



**Contra Costa County Office of Education  
Teacher Induction Program**

**MEMORANDUM OF UNDERSTANDING (MOU)  
for the CCCOE Teacher Induction Program**

**July 1, 2022 – June 30, 2023**

This Memorandum of Understanding (MOU) establishes a partnership between the Contra Costa County Office of Education (CCCOE) Teacher Induction Program and District/Partner School, as noted on the signatory page, to carry out the guidelines of SB 2042 and the California Induction Standards. The purpose of this MOU is to establish a formal working relationship between the CCCOE and the District/Partner School to set forth the operative conditions that will govern this partnership.

The goal of this partnership is to increase student achievement through the implementation of a quality teacher induction program while nurturing the growth and development of participating General Education and Education Specialist teachers. Upon successful completion of the program, teachers earn a formal recommendation for a California Clear Credential.

The partnership will assess itself bi-annually, based on the agreed-upon outcomes. It is expected that measurable progress will be demonstrated in order to continue the partnership. Assuming that the partnership demonstrates measurable progress, and receives continued funding, the partnership will be maintained.

**ANTICIPATED OUTCOMES OF THIS AGREEMENT:**

The CCCOE will partner with District/Partner School in implementing an induction program to support eligible teachers who hold a valid CA preliminary credential as outlined in this MOU.

District/Partner School will when possible, create a cadre of experienced new teacher support mentors. These support mentors will possess a high level of training and leadership ability and will contribute to District/Partner School as instructional leaders.

District/Partner School will fully implement the program design incorporating all the necessary support and resources to ensure that participating teachers have every opportunity to successfully complete the induction program to receive their Professional Clear Credential.

## **THE CCCOE TEACHER INDUCTION PROGRAM AGREES TO:**

1. Provide and supervise the Commission-approved induction program which grants a recommendation of a California Clear Credential upon successful completion of all CCCOE Teacher Induction Program activities and requirements.
2. Comply and submit reports or other information on matters related to accreditation or program information related to program requirements and activities to the California Commission on Teacher Credentialing.
3. Consult with District/Partner School (including administration, teacher representatives, and other stakeholders) in reviewing the school's needs and resources in relation to new teacher induction.
4. Consult with District/Partner School in developing and/or revising program design and interfacing with the CTC to support participating teachers to receive a Professional Clear Credential.
5. Assist District/Partner School in the recruitment and selection of new teacher mentors according to the California Induction Program Preconditions and Induction Standards and hiring guidelines. Verify qualifications of all mentors and provide final approval for all participating teacher and mentor partnerships according to CTC guidelines.
6. Work with District/Partner School to ensure that efforts are coordinated with and complementary to other school improvement initiatives.
7. Provide training, ongoing professional development, and support to mentors and induction participating teachers.
8. Consult with District/Partner School in the design of teacher recruitment and professional development programs related to teacher induction.
9. Make available and advise participating teachers of an Early Completion Option (ECO) for "experienced and exceptional" participating teachers who meet the program's established criteria.
10. Participate in an Induction Program Director network in support of teacher induction programs.
11. Solicit feedback from stakeholders to guide the development and continuous improvement of program processes and systems.
12. Fulfill state requirements for an Induction Program.
13. Verify that the participating teacher has successfully completed all program requirements and submit verifying information/recommendation to the CTC on behalf of the participating teacher in order to apply for a Professional CA Clear Credential

## DISTRICT/PARTNER SCHOOL AGREES TO:

1. Designate a coordinator (who holds an administrative position) to serve as the primary contact. The coordinator will represent the District/Partner School on the Leadership Team and support the implementation of all program requirements.
2. Designate an induction liaison (lead mentor). The liaison (lead mentor) may represent the District/Partner School on the Leadership Team and monitor implementation, submission, and completion of all program requirements. One person may hold both roles as long as they are not evaluating anyone participating in Induction.
3. Support each qualified CCCOE Teacher Induction new teacher with a trained mentor, assigned within the first 30 days of the teacher's enrollment in the program (See Exhibit C: Participating Teacher/Mentor Ratio Guidelines).
4. Support each qualified CCCOE Teacher Induction California trained Level I Education Specialist with a mentor who holds the same credential as the participating teacher.
5. There is a non-refundable registration fee of \$175 for each Participating Teacher added to the Teacher Induction projections list.
6. Submit a final list of participating teachers and mentors to CCCOE prior to **October 1st** of the current school year.
7. Pay a service fee to CCCOE for Teacher Induction services: Provide \$2,250 per participating teacher (if District/Partner School is providing the mentor) OR provide \$5,250 per participating teacher (if CCCOE is providing the mentor) for each year of the teacher's participation. (See Exhibit A for Program Service Fees).
8. Pay half of the amount by **December 15, 2022**. Pay the balance of the amount by **March 31, 2023**. A late fee of 1% per month will be applied to accounts 30 days past due. Service fees are paid by the District/Partner School, **not** participating teacher(s). Credential recommendations will be made after full payment is received.
9. Ensure sufficient resources are allocated to support participating teachers and mentors with meeting program requirements including:
  - Participating teachers are employed as a teacher of record for a minimum of one course in the area(s) they are authorized to teach
  - At least one hour per week of individualized support/mentoring coordinated and/or planned by the mentor
  - Mentoring activities deliberately designed to provide teachers multiple opportunities to demonstrate growth in the *California Standards for the Teaching Profession*
  - An Individualized Learning Plan, including an Inquiry Action Plan, designed and implemented solely for the teacher's professional growth and not for evaluation and/or employment purposes (See Exhibit B for Confidentiality Policy)
  - Release time for mentor to attend all required professional development and to conduct required observations of the participating teacher
  - Individualized Learning Plan goals collaboratively developed by the teacher and mentor, in consultation with the site administrator, within the first 60 days of enrollment

- Ongoing formative assessment of participating teacher development
  - The use of multiple data sources, such as formative assessment and professional development tools
  - Provide basic foundational technology support for mentors and participating teachers (i.e. Google suite, Zoom etc.)
10. Ensure full cooperation and participation in program activities to include as appropriate:
    - Trainings for mentors
    - Mentor attendance at mentor seminars during the year
    - Individual coaching of mentors and other program-related personnel
    - Trainings and meetings for site administrators
    - Professional development for participating teachers
    - On-line communication and coordination
    - Organize and coordinate program Mid-Year Reflection and End of Year Colloquium
  11. Ensure that all participating teachers and all leaders in the following roles sign the appropriate program commitment form: coordinator/liaison, site administrator, and mentor.
  12. Conduct and participate in program accreditation interviews, evaluations, and research activities, including a program Mid-Year Reflection and End of the Year Survey.
  13. Provide professional resources required for program implementation beyond those provided by the induction program.
  14. Take organizational action to ensure that the program of new teacher support is sustained.

**Mutual Indemnity:**

a) The *County Superintendent* shall defend, indemnify and hold *District/Partner School*, its officers, employees, and agents harmless from and against any and all liability, loss, expense, including reasonable attorneys’ fees, or claims for injury or damages arising out of the performance of this Agreement (collectively, “Claims”) but only in proportion to and to the extent such Claims are caused by or result from the negligent or intentional acts or omissions, or violations of FERPA with respect to student records, by *County Superintendent*, its officers, agents, or employees.

b) The *District/Partner School* shall defend, indemnify, and hold the *County Superintendent* its officers, employees, and agents harmless from and against any and all liability, loss, expense, including reasonable attorneys’ fees, or claims for injury or damages arising out of the performance of this Agreement (collectively, “Claims”) but only in proportion to and to the extent such Claims are caused by or result from the negligent or intentional acts or omissions or violations of FERPA with respect to student records, by *District/Partner School*, its officers, agents, or employees.

**Termination:**

- ❑ In the event that either party does not fulfill the terms of this agreement in a timely manner, the other party may terminate this agreement with a 30-day written notice to the breaching party.
- ❑ In the event that either party determines this agreement is no longer to be bound by the terms, termination may be made with a 30-day prior notice to the date of termination.

### Exhibit A

Program Service	Fee
Teacher Induction Participating Teacher	<p style="text-align: center;">\$2,250</p> <p>The <b>non-refundable</b> registration fee of \$175 for each Participating Teacher added to the Teacher Induction projections list is included in this fee.</p> <p>The service fee is prorated for withdrawals prior to <b>November 1st</b> as follows:</p> <ol style="list-style-type: none"> <li>1. September: \$425 (registration included)</li> <li>2. October: \$675 (registration included)</li> </ol> <p><b>Full-service fee after November 1st.</b></p>
CCCOE Provided Mentor	<p style="text-align: center;">\$3,000</p> <p>The service fee is prorated for early withdrawals at a cost of \$334 per month.</p>
CCCOE Provided Coordinator/Liaison for District/Partner Schools	<p style="text-align: center;">\$3,500</p> <p>Enrollment of <b><i>six to twelve</i></b> program participants (total includes Participating Teachers <b>and</b> Mentors)</p> <p>Enrollment above <b><i>twelve</i></b> program participants will require an addendum reflecting an additional service fee.</p>
CCCOE Facilitated Professional Development available for Districts/Partner School <b><i>upon request</i></b>	<p style="text-align: center;">TBD</p> <p style="text-align: center;">(Foundation Mentoring, Analysis of Student Work, Observations, etc)</p>

### Exhibit B

#### CCCOE TIP Confidentiality Policy

Confidentiality Policy
<p>One of the basic principles underlying the CCCOE Teacher Induction Program is confidentiality. Participating teachers (PTs) must clearly understand that their mentors are not evaluators; rather the mentor is a colleague whose goal is to assist the PT in applying “promising practices” when creating their Individualized Learning Plan (ILP) and working toward receiving a Professional Clear Teaching Credential while teaching in their current district. Communication between the mentor and PT is strictly confidential.</p> <p>It should be noted; however, that mentors and teachers collaborate on the Individualized Learning Plan’s goals in consultation with the site administrator in order to align ILP goals with district/school site goals. A “triad of communication” between the PT, mentor, and site administrator helps to ensure optimum support.</p> <p>The ILP and other documents are the property of the PT for the purpose of completing credential requirements, not for evaluation. However, the PT may choose to share accumulated documents with their site administrator.</p>

Participation, such as attendance at professional development seminars and meetings and completion of Teacher Induction requirements are not confidential. They are documented within the CCCOE Teacher Induction Program database and can be made available for PTs, mentors, site administrators, district coordinators, and district liaisons.

### Exhibit C

#### Participating Mentor/Teacher Ratio Guidelines

The recommended ratio of participating teachers to mentors stated below is based on knowledge about learning to teach and knowledge of the level of support necessary to successfully assist participating teachers in maximizing successful teaching and meeting the induction standards.

Mentoring Role	Recommended Number of Participating Teachers
Full-time classroom teacher	1 - 2  Recommended Stipend: \$2,000 - 2,500 per teacher
Partial release classroom teacher	<ul style="list-style-type: none"> <li>● 20% release supports 3 teachers</li> <li>● 40% release supports 6 teachers</li> <li>● 60% release supports 9 teachers</li> <li>● 80% release supports 12 teachers</li> </ul>
Full release mentors (assuming no other duties aside from induction mentoring)	13-15  Consider: required one hour a week of individualized support, release/prep time, observation/planning time, mentor experience, travel (multiple school locations)

## District/Partner School Information

1. Carefully review the attached MOU.
2. If in agreement, please complete all information requested and sign using one of the options below:
  - a. *Option 1:* Print PDF, fill and sign pages 7 and 8, then scan
  - b. *Option 2:* [Use Adobe Acrobat](#) to fill and sign pages 7 and 8.
3. Email **ALL** pages, 1-8, to Mary Louise Vander Meulen, TIP administrative assistant, at [mvandermeulen@cccoe.k12.ca.us](mailto:mvandermeulen@cccoe.k12.ca.us) by **May 31, 2022**.

**Note:** Please do not use DocuSign.

### Name of District/ Partner School

**Name of District/Partner School:**

**Mailing Address including  
City, State, Zip Code**

### Designated TIP District/ Partner School Coordinator

**Name of District/Partner School TIP  
Coordinator:**

**District/Partner School Position/Title:**

**Phone Number:** *(include area code)*

**Email Address:**

### Designated TIP District/ Partner School Liaison

**Name of District/Partner School TIP Liaison:**

**District/Partner School Position/Title:**

**Phone Number:** *(include area code)*

**Email Address:**

## MOU Signatures of Agreement

Electronic signatures below are considered authorized by CCCOE TIP and the District/Partner School named above and relied upon to constitute a fully executed MOU.

### District/Partner School Authorized Signatory

<b>Name of District/Partner School Authorized Signatory:</b> <small>(Print the full name of the person signing below):</small>		
<b>District/Partner School Position/Title:</b>		
<b>Phone Number:</b> <i>(include area code)</i>		
<b>Email Address:</b>		
<b>Signature:</b>		<b>Date:</b>

Email **ALL** pages (pgs.1-8) of the signed MOU to Mary Louise Vander Meulen, TIP administrative assistant, at [mvandermeulen@cccoe.k12.ca.us](mailto:mvandermeulen@cccoe.k12.ca.us) by **May 31, 2022.**

### To Be Completed by CCCOE Only

<b>MOU Authorization Has Been Approved By The Following:</b>		
<b>Denise Porterfield,</b> <i>Deputy Superintendent, CCCOE</i>		<b>Date</b>
<b>Charise DeCoito</b> <b>Nyere da Silva</b> <i>Program Coordinator, CCCOE TIP</i>		<b>Date</b>