



SAN MATEO
COUNTY
OFFICE OF
EDUCATION

Excellence and Equity in Education

Nancy Magee • County Superintendent of Schools

**AGREEMENT BETWEEN
THE SAN MATEO COUNTY SUPERINTENDENT OF SCHOOLS
AND
SAN MATEO UNION HIGH SCHOOL DISTRICT
FOR THE SMCOE/ALDER GSE TEACHER RESIDENCY PROGRAM**

A. General

1. This Combined Partnership Teacher Residency Program Agreement (this “Agreement”) is between the San Mateo County Superintendent of Schools (“Superintendent”) and San Mateo Union High School District (“District”), to implement the SMCOE/Alder GSE Teacher Residency Program.

B. Parameters

2. The effective date of this Agreement is between July 1, 2022 and June 30, 2023.

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: to recruit a diverse cohort of teachers, to develop excellent teachers through a residency model, to increase teacher retention, to create a pipeline for people interested in becoming teachers and for expert teacher interested in learning to mentor new teachers. By working together with Alder GSE, SMCOE and District will create a strong new teacher pipeline.

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 SMCOE/Alder GSE Teacher Residency Program Agreement.
 - b. Provide meeting space for program activities:
 - i. During In-Person Learning, this designated meeting room will be at SMCOE (101 Twin Dolphin Dr., Redwood City, CA) and will be available between 8 am – 5 pm one day (the same day) each week.

- ii. During Distance Learning, the meeting space will be via Zoom.
- c. Participate in and oversee a state-approved/accredited Masters and teacher credential program (in conjunction with Alder GSE), which will allow each eligible candidate who fully completes all program requirements to obtain his/her mild/moderate special education teaching credential.
- d. Provide a process for equitable distribution of services to Teacher Residency Candidates, Mentors, and Site Administrators in all participating districts, including recruitment of Mentors to work with the district's Teacher Residency Candidates, as needed.
- e. 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 residency candidates. Provide regular updates to all residency candidates and their districts.
- f. Supply reports and other information requested on matters related to program requirements and activities to the Commission on Teacher Credentialing and California State Department of Education.

2. The District agrees to the following:

- a. Pay to the Superintendent:
 - i. a stipend of \$17,000 per Teacher Residency Candidate:
One (1) District Candidate at \$17,000 each for a total of \$17,000
 - ii. a stipend of \$3,000 per Residency Mentor:
One (1) Mentor at \$3,000 each for a total of \$3,000
 - iii. **Total: \$20,000** within 30-days of receipt of invoice generated by the Superintendent, and in any event, no later than August 30, 2022.
- b. Collaborate with SMCOE staff to recruit and select Resident candidates, seeking to recruit both internal and external candidates.
- c. Nominate candidates to the program using the criteria supplied by Alder GSE. District will work with SMCOE and Alder GSE's recruiting team to align on a plan for the recruitment and selection of Residents that all parties to this agreement agree is strategic and sound.
- d. Consider Residents as intended future teachers for the district/schools where they are trained. The District gets first offer rights. If they do not have an opening or if they do not wish to offer a position, a Resident has the option to seek employment with the other districts in the county or more broadly.
- e. Provide support for the role of the Mentor including: Adjust the Mentor work year (as needed) to allow Mentors to participate in required SMCOE/Alder GSE training as appropriate; assure the Mentor's attendance at required Mentor Seminars at SMCOE.

- f. Work cooperatively with the SMCOE and Alder GSE staff and Mentors and commit to ongoing professional development in support of the Teacher Residency program.
- g. Participate in all evaluation/feedback activities.
- h. Will not use the residency candidate as a school sub, but will allow the resident to act as teacher of record whenever the mentor teacher is absent from the classroom.

3. The Mentor will:

- a. be expected to formally plan with their residents, which includes at least 2 hours of “Sacred Meeting Time” every week.
- b. be available during the entire school year in order to participate in the program.
- c. be present as much as possible; mentors will not miss excessive (5 or more) days from the classroom. (Note: resident placement may be changed in case of excessive absences.)
- d. agree to be supported and coached by their Residency Director in their work as mentors. These biweekly or monthly coaching sessions will run on site in the mentor’s classrooms.
- e. will attend ten mentor trainings which includes the orientation in the summer.
- f. Will respond to email within a 1 business day turnaround time frame.

Note: New Mentors will attend a New Mentor Orientation (Mentoring 101) before the start of the 2022-2023 school year.

E. Other Conditions

- 1. Any and all products developed by the SMCOE/Alder GSE are exclusive property of the Superintendent and the SOME/Alder GSE Teacher Residency Program. The Teacher Residency Candidate shall not have the right to disseminate, market or otherwise use the products without the expressed written permission of the Superintendent and Alder GSE.
- 2. HOLD HARMLESS. Teacher Residency Candidate 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 by writing by the Superintendent and authorized representatives of the parties involved.
- 4. ADDRESSES. All correspondence, notices, claims, etc. will be sent to the following persons and addresses:

For the
Superintendent:

Elizabeth Veal
Director, Teacher Residency and Administrator Programs

San Mateo County Office of Education
101 Twin Dolphin Drive
Redwood City, CA 94065
650-802-5334
650-802-5388 (fax)
eveal@smcoe.org

For the
District:

Dr. Kevin Skelly, Superintendent
San Mateo Union High School District
650 N. Delaware Street
San Mateo, CA 94401
650-558-2201
kskelly@smuhdsd.org

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representative, have affixed their hands on the day and year first written.

**SAN MATEO COUNTY
SUPERINTENDENT OF SCHOOLS**

**SAN MATEO UNION HIGH SCHOOL
DISTRICT**

Signature

Signature

Name/Title

Name/Title

Date

Date