

Orange County Superintendent of Schools
Institute for Leadership Development

Orange County Department of Education Teacher Induction Program

MEMORANDUM OF UNDERSTANDING

2016-2017

This Memorandum of Understanding (MOU) is entered into this 1st day of July, 2016, by and between the Orange County Superintendent of Schools, hereinafter referred to as SUPERINTENDENT, and **Cypress School District**, hereinafter referred to as “participating school district/school”, and Azusa Pacific University, Brandman University and California State University, Fullerton hereinafter referred to as “Participating Institution of High Education (IHE)”, to form a Consortium, supporting qualifying teachers through the OCDE Teacher Induction Program.

A. PURPOSE

The purpose of this MOU is to establish a formal working relationship between the parties to this MOU and to set forth the operating conditions that will govern the OCDE Teacher Induction Program Consortium. Consortium members shall include but not be limited to the following participating school districts: Centralia School District, Cypress School District, Fountain Valley School District, GOALS Academy, Laguna Beach Unified School District, Los Alamitos Unified School District, Magnolia School District, Newport-Mesa Unified School District, Orange County Educational Arts Academy, Orange County School of the Arts, the Orange County Department of Education’s Alternative, Community & Correctional Education Schools and Services (ACCESS) Program, and participating private schools enrolled through private school partnerships throughout Orange County.

B. GOALS

The goal of the OCDE Teacher Induction Program Consortium is to provide quality professional development and support to candidates required by the Commission on Teacher Credentialing to clear their preliminary multiple and/or single subject credentials through a CTC – approved Induction program. This support is provided by trained mentors who engage candidates in reflective practice and just in time support.

C. PARAMETERS

1. The term of this MOU shall commence on July 1, 2016 and end on June 30, 2017.
2. Contract monitoring responsibilities for this MOU shall rest with the SUPERINTENDENT.

D. RESPONSIBILITIES – General

1. The OCDE Induction Advisory Council is comprised of a senior level administrator from each General Education participating school/ district, at least one representative from the

private school collaborative, at least one representative from the Education Specialist Induction Program, a representative from each of the participating Institutions of Higher Education (IHE), and the SUPERINTENDENT's designee; the Manager of the Institute for Leadership Development. Responsibilities of the Advisory Council are as follows:

- a. Meet a minimum of three (3) times during the term of this MOU to review the design and implementation of the Induction Programs;
- b. Provide operational leadership guidance for the Induction Programs; and
- c. Review all required reports and documents, as required by the Commission on Teacher Credentialing, with the Manager of the Institute for Leadership Development & I.L.D. program staff.

2. SUPERINTENDENT agrees to the following:

- a. Serve as Lead Educational Agency (LEA) of the Consortium.
- b. Serve as the fiscal agent.
- c. Serve as a contact among state agencies, participating school districts, participating charter schools, private schools and participating IHE's.
- d. Serve as a clearinghouse for information, data collection and reporting requirements.
- e. Employ a full-time Manager, full-time Program Specialist, an Administrative Assistant and a Program Data Technician to provide direction and support for the OCDE Teacher Induction Program.
- f. Provide administration, management and coordination of project activities as described in the California Induction Common and Program Standards as well as guidelines of SB 2042.
- g. Provide workspace for all OCDE Teacher Induction Program staff and secretarial support.
- h. Provide all program materials to each participating school's Mentors, and to all candidates enrolled in the OCDE Teacher Induction Program.
- i. Provide professional development and mentoring support to all candidates enrolled in the OCDE Teacher Induction Program.
- j. Provide reimbursement for up to three (3) substitute days per candidate not to exceed the sum of One Hundred Twenty-five dollars (\$125) per substitute day. *Please note: documentation confirming the use of those sub days must be submitted to OCDE no later than March 31st, 2017. See Exhibit A.*

- k. Provide appropriate training(s) for one (1) Lead Mentor from each school/district, for Mentors assigned to candidates, and for those individuals identified by the OCDE Induction Advisory Council as future Induction Program leaders.
- Mentors will receive a professional development stipend, in addition to their Mentor stipend, upon completion of required mentor trainings. Up to four (4) after-school trainings will be planned throughout the 2016-17 program year. The professional development stipend will be calculated at a rate of \$15 per training hour completed.
 - *Please note: no substitute coverage is needed for this training and, therefore, no additional compensation will be forwarded to the school/district. See Exhibit B.*
- l. Upon completion of the responsibilities defined in the 2016-2017 Mentor Agreement, each Mentor will be paid a stipend in the amount of One thousand two hundred dollars (\$1,200) per candidate served. Should a candidate or Mentor leave the Consortium prior to the end of the school year, the stipend due to the Mentor shall be prorated at a rate of \$120 per month of mentor support provided. *Please note: Mentors will not receive additional compensation for mileage. See Exhibit C.*
- m. Provide each participating school district/collaborative a Lead Mentor stipend based on the number of candidates for which the Lead Mentor has oversight responsibilities as represented in the scale below:

1 – 5	Candidates	\$1, 500.00
6 – 10	Candidates	\$2, 000.00
11 – 15	Candidates	\$2, 500.00
16 – 20	Candidates	\$3, 000.00
21 – 25	Candidates	\$3, 500.00
26 – 30	Candidates	\$4, 000.00
31 – 35	Candidates	\$4, 500.00
36 – 40	Candidates	\$5, 000.00
41 – 45	Candidates	\$5, 500.00
46 – 50	Candidates	\$6, 000.00

**For every additional 5 Candidates enrolled, the Lead Mentor stipend will be increased by \$500.00.*

- n. Provide each participating school/district an Assistant Lead Mentor stipend when the candidate enrollment exceeds twenty five. The stipend is based on the number of candidates for which the Lead Mentor has oversight responsibilities as represented in the scale below:

26 – 30	Candidates	\$1, 000.00
31 – 35	Candidates	\$1, 200.00
36 – 40	Candidates	\$1, 400.00
41 – 45	Candidates	\$1, 600.00
46 - 50	Candidates	\$1, 800.00

**For every additional 5 Candidates enrolled, the Assistant Lead Mentor stipend will be increased by \$200.00.*

In the event that the district enrollment exceeds twenty-five (25) candidates, the school/district may opt to establish Co-Leads, in lieu of one Lead Mentor and Assistant Lead Mentor. In this case, the school/district will receive the combined amount (Lead Mentor stipend + Assistant Lead Mentor stipend) to divide equally among the two Co-Leads.

Finally, in the event that an Assistant Lead Mentor is needed, for short-term support, due to extenuating circumstances and candidate enrollment is less than twenty-five (25), the OCDE Induction Advisory Council may approve a \$500 stipend that will be paid to an identified individual to secure that support.

- o. Provide training for participating school/district Site Administrators in support of the California Standards for the Teaching Profession (CSTP), the Institute for Leadership Development's eight (8) identified Candidate Competencies, Induction Program Standards and/or other current educational issues.
 - p. Establish an Assessor Cadre to review and assess candidate competence as measured by specific program assessments. All Returning Mentors are required to serve as a mentor assessor in a minimum of one (1) and maximum of three (3) Cadre sessions during the program year. The OCDE Teacher Induction Program will reimburse the participating school/district for substitute coverage at rate of \$125 per substitute day used by the Assessor.
 - q. Establish a cadre of Just-in-time mentors who will provide virtual support, in content areas, on an as needed basis. The OCDE Teacher Induction Program will compensate these mentors at a rate of \$60 per documented hour of support.
 - r. Convene and facilitate the OCDE Induction Advisory Council meetings.
 - s. Organize and facilitate OCDE Teacher Induction Program evaluations. Establish and maintain accurate records for the OCDE Teacher Induction Program. Submit required reports and documents to appropriate agencies as requested.
3. SCHOOL, DISTRICTS AND INDEPENDENT SCHOOLS NOT COVERING TUITION COSTS FOR THEIR CANDIDATES agree to do the following:
- a. Adhere to the decisions made by the OCDE Induction Advisory Council regardless of whether said district/school chooses to be present during Council sessions.
 - b. Support the identification of the Lead Mentor by the Manager of the Institute for Leadership Development. The Lead Mentor will attend appropriate meetings, monitor the implementation of the defined induction program design and complete all required paperwork in a timely manner on behalf of the school/district.
 - c. Assist the Manager of the Institute for Leadership Development in the recruitment and enrollment of perspective candidates according to Commission-defined criteria for eligibility. Those individuals responsible for the initial eligibility screening are to be current in their understanding of CTC regulations and procedures.

- d. Ensure that all newly-enrolled candidates participate in an advisement session and initial orientation meeting that follows the OCDE Teacher Induction Program orientation protocol.
 - e. Ensure that all candidates participate in appropriate training(s).
 - f. Assist the Manager of the Institute for Leadership Development in the recruitment of Mentors according to the established OCDE Teacher Induction Program criteria and process.
 - g. Ensure that all Mentors understand the requirements of the OCDE Induction Program as defined for candidates and Mentors.
 - h. Ensure that all Mentors attend all professional development required as defined for each mentor track i.e.; New Mentor or Returning Mentor.
 - i. Upon receipt of the detailed disbursement document, the school/district will create an invoice for the total disbursement amount and send it to OCDE no later than May 1st, 2017. OCDE will approve the disbursement and release the funds no later than June 30th, 2017. OCDE reserves the right to make additional adjustments to final disbursement amount based on confirmation of substitute coverage used and fulfilment of defined professional development responsibilities. Upon receipt of funds, the school/district will issue Mentor stipends for the amounts defined in the final disbursement letter that will accompany the funds. This will be done by the school/district within fourteen days of receiving said funding.
 - j. Provide training space when requested by SUPERINTENDENT as part of their collaborative contribution.
 - k. Participate in the evaluation of SB 2042 standards of the Induction Program.
 - l. Ensure that all Site Administrators, who supervise an OCDE Induction candidate, participate in the following: Triad Meetings, Annual Site Administrator Update Session, Exit Presentations, End-of-Year Colloquium and all program evaluations.
4. PARTICIPATING INSTITUTIONS OF HIGHER EDUCATION (IHE) agree to the following:
- a. Appoint a liaison who will fulfill the roles and responsibilities of a university program co-sponsor as specified in the Induction Program Preconditions & Standards.
 - b. Require the liaison to serve as a member of the OCDE Induction Advisory Council and attend all OCDE Induction Advisory Council meetings.
 - c. Provide current research regarding effective teacher induction practices, teacher retention, and Induction Program standards as might be requested by the OCDE Induction Advisory Council.

- d. Participate in the development, assessment, and evaluation of the Induction Program.
- e. Provide information to Consortium participants regarding university program opportunities as appropriate.
- f. Facilitate appropriate support services as identified by the OCDE Induction Advisory Council and program staff.

E. RESPONSIBILITIES – Fiscal

1. SUPERINTENDENT, in its capacity of LEA, agrees to the following:

- a. Assume overall fiscal responsibility for the administration of all funds received, to include submission of year-end expenditure reports, and any other documentation sought by the California Department of Education (CDE) and/or the Commission on Teacher Credentialing (CTC).
- b. Develop and maintain a budget that allocates funds sufficient to meet the costs of implementing program requirements as described above.
- c. Monitor all budget expenditures and funds accordingly to established policies and procedures outlined by the funding agency.
- d. In the event that a candidate chooses to withdraw from the OCDE Teacher Induction Program, that teacher will be financially responsible for reimbursing the program for any costs incurred during that teacher's enrollment. This may include, but not be limited to the cost of materials, trainings and Mentor compensation.
- e. The obligation of SUPERINTENDENT under this MOU is contingent upon the availability of funds furnished through tuition monies collected. In the event that such funding is terminated or reduced, this MOU may be terminated and SUPERINTENDENT'S fiscal obligations hereunder shall be limited to a pro-rated amount of funding actually received by the SUPERINTENDENT. SUPERINTENDENT shall provide the participating school district written notification of such termination. Notice shall be deemed given when received by the participating school district no later than three (3) days after the day of mailing. The address to which notices or demands may be given to either party may be changed by written notice given in accordance with the notice provisions of this section. As of the date of this MOU, the addresses of the parties are as follows:

PARTICIPATING SCHOOL/DISTRICT: Cypress School District
9470 Moody Street
Cypress, California 90630
Attn: _____

SUPERINTENDENT: Orange County Superintendent of Schools
200 Kalmus Drive
Costa Mesa, California 92626
Attn: Patricia McCaughey

F. SHARED ACCOUNTABILITY

1. In order to ensure that all candidates have the opportunity to participate in program activities, SUPERINTENDENT and the Participating School and/or districts agree to the following:
 - a. Develop strong communication links among all parties to this MOU, so that all information distributed is accurate and timely.
 - b. Distribute documentation regarding the roles and responsibilities of candidates, Mentors, and School Site Administrators annually.
 - c. Partner to provide training for ALL Site Administrators that focuses on the Induction Program Standards, California Standards for the Teaching Profession, the eight (8) Institute for Leadership Development Candidate Competencies, Induction Program Standards and/or other current educational issues.
 - d. Collaborate in stakeholder meetings with candidates and Mentors to make program recommendations and revisions.
 - e. Jointly develop and maintain records and documentation of activities/trainings conducted by the OCDE Teacher Induction Program.

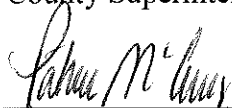
G. TERMS AND CONDITIONS.

1. Any and all products developed for the OCDE Teacher Induction Program are the exclusive property of the Orange County Superintendent of Schools and the right to disseminate, market, or otherwise use the products shall only be with the express prior written permission of the SUPERINTENDENT.
2. Either party may terminate this MOU, with or without cause, upon thirty (30) days written notice served upon the other party. Notice shall be deemed given when received by the other party, no later than three (3) days after the day of mailing, whichever is sooner.

Orange County Superintendent of Schools

Cypress School District

By: _____



Authorized Signature

By: _____

Authorized Signature

Printed Name Patricia McCaughey

Printed Name: _____

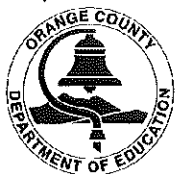
Title: Administrator

Title: _____

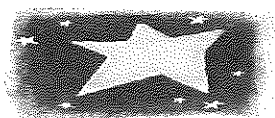
Date: October 6, 2016

Date: _____

Cypress SD - Gen Ed Induction MOU-(43381)17- Not Paying
Zip 6



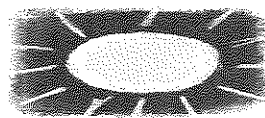
Orange County Department of Education
Institute for Leadership Development
Teacher Induction Programs



imagine



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Substitute Teacher Coverage Confirmation

Name: _____ District/School: _____

I am a (select one):

☐ Participating Teacher

☐ Mentor

Date Sub needed: _____ for (select one):

☐ a full day

☐ a half day

☐ # of hours: _____

I secured a sub so that I could complete:

☐ Observe my PT (My PT's name is _____)

☐ Participate in a Focus Teacher Observation

☐ Other (please specify: _____)

Signature of Individual Submitting this documentation: _____

Date of submission: _____

Signature of School Personnel*: _____

Print Name of School Personnel: _____

*This is to confirm that a substitute teacher was secured
and should be signed by the appropriate party.

Candidates and Mentors are to submit completed document ELECTRONICALLY to
Nicole Stephenson @ nstephenson@ocde.us immediately following the use of the sub.



Orange County Department of Education
Institute for Leadership Development
 Teacher Induction Program



Compensation is provided to each Mentor in the form of a Mentor Stipend. Services rendered to the Induction Program in exchange for this stipend include:

- Conducting weekly, one-on-one collaboration sessions with each assigned Induction candidate (*no mileage reimbursement provided*);
- Conducting a Triad meeting at the beginning of each semester with each Induction candidate and his/her Site Administrator;
- Supporting the development and successful completion of the Induction candidate's Individual Learning Plan by ensuring that he/she receives the appropriate Mentor support and has access to resources needed to demonstrate competence as defined by the California Standards for the Teaching Profession and Institute for Leadership Development's Eight Candidate Competencies Observing each assigned ES Induction candidate at least once during each semester. In the case of Year 2 candidates, these observations will be captured on video;
- Attending district-led Network meetings, "Hub" Collaborative sessions, End-of-Semester Reviews, Exit Presentations/Colloquium; and
- Satisfying the expectations regarding the completion and timely submission of all documents as outlined in the Induction program design.

Additional Professional Development Compensation: *based upon an hourly rate of \$15*

Mentor Activity	# of Hours	Compensation
Mentor Training (9/16-6/17)		
New Mentors	10 hours	\$150.00
Returning Mentors	10 hours	\$150.00
Additional Professional Development		
ENCOMPASS Compassion Play (New Mentors ONLY)	2 hours	\$ 30.00
Generation Savvy (New Returning Mentors)	3 hours	\$ 45.00
Having Hard Conversations (Returning Mentors who have not attended in the past)	3 hours	\$ 45.00
Amount added to Base Stipend (\$1,200 per PT served)		New Mentors: \$180 Returning Mentors: \$195



Orange County Department of Education
Institute for Leadership Development
 Teacher Induction Program



2016-17 Mentor Agreement: Gen Ed

I agree to serve as an Induction Mentor for the Orange County Teacher Induction program. I understand that I am making a two-year commitment to this program. As an Induction Mentor, I will develop and sustain a relationship with each Induction candidate I am assigned to, built upon collaboration and reflection. Upon successful completion of these agreements, I will receive my Mentor stipend.

Work with Gen Ed Induction candidate (Please initial your agreement on each line.)

- _____ meet **one-on-one** with each assigned Induction candidate for a minimum of one (1) hour per week
- _____ assist in the formulation of each assigned Induction candidate's Individualized Learning Plan,;
- _____ assist in the collection of evidence documenting the evolution of each assigned Induction candidate's instructional practice and the application of his/her professional learning in the classroom;
- _____ facilitate each semester Triad meeting with the Site Administrator and Induction candidate;
- _____ assist in the identification of each assigned Induction candidate's driving question, the identification of three appropriate Case Study Students and the development of his/her Inquiry Project proposal;
- _____ oversee each assigned Induction candidate's efforts in generating an **electronic portfolio** that demonstrates his/her competence as defined by the California Standards of the Teaching Profession, and the Institute for Leadership Development's Eight Candidate Competencies; and
- _____ participate in each of the end-of-semester reviews and the Induction candidate's Exit Presentation/Colloquium.

Documentation (Please initial your agreement on each line.)

- _____ identify a Mentor goal that will serve as a focus for my work in supporting Induction candidates (Returning Mentors only);
- _____ complete the online Mid-year Program Survey (Winter, 2017);
- _____ complete all program assessments posted on www.Inductionsupport.com ;
- _____ maintain the monthly Mentor Log used to document reflective conversations and support provided to the Induction candidate;
- _____ view all tutorials on www.Inductionsupport.com and ensure that the Induction candidate does the same; and
- _____ complete all Induction tools that have been defined in the Induction program design.

Professional Development (Please initial your agreement on each line.)

- _____ attend and actively participate in all Mentor training sessions;
- _____ attend and actively participate in all scheduled Network meetings;
- _____ attend and actively participate in all scheduled "Hub" collaborative sessions;
- _____ serve as an Assessor on at least one (1) Assessor Cadre during the program year (Returning Mentors only);
- _____ attend and actively participate in one 2-hour ENCOMPASS session (New Mentors only); and
- _____ participate in ongoing online Forum discussions through www.Inductionsupport.com .

 Mentor Name (Please print)

 Date

 Signature

 School/District