



Teacher Induction (BTSA) Agreement 2018-2019

A. General

1. This Agreement is between the San Mateo County Superintendent of Schools ("Superintendent), Lead Educational Agency (LEA) for the San Mateo County Teacher Induction Program, and **Millbrae District** ("District"), to implement the San Mateo County Teacher Induction Program ("SMCTIP").

B. Parameters

1. The effective date of this Agreement is between July 1, 2018 and June 30, 2019.

C. Purpose

The purpose of this Agreement is to establish a formal working relationship between the Parties and to set forth the operative conditions that will govern this partnership. The Superintendent, The Participating Teacher, and the District will form a partnership in providing and coordinating services as part of the SMCTIP. Please initial next to the appropriate program:

_____ General Education (MS/SS)
_____ Education Specialist

D. Responsibilities of the Parties - General

1. The Superintendent agrees to the following:
 - a) Employ an appropriate number of staff within the discretion of the Superintendent to perform services as described in the San Mateo County Teacher Induction Program (BTSA) Submission Document.
 - b) Provide office and workspace for the staff and meeting space for program activities.
 - c) Provide and oversee a state-approved induction program, which will allow each eligible candidate who fully completes all program requirements to obtain his/her Clear Credential. Maintain up-to-date information regarding all state induction requirements.
 - d) Develop and establish contracts with outside vendors for professional services including, but not limited to professional development, which support Participating Teacher (PT) attainment of the Clear Credential.
 - e) Provide a process for equitable distribution of services to PTs, Support Providers, and Site Administrators in all participating districts, including recruitment of Support Providers to work with the district's Participating teachers, as needed.

- f) Establish and maintain accurate records and reports including confidential files containing information, formative assessments and other statements of progress for Candidates. Establish and maintain a comprehensive database for all induction candidates. Provide regular updates to all induction candidates and their districts.
- g) Supply reports and any other information requested on matters related to program requirements and activities to the Commission on Teacher Credentialing and California State Department of Education.
- h) Establish and convene an Advisory Group that will monitor the budget, implementation, progress and evaluation of the program, and develop other administrative processes as provided for in the (SMCTIP) Submission Document.
- i) Participate in and facilitate all State-sponsored program evaluations.

2. The District agrees to the following:

- a) Pay \$2500 per participating teacher to the Superintendent within 30 days of receipt of the invoice generated by the Superintendent, and in any event, no later than April 1, 2019.
- b) In the event that a Participating Teacher leaves the District employment before mid-semester break (January 31, 2019), the District will be charged only \$1250 for that teacher.
- c) Hire a Support Provider according to program guidelines and credential requirements. **If the district would like the SMCTIP to hire the Support Provider, the District agrees to pay an additional charge of \$2000 per participating teacher to be paid to the Superintendent within 30 days of receipt of the invoice generated by the Superintendent.**

_____: District agrees to hire a Support Provider according to program guidelines per Participating Teacher.

_____ General Education (MS/SS)

_____ Education Specialist

or:

_____: District agrees to have the SMCTIP hire the Support Provider and pay an additional charge of \$2,000 per participating teacher.

_____ General Education (MS/SS)

_____ Education Specialist

- d) Provide basic Teacher Induction (BTSA) enrollment information to all new hires.
- e) Ensure that all Participating Teachers complete and submit an accurate, eligibility form to the SMCTIP office by no later than 30 days after his/her start date or December 31, 2018; whichever is sooner.
- f) Provide release time (minimum: 2 school days per school year) to PTs to afford opportunities to visit other classrooms, other schools, and meet with their Support Provider.
- g) Provide support for the role of the Support Provider including: Adjust the SP work year (as needed) to allow SPs to participate in required SMCOE Teacher Induction Support Provider training as appropriate; assure the SP's attendance at SP Forums; facilitate the SP's collection of PT induction standard portfolio evidence.
- h) Work cooperatively with the SMCTIP staff and Support Providers and commit to ongoing professional development in support of the Teacher Induction (BTSA) program.
- i) Participate in all evaluation activities, including the State-required end of the year survey and the mid-year survey.
- j) Be cognizant of the demands placed on new teachers by both the Teacher Induction Program and attempt to limit School Site responsibilities.
- k) Send a representative to attend the two Advisory Group meetings held by SMCOE TIP each year (fall and spring).

3. The Participating Teacher agrees to the following:

- a) Complete and submit an accurate online eligibility form to the SMCTIP office by no later than 30 days after his/her start date.
- b) Work with the Teacher Induction (BTSA) support provider; including weekly meetings, collaboration, and consultation in all areas related to the formative assessment system, professional development, and the Induction requirements.
- c) Participate in SMCTIP professional development activities as prescribed by the program.
- d) Complete all Induction Program requirements, as described in the SMCTIP Participating Teacher Handbook.
- e) Participate in all evaluation activities, including the State-required end of the year survey and the mid-year survey.

4. The Support Provider will:

- a) Work with the Participating Teacher; including weekly meetings, collaboration, and consultation in all areas related to the formative assessment system, professional development, and the Induction requirements.
- b) Maintain regular communication with SMCOE TIP to ensure the Participating Teacher's progress toward successful completion of the Induction requirements.
- c) Participate in SMCTIP professional development activities as prescribed by the program.

E. Other Conditions

- 1. Any and all products developed by the SMCTIP are the exclusive property of the Superintendent and the San Mateo County Teacher Induction Program (BTSA). The Participating Teacher shall not have the right to disseminate, market or otherwise use the products without the expressed written permission of the Superintendent and the SMCTIP.
- 2. **HOLD HARMLESS.** Participating Teacher shall hold Superintendent, its officers, agents and employees harmless from all suits, claims and liabilities resulting from negligent acts or omissions of Superintendent, its officers, agents or employees taken under this Agreement.
- 3. **MODIFICATION OR ASSIGNMENT.** This Agreement may not be assigned by either party without the express written consent of the other. No modification shall be effective unless approved in writing by the Superintendent and authorized representatives of the parties involved.

**SAN MATEO COUNTY
SUPERINTENDENT OF SCHOOLS**

**MILLBRAE SCHOOL
DISTRICT**

Signature

Signature

Denise Porterfield, Deputy Superintendent

Name/Title

Name/Title

Date

Date

