

**2016 – 2017**  
**Memorandum of Understanding between**  
**San Gabriel Unified School District,**  
**Local Education Agency (LEA) for the**  
**San Gabriel Valley Consortium Induction Program,**  
**and**  
**La Cañada Unified School District**

This is a Memorandum of Understanding (MOU) between San Gabriel Unified School District (hereinafter referred to as “Lead LEA”) and La Cañada Unified School District (hereinafter referred to as “Partnering District”), a member in the San Gabriel Valley Consortium (SGVC) Induction Program.

The purpose of the MOU is to establish a formal working relationship between the parties and to set forth the operative conditions that will govern this partnership. The goal of the partnership is to provide quality professional development and support to eligible Induction Candidates (IC) and their Mentor as established in the California Common and Program Standards.

The SGVC have established the following guidelines:

1. Leadership

- 1.1 Each Partnering District will provide an administrative representative to serve as a member of the SGVC Leadership Team.
- 1.2 The Lead LEA will provide appropriate staff to operate and administer the program.
- 1.3 The SGVC Leadership Team agrees to meet a minimum of four (4) times per year with the LEA to review the program and provide input.
- 1.4 The Lead LEA Induction Program Director has the authority and support needed to oversee human and fiscal resources in order to meet program goals, including professional development.
- 1.5 The Lead LEA will conduct annual Site Administrator training to provide induction and credentialing updates, and to share the importance of professional development and formative assessment in the IC’s teaching experience.
- 1.6 Each Partnering District will provide and empower a district Liaison to facilitate communication between stakeholders, monitor implementation and facilitate revisions to the program as needed. Each Liaison will engage in a Consultant Agreement with the Lead LEA.

## 2. Resources

- 2.1 The Lead LEA and the SGVC Leadership Team will ensure that all ICs complete the State Consent Form.
- 2.2 The Lead LEA will assume overall fiscal responsibility for the administration of SGVC Induction Program Funding. The Lead LEA will also assume overall responsibility for any documentation sought by the California Department of Education (CDE) and/or the Commission on Teacher Credentialing (CTC) pertaining to the SGVC Induction Program.
- 2.3 The Lead LEA will develop, maintain, and expend SGVC Induction Program funds in amounts sufficient to meet the costs of implementing program responsibilities.
- 2.4 The Partnering District will provide \$3,000 of funds per IC per year to the Lead LEA for the first two years to support the professional development and completion of the program.
- 2.5 The Partnering District will contribute \$1,000 of funds to the Lead LEA as an SGVC membership fee to support accreditation activities.
- 2.6 The Partnering District will assume fiscal responsibility for the Mentor working with their ICs.
- 2.7 The Partnering District who has an IC that did not complete the Induction program within the two year funding period will work with the Lead LEA to determine the amount to be charged to that IC for program completion.
- 2.8 Each Liaison will invoice the Lead LEA for services enumerated in the Consultant Agreement at the specified rate.

## 3. Program Evaluation

- 3.1 SGVC Leadership Team will participate in SGVC local and state program reviews.
- 3.2 SGVC Lead LEA staff and the Leadership Team will monitor all IC and Mentor to ensure complete implementation of induction and formative assessment requirements and to ensure that formal feedback is given in a timely manner.
- 3.3 SGVC Site Administrators, Mentors, and ICs will participate in SGVC local and state surveys and program reviews.
- 3.4 The Lead LEA will provide opportunities to the Mentors and ICs to evaluate induction workshops.
- 3.5 SGVC Lead LEA staff and the Leadership Team will evaluate the feedback from all stakeholders and respond accordingly.
- 3.6 Liaisons will participate in assessing program effectiveness as related to the Induction Common and Program Standards including: state program review, accreditation and local evaluations.

## 4. Mentors and Professional Development Providers

- 4.1 The Partnering District Leadership Team Member will select, prepare and assign a Mentor to provide instructional and classroom support to their IC within thirty (30) days

of initial teacher participation in the induction program. Matches should ideally be completed by August 22, 2016.

- 4.2 SGVC Mentors will be assigned to an IC based on their credentials, mentoring abilities, subject matter knowledge, relevant experience, current assignments, and geographic proximity.
- 4.3 The Lead LEA and SGVC Liaison Team will ensure that the Mentor provides intensive individualized support and assistance to their IC and will provide formative feedback to the Mentor on their work.
- 4.4 Professional Development Providers (PDP) will be selected by the Lead LEA based on their knowledge of subject matter, understanding of school context, adult learning, and modeling of best professional practices.
- 4.5 PDPs will meet with the LEA to review, evaluate, and plan professional development to meet the needs of the ICs based on their induction goals.
- 4.6 All PDP will participate in Induction formative assessment training provided by the Lead LEA.

5. Formative Assessment/Field Experience

- 5.1 The Lead LEA will provide formative assessment material and training to ICs and Mentors.
- 5.2 The enrollment of IC from each District must be finalized by September 19, 2016.
- 5.3 The Lead LEA and SGVC Liaison Team will utilize formative assessment to support and guide the IC in their professional growth through the design and implementation of the Individual Induction Plan (IIP) and to improve their teaching practice as measured by the *California Standards for the Teaching Profession (CSTP)*.
- 5.4 The Lead LEA, the SGVC Leadership Team, the Liaison Team and site administrators will support the work of the Mentor and IC through the Induction program, by providing opportunities for:
  - Professional growth
  - Collecting evidence using multiple assessment tools
  - Analyzing student work
  - Observation of colleagues
  - Planning, reflecting, and collaborating with the Mentor
  - Developing pedagogy
  - Establishing universal access and equity for all students
- 5.5 The Partnering District will provide each IC and Mentor with two (2) release days to support the implementation of the IC's IIP.

By: \_\_\_\_\_

Dr. John Pappalardo  
Superintendent of Schools  
San Gabriel Unified School District

Date: \_\_\_\_\_

7/13/16

By: \_\_\_\_\_

Wendy Simnette  
Superintendent of Schools  
La Cañada Unified School District

Date: \_\_\_\_\_

8-8-16