential programs are available to “Candidates” within the Consortium: **Intern Program:** Candidates who have obtained an Intern Credential from a partner university or district Intern program. **Preliminary Credential Program:** Designated Subjects (Career Technical Education and Adult Education) candidates who meet the industry experience and pre-requisite CCTC requirements. **Clear Credential Program:** Candidates holding preliminary Multiple Subject, Single Subject, or Education Specialist Credential, Out of State and Out of Country trained teachers, and Designated Subjects (Career Technical Education and Adult Education) candidates. **Note:** Adult Education, Career Technical Education, Special Education and Intern candidates who are outside the Consortium *may* be eligible to participate in the Program on a full fee-for-service basis. Candidates who hold a preliminary credential and need to obtain their Clear Credential who are beyond their first two years of teaching, and/or are teachers in Private Schools, are eligible to participate in the program on a fee-for-service basis.

D. LEA Responsibilities

1. Employ an Executive Director whose primary duty is to administer the Program and employ support staff whose primary duty is to support the administration of the Program.
2. Provide sufficient and appropriate workspace for the Executive Director, Program support staff, Program Coordinators, Curriculum Specialist, Registrar and Credential Advisors.
3. Provide office support services for the Consortium, including, but not limited to, mail service, phone, fax, Internet services, technology support, and meeting space for Program activities.
4. Provide business and legal services required for Program implementation for the region.
5. Develop and establish procedures for Program evaluation through CCTC's Accreditation Cycle. Submit Biennial, Program Assessment state reports, and required fees in a timely manner.

other designated individual, within the first 10 days of serving as a teacher of record on the intern credential.

11. Assign a qualified Mentor to each eligible Candidate within 30 days of enrollment in the Program who meets the Commission's identified criteria of a valid corresponding Clear or Life Credential, three (3) years successful teaching experience, and English learner authorization. Pair Candidates with Mentors who most closely match their teaching assignment, including grade level and subject matter, and their credential.
12. Utilize defined selection criteria to identify high-quality, experienced teachers to serve as Mentors for Candidates. Mentors must demonstrate effective coaching, interpersonal and communication skills and:
 - Display best practices in providing "just in time" and longer term analysis of teaching practice to help candidates develop enduring professional skills.
 - Are committed to attend coaching/mentor trainings, meetings and to meet weekly with Candidates;
 - Display willingness to work collaboratively with colleagues and regional NCTIP staff;
 - Embrace a positive attitude and disposition towards students and teaching;
 - Develop a sustained and thoughtful collegial relationship with Candidates;
 - Demonstrate leadership skills, curriculum expertise, and knowledge of district resources;
 - Serve as a role model for the teaching profession.
13. Provide Mentors compensated time to participate in the Program Mentor training on observation protocol, learning-focused conversations, "just-in-time" coaching and one-to-one consultations with Candidates(s) as described in the District Roles and Responsibilities.
14. Facilitate the distribution of Program funds to Mentors and District Coordinators for compensation.
15. Participate in the Program evaluation and the CCTC Accreditation Cycle, as needed.

G. Districts Fiscal Responsibilities and Terms

1. Induction/Credential Services are provided on a Fee-for-Service basis. In 2017/2018, the Fee will be \$3,500.00 per clear credential Candidate and \$2,500.00 per Intern registered in the Program. Refer to the current Fee-for-Service schedule for additional credentialing services provided. Districts will be invoiced for each individual request for credential services. It is expected that invoices be paid promptly upon receipt or as agreed upon by both parties.
2. Funds will be credited to districts to offset the costs of the Mentor stipends at the rate of \$1,250 per eligible Clear Credential candidate (includes Multiple Subject, Single Subject, Education Specialist, or Designated Subjects - CTE and Adult Ed.) enrolled in the Program. Districts will receive \$800 per eligible Intern teacher. (Mentor stipends are pro-rated when partial services are rendered.)
3. Funds will also be credited to districts to offset the costs of the District Coordinators stipend, pro-rated, depending on the total number of Candidates. District Coordinator compensation is at a rate of \$100.00 per Candidate.
4. Private school and out-of-consortium partners will receive a budget addendum describing the full fee-for-service costs.
5. The District is responsible to facilitate the distribution of Funds to Mentors and District Coordinators for compensation.

H. Other Terms and Conditions

All products and materials developed by the Program are the exclusive property of the LEA. District and COE employees, staff, and subcontractors shall not have the right to disseminate, market, or otherwise use the products or materials without the expressed written permission of the LEA designee.



A quality support system for all teachers and a caring, competent and highly qualified teacher for every child



April 19, 2017

To: County Superintendents, District Superintendents, Chief Business Officers (CBO's), Assistant Superintendents, and Directors

From: Karen Ricketts, Executive Director

Re: North Coast School of Education (NCSOE)

Sonoma County Office of Education, as the Local Education Agency (LEA) for the NCSOE, is committed to providing quality induction and intern services.

As districts continue to navigate the current teacher shortage and a substantial percentage of teachers eligible for retirement, it will be important to plan ahead for new hires in the years to come. In anticipation, I want to provide you with some information to assist you in planning your preliminary budgets, Local Control Accountability Plan (LCAP) and Educator Effectiveness Block Grant with regards to California Teacher Induction and Intern Support/Supervision for your newly hired teachers.

Teacher Induction

The North Coast Teacher Induction Program (NCTIP) assists schools and districts in providing Teacher Induction that meets both program and credentialing standards for the state of California. NCTIP provides credentialed teachers with a specifically designed, standards-based professional development series, mentoring and coaching, credentialing services, and technical assistance aligned to the California Standards for the Teaching Profession (CSTP). The two-year program provides a bridge linking the theory, knowledge and skills acquired in the Preliminary Credential Program to the realities of daily classroom teaching. New teachers design an Individualized Learning Plan (ILP) and work closely with a Mentor and site administrator who offer "just-in-time" coaching and longer-term analysis of teaching practice to help new teachers develop enduring professional skills.

Intern Program

The Be-A-Teacher (BAT) Intern Program is an alternative pathway to acquiring a teaching credential that prepares candidates to become teachers for elementary, middle, high school and special education classrooms. Candidates begin with Pre-service modules leading to an Intern Credential, are employed and paid by the school district, are the "Teacher of Record" for their classrooms, work closely with a Practicum Supervisor, Mentor, and attend evening classes in a cohort model. Upon successful completion of the Intern Program and credential requirements, candidates will be recommended for a California Preliminary Credential.

LCAP State Priority 1

As you work with local community groups and teacher stakeholders to develop your LCAP goals, the details below may be helpful in planning ahead for services, support and supervision for new teachers and interns in order for them to remain highly qualified and fully credentialed.

Teacher induction goals and intern support align with several areas of the LCAP and most closely connect with *Priority 1: Conditions of Learning* - "Basic degree to which teachers are appropriately assigned pursuant to Education Code section 44258.9, and fully credentialed in the subject areas and for the pupils they are teaching."



Credentialing Services For Schools And Districts 2017-18

OVERVIEW OF PROGRAMS

North Coast Teacher Induction • "Be A Teacher" Intern Program • University-Partnered Intern Support and Supervision

Accredited with the Commission on Teacher Credentialing, the North Coast School of Education (NCSOE) provides credentialed teachers and interns with:

- **Professional development** within a specially designed, standards-based program
- A **bridge** linking the Preliminary Credential Program to the realities of daily classroom teaching (*Teacher Induction*)
- A **Mentor**, a trained experienced teacher, to coach and mentor each new teacher
- **Program materials and resources** to guide best practices for teacher success
- A **recommendation** for a California Clear or Preliminary Credential or Intern Credential upon program completion

TEACHER INDUCTION PROGRAM

Program Service	Fee
Teacher Induction Year 1 or Year 2	\$3,500 per year
Teacher Induction Year 1 or Year 2 <i>(Private schools and out of region charter schools or other small schools, not including SELPA Charter members)</i>	\$2,250 per year plus \$1,250 for Mentor Teacher services

Professional Development

- California Standards for the Teaching Profession (CSTP)-based Inquiry series:

Year 1 < <ul style="list-style-type: none"> * <i>Inquiry 1</i> - Communication: The Role of Assessment & Feedback * <i>Inquiry 2</i> - Collaboration: Developing Professional Cultures of Sharing & Support 	Year 2 < <ul style="list-style-type: none"> * <i>Inquiry 3</i> - Connection: From Surviving to Visioning * <i>Inquiry 4</i> - Relevance: Planning for Long-Term Practice
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- Weekly and "Just In Time" Mentor Support
- Mentor Training Series (monthly professional development)
- Individual Learning Plan (ILP) aligned with the CSTP and based on professional growth goals

INTERN PROGRAMS

Program Service	Fee
Intern Program <i>("Be A Teacher" Intern or University-Partnered Support /Supervision Programs)</i>	\$2,500 per year
Professional Development	
<ul style="list-style-type: none"> • Framework for Teaching/Pre-Service ("Be A Teacher" Pre-Interns only) • Intern Credential Coursework ("Be A Teacher" Interns only) • Mentor Training Series (monthly professional development) • Support and Supervision 	

OTHER SERVICES

Service	Fee
Designated Subjects Credential Services <i>(non-Induction)</i>	\$300
Education Specialist Level II Program <i>(only)</i>	\$400
Equivalency Review	\$300