



# Monterey County Office of Education

*Leadership, Support, and Service to Prepare All Students for Success*

Dr. Deneen Guss  
County Superintendent of Schools

## Memorandum of Understanding Tri-County Teacher Residency Program

This Memorandum of Understanding represents the agreed-upon services that will be offered by North Monterey County Unified School District (District) and the Monterey County Office of Education (MCOE), in participation of the Tri-County Teacher Residency program (TCTRP). The requirements of the Teacher Residency Grant was agreed upon by the District upon submission of the grant on January 11, 2019. This MOU, representing the requirements of the TCTRP Teacher Residency Grant will be in effect from November 17, 2021 and continue until the end of the grant on June 30, 2023.

**Overview:** The TCTRP Consortium is a partnership between the Monterey County Office of Education (MCOE), the California State University Monterey Bay (CSUMB), and partner districts in Monterey, Santa Cruz, and San Benito Counties. TCTRP works collaboratively to meet the vision of the California Commission on Teacher Credentialing Teacher Residency Grant. The TCTRP Consortium strives to significantly increase the number of teachers who are well prepared to fill positions in each of the following fields: Special Education, STEM, and Multiple Subjects with Bilingual (Spanish) authorization.

**Fiscal Agent:** The Monterey County Office of Education (MCOE) will act as fiscal agent, lead local educational agency (LEA), and TCTRP member. MCOE will file the required expenditure and program reports, and maintain fiscal records.

### District Responsibilities:

- Recruitment/selection of Cooperating Teachers, in coordination with CSUMB, starting May-August each participating year.
- Match a Resident Student Teacher (Resident) with a District Cooperating Teacher for placement in an appropriate classroom setting (i.e., special education Resident in a District special education classroom), in coordination with CSUMB.
  - Ensure that Residents have the opportunity to work with high quality Cooperating Teachers, two and a half days per school week
  - Ensure that Residents have the opportunity to interact with students in the target populations, i.e., special education, bilingual instruction, STEM
- Provide release time for Cooperating Teachers to participate in TCTRP meetings and trainings.
- District issues direct payment of the Cooperating Teacher Stipend to the teacher(s).

- Invoice MCOE for each Cooperating Teacher Stipend, in the amount of \$1000 per Teacher, at the end of each semester, or \$2000 at the end of the year.
- District will identify an individual to gather and send necessary reporting data to TCTRP representative. Reporting is required bi-annually through the residency period of each resident and through the first four years of employment of any participating resident. Data includes:
  - Resident SEID number
  - Cooperating Teacher SEID number
  - Track grant matching information, i.e., value of District professional time spent on TCTRP work
  - Hire Date of Residents who become probationary teachers for the District
    - Subject area(s) to be taught and/or grade level(s) to be taught
    - Name of school where placed and CDS code
    - Name of Induction Coach upon entry into Induction Program
  - The District will notify MCOE if the Resident cannot fulfill the terms of their contract due to any of the following:
    - The candidate is not able to teach due to the financial circumstances of the District, including a decision to not reelect the employee for the next succeeding school year.
    - The Resident has a condition covered under the federal Family and Medical Leave Act of 1993 (29 U.S.C. Sec. 2061 et seq.) or similar state law.
    - The Resident is called or ordered to active duty status for more than 30 days as a member of a reserve component of the Armed Forces of the United States.

#### **Cooperating Teacher Responsibilities:**

- Mentorship of the student resident for 700-750 hours (2.5 days/week) of classroom experience (according to credential requirements)
- Reserve 1 hour per week to co-plan with resident
- Participation in the TRTCP Trainings and meetings
- Completion of evaluation surveys and questionnaires of the TRTCP program
- Coordination of Resident mentorship with CSUMB curriculum

#### **MCOE Responsibilities**

- Serve as the lead agency managing the TRTCP program, both programmatically and fiscally
- Provide Cooperating Teacher professional development training
- Convene meetings with District leads, as required
- Convene mandatory meetings/trainings with Residents and Cooperating Teachers, as required by the grant
- Provide distribution of \$2000 Cooperating Teacher stipends, and any other grant funds (as stipulated by the grant), to Districts

Changes regarding the provision, the scope and/or nature of these services must be made by agreement of the Members.

In addition to the above services, MCOE will coordinate regular meetings for the purpose of assessing the needs of the consortium.

MCOE will be responsible for completing and submitting the Title III Annual Report and any other required report to the CTC. The signature of each LEA representative indicates that the consortium has met and conferred and that members are in agreement with the provisions of this Memorandum of Understanding.

**Signatures of Authorized Representatives:**

**Consortium Lead LEA  
Representative**  
(Superintendent or Designee)

Print Name: Terri Dye, MCOE Assistant Superintendent of Special Education

Signature:

Date:

**District LEA Representative**  
(Superintendent or Designee) 

Print Name: Kari Yeater

Signature: 

Date: 11/23/2021