



North Coast Beginning Teacher Program

**Memorandum of Understanding
Between
Sonoma County Superintendent of Schools as the Local Educational Agency
for the North Coast Beginning Teacher Program,
AND
Participating County Offices of Education,
School Districts, and Employing Agencies**

A. General

This Memorandum of Understanding (MOU) is between the Sonoma County Superintendent of Schools, serving as the Local Education Agency (LEA) for the North Coast Beginning Teacher Program ("Program"), and the County Offices of Education, districts, schools, employing agencies and independent charter schools (collectively "District") signing below. Throughout this document, new teachers served in the credential areas are referred to as "Beginning Teachers." The term of this MOU commences on **July 1, 2011**, and terminates on **June 30, 2013**.

B. Purpose

The purpose of the MOU is to establish a formal working relationship between the parties. The Program will provide and coordinate services to help Beginning Teachers meet California credential requirements of the following credentials:

1. **Preliminary Credential Program:** Designated Subjects (Career Technical Education and Adult Education) teachers who meet the industry experience and pre-requisite CCTC requirements.
2. **Clear Credential Program:** Teachers holding preliminary Designated Subjects (Career Technical Education and Adult Education) credentials.

C. Program Services

1. Manage the Program according to the California Commission on Teacher Credentialing (CCTC) standards and accountability.
2. Adhere to the CCTC educator preparation accreditation system of activities and provide ongoing reports to CCTC as required, including individual teacher records, program data, and completion evidence.
3. Assume overall fiscal responsibility for the administration and implementation of the Program.
4. Establish a Budget Agreement, fiscal procedures and reporting requirements for Districts.
5. Provide local assistance to District staff regarding the compilation of the initial Preliminary Credential application packets.
6. Provide Credential Advisement to individuals referred by District for credentialing services.
7. Provide advisement to individuals referred by District regarding program requirements.
8. Provide ongoing support and assistance to participants in meeting credential and program requirements.
9. Provide District referred participants access to and monitoring of the required Foundations and Orientation class. Track and monitor participant attendance and completion.
10. Provide District referred participants access to the required Health Education for Teachers course. Track and monitor participant attendance and completion.
11. Track and monitor participant attendance and completion of the required Infant, Child, and Adult CPR.
12. Provide District referred participants access to the required U.S. Constitution exam, including test prep materials, locally delivered exam, and scoring report required for the clear credential.
13. File for the clear credential on behalf of District referred participants. Communicate with District regarding credential and program completion.
14. Maintain teacher records for a minimum of 7 years.



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D. District Responsibilities

1. Appoint a District contact person whose assignment includes dedicated time to fulfill the roles and responsibilities including but not limited to communication, coordination of services, reporting and monitoring participant progress, and participation in the Program evaluation and the CCTC Accreditation Cycle, as needed.
2. Assign one or more credential analysts or District Human Resource staff to work directly with Program staff to assist in identifying Beginning Teachers who are eligible for Program services as described by state guidelines and to assist school district staff in identifying eligible Beginning Teachers.
3. Ensure candidates complete the NCBTP Foundations and Orientation online course *within the first 30 days of employment* or provide evidence of a previously held Multiple, Single or Education Specialist credential as equivalency for this requirement.
4. Communicate to participating teachers' site administrators the Program requirements.
5. Make every effort to assign Beginning Teachers to classrooms appropriate to their novice status, avoiding whenever possible, combination classrooms, secondary assignments with multiple preparations, teaching assignments at multiple sites, and multiple adjunct duties.
6. Provide new teachers with a District Orientation.
7. Provide an opportunity for participating teachers to demonstrate with evidence having met Career Technical Education Program Standards. This can be demonstrated in one of three ways:
 - I. Completion of a two-year CCTC approved Induction program; or
 - II. Completion of the California State Fire Training (SFT) Instructor Curriculum; or
 - III. Evidence of holding a California Clear Credential.
8. For Pathways I and II above, the District must also provide Beginning Teachers the following services:
 - a. Assign a highly qualified Support Provider to each eligible beginning teacher within 30 days of enrollment in the Program. Pair Beginning Teachers with Support Providers who most closely match their teaching assignment, including grade level and subject matter, and their credential.
 - b. Utilize defined selection criteria to identify high-quality, experienced teachers to serve as Support Providers for Beginning Teachers. Support Providers must demonstrate effective coaching, interpersonal and communication skills and:
 - Are committed to attend coaching trainings and meetings and to meet weekly with Beginning Teachers;
 - Display willingness to work collaboratively with colleagues and local BTSA Induction staff;
 - Embrace a positive attitude towards students and teaching;
 - Develop a sustained and thoughtful collegial relationship with new teachers;
 - Demonstrate leadership skills, curriculum expertise and knowledge of district resources;
 - Serve as a role model for the teaching profession.
 - c. Provide Support Providers compensated time to participate in the District Support Provider training and in observations and one-to-one consultations with Beginning Teacher(s).

E. District Fiscal Responsibility

1. Credential Services are provided on a Fee For Service basis. The fee for full program services is \$500 per participant. The fee for partial program services will be prorated as follows:
 - a. Credential Services- \$200
 - b. Early Orientation- \$100
 - c. Health Class for Educators- \$100
 - d. U.S. Constitution- \$100
2. All BTSA Induction costs are the responsibility of the referring District. The BTSA Induction Program that provides services to the District determines the Support Provider remuneration and District coordination fees.
3. Districts will be invoiced for each individual request for credential services. It is expected that invoices be paid promptly no later than the end of the month in which services begin.



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F. Other Terms and Conditions

All products and materials developed by the Program are the exclusive property of the LEA. District and COE employees, staff, and subcontractors shall not have the right to disseminate, market or otherwise use the products or materials without the expressed written permission of the LEA designee.

Amendments and Extensions to this MOU may be made only by written agreement signed by all parties. Authorized signatures below indicate understanding and acceptance of the terms of this MOU.

Authorized Signatures:

Sonoma County Superintendent of Schools as LEA:

	Dr. Steven Herrington/Superintendent	
Signature	Printed Name/Title	Date

North Coast Beginning Teacher Program:

	Corinne Muelrath/Regional Director	
Signature	Printed Name/Title	Date

Contact Information:

Attn.: North Coast Beginning Teacher Program
 Sonoma County Office of Education
 5340 Skylane Blvd.
 Santa Rosa, CA 95403
 Direct Line: (707) 524-2814
 Regional Office: (707) 524-2818
 Fax: (707) 524-2815
 Email: cmuelrath@scoe.org

Participating Agency:

Name of District or County Office of Education: Sacramento City Unified School District

Signature	Printed Name/Title	Date

District Contact Information:

Printed Name: Title: Credential Analyst Organization: Address: Telephone: Email:	Printed Name: Title: District Contact Organization: Address: Telephone: Email:
Printed Name: Title: BTSA Induction Director Organization: Address: Telephone: Email:	Printed Name: Title: Business Office Manager Organization: Address: Telephone: Email:



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Sonoma County Superintendent of Schools as LEA:


Dr. Steven Herrington/Superintendent
8/30/11
 Signature Printed Name/Title Date

North Coast Beginning Teacher Program:

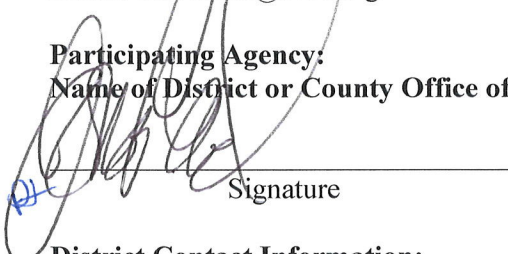

Corinne Muelrath/Regional Director
8-1-11
 Signature Printed Name/Title Date

Contact Information:

Attn.: North Coast Beginning Teacher Program
 Sonoma County Office of Education
 5340 Skylane Blvd.
 Santa Rosa, CA 95403
 Direct Line: (707) 524-2814
 Regional Office: (707) 524-2818
 Fax: (707) 524-2815
 Email: cmuelrath@scoe.org

Participating Agency:

Name of District or County Office of Education: Sacramento City Unified School District


Jonathan P. Raymond, Superintendent
8/19/11
 Signature Printed Name/Title Date

District Contact Information:

Printed Name: Terri Lauzon Title: Human Resource Services Analyst Organization: SCUSD Address: 5735 47 th Avenue, Sacramento, CA 95824 Telephone: 916.643.7490 Email: terril@scusd.edu	Printed Name: Louise Stymeist Title: Career Technical Education Coordinator Organization: SCUSD Address: 5735 47 th Avenue, Sacramento, CA 95824 Telephone: 916.643.9201 Email: stymeisl@scusd.edu
Printed Name: Cancy McArn Title: BTSA Induction Director Organization: SCUSD Address: 5735 47 th Avenue, Sacramento, CA 95824 Telephone: 916.643.7496 Email: cancy-mcarn@scusd.edu	Printed Name: See Kha Title: CTE Program Technician Organization: SCUSD Address: 5735 47 th Avenue, Sacramento, CA 95824 Telephone: 916.643.9207 Email: seekh@scusd.edu