AGREEMENT NUMBER: 47527

Orange County Superintendent of Schools
Institute for Leadership Development

Orange County Department of Education Teacher Induction Program

MEMORANDUM OF UNDERSTANDING

2018-2019

This Memorandum of Understanding (MOU) is entered into this 1st day of July, 2018, 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 Brandman University 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: Butte County Office of Education, Centralia School District, Cypress School District, Downey Unified School District, Fountain Valley School District, GOALS Academy, Huntington Beach City School District, Laguna Beach Unified School District, Los Alamitos Unified School District, Magnolia School District, Newport-Mesa Unified School District, Ocean View 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, Westminster School District, 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, single subject, and/or Education Specialist 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, 2018 and end on June 30, 2019.

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, a representative from each of the participating Institutions of Higher Education (IHE), and the SUPERINTENDENT's designee; the OCDE Teacher Induction Program Coordinator. 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 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 Coordinator(s) and an Administrative Assistant 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 fifty dollars ($150.00) per substitute day. *Please note: documentation confirming the use of those sub days, along with an invoice, must be submitted to OCDE no later than May 30, 2019.* 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.

l. Upon completion of the responsibilities defined in the 2018-2019 Mentor Agreement, each Mentor will be paid a stipend in the amount of One thousand eight hundred dollars ($1,800.00) 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 One hundred eighty dollars ($180.00) per month of mentor support provided. *Please note: Mentors will not receive additional compensation for mileage.* See Exhibit B.

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, 800.00
6 – 10	Candidates	$2, 300.00
11 – 15	Candidates	$2, 800.00
16 – 20	Candidates	$3, 300.00
21 – 25	Candidates	$3, 800.00
26 – 30	Candidates	$4, 300.00
31 – 35	Candidates	$4, 800.00
36 – 40	Candidates	$5, 300.00
41 – 45	Candidates	$5, 800.00
46 – 50	Candidates	$6, 300.00

**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 (25). 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. Co-Leads must be established prior to the start of the program year.

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 Five hundred dollars ($500.00) stipend that will be paid to an identified individual to secure that support.

o. Provide mentor support for those candidates hired after the close of enrollment and who must postpone their participation in an Induction program until the following academic year. Upon completion of the responsibilities defined in the 2018-2019 Support Mentor Agreement, each Support Mentor will be paid a stipend in the amount of One hundred twenty dollars ($120.00) per month, per candidate served. See Exhibit C

p. Provide information for participating school/district Site Administrators in support of the California Standards for the Teaching Profession (CSTP), Induction Program Standards and/or other current educational issues.

q. Establish one (1) monthly Lead Mentor meeting from August – April to review program content and address Mentor needs. The OCDE Teacher Induction Program will reimburse the participating school/district at a rate not to exceed the sum of One hundred fifty dollars ($150.00) per substitute day used by the Lead Mentor.

r. Establish an Assessor Cadre to review and assess candidate competence as measured by specific program assessments.

s. Convene and facilitate the OCDE Induction Advisory Council meetings.

t. 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 OCDE Teacher Induction Program Coordinator. 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 OCDE Teacher Induction Program Coordinator 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 verify this advisement by signing the Candidate Letter of Commitment and Advisement for each Candidate enrolled.

e. Ensure that all candidates participate in monthly network meeting(s).

f. Assist the OCDE Teacher Induction Program Coordinator 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 training required as defined for each mentor track i.e.; New Mentor or Returning Mentor.

i. Ensure the appropriate tracking of all Substitute coverage used for the OCDE Induction Program and remit an invoice reflecting all Substitute coverage reimbursement on or before May 30, 2019. OCDE will approve the invoice and release the funds no later than June 30, 2019. OCDE reserves the right to make additional adjustments based on confirmed use of Substitute days.

j. Upon receipt of the detailed disbursement document, each school/district will create an invoice for the total disbursement amount and send it to OCDE no later than May 1, 2019. OCDE will approve the disbursement and release the funds no later than June 30, 2019. OCDE reserves the right to make additional adjustments to final disbursement amount based on fulfilment of defined professional development responsibilities. Upon receipt of funds, the independent school or member district will issue Mentor stipends for the amounts defined in the final disbursement letter that accompanies the funds. This will be done by the school/district within fourteen days of receiving said funding.

k. Provide training space when requested by SUPERINTENDENT as part of their collaborative contribution.

l. Participate in the evaluation of SB 2042 standards of the Induction Program.

m. Ensure that all Site Administrators, who supervise an OCDE Induction candidate, participate in the following: Triad Meetings, review of program newsletters, 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/SCHOOL:	Cypress School District 9470 Moody Street Cypress, CA 90630
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.

[THIS SECTION INENTIONALLY BLANK]

Orange County Superintendent of Schools	Cypress School District
By: Patricia McCaughey Authorized Signature	By: _____ Authorized Signature
Printed Name Patricia McCaughey	Printed Name: _____
Title: Administrator	Title: _____
Date: November 28, 2018	Date: _____

CypressSD-Induction MOU (47527)2019 Not Paying
Zip 6