

MEMORANDUM OF UNDERSTANDING

Butte County BTSA Induction Program
Butte County Office of Education
and
Blue Oak Charter School

General

This Memorandum of Understanding (MOU) is entered into between Blue Oak Charter School and Butte County Office of Education BTSA as partners in the Beginning Teacher Support and Assessment Induction Program.

Purpose

The purpose of this MOU is to establish a formal working relationship between the parties of agreement and to set forth the operative conditions that govern this partnership.

Responsibilities – General

A. BCOE agrees to the following:

1. employ a BTSA Induction Program Director/Administrator
2. employ a BTSA Induction Program NECTEC LAS Professional Development Coordinator
3. employ a secretary to support the administration of the program
4. provide workspace for the BTSA Induction Program Director and staff – including computers and fax access, telephones, meeting space for program activities
5. develop and establish contracts with outside vendors for professional services as needed for participating teacher/support provider professional development
6. facilitate a process for equitable distribution of services to BTSA participating teachers and BTSA support providers in all Butte County districts
7. establish and maintain accurate records and reports
8. supply to the California Commission on Teacher Credentialing and the California State Department of Education reports and other information as requested on all matters related to program requirements and activities and credentialing
9. convene a BTSA Advisory Council, establish regular meetings and provide data on program requirements and teacher credentialing
10. arrange for and monitor CSUC continuing education units for BTSA participants
11. provide formative assessment/CSTP/Content Standards/Induction Standards training for support providers and participating teachers
12. provide NECTEC LAS/CSTP/BTSA Induction training for site administrators
13. recruit and support classroom teachers as NECTEC LAS trainers Professional Development Facilitators
14. process payment for authorized contracted services
15. provide materials, facilitation and presentation support for Professional Development Facilitators
16. participate in and fund program evaluation, including Accreditation Cycle
17. coordinate with CSU Chico and Simpson College regarding Induction program
18. initiate continuous contact with Advisory Council, district superintendents and site administrators to provide legal information, clarify roles and responsibilities, and provide verification and accountability specific to teacher credential process
19. communicate and advise district Personnel Directors regarding Induction Standards, hiring implications and procedures for compliance.
20. establish, monitor and supervise professional development providers in accordance with Induction Program Standards including: NECTEC LAS Seminar Facilitators, Professional Development Providers, Towards Equity Trainers, Classroom Organization Trainers, Network Facilitators
21. plan and develop annual BTSA Induction Program Colloquiums Blue Oak Charter School
22. establish and maintain an Accountability System for support providers, participating teachers,

- site administrators. Release Accountability Report to district two times per year and upon request
- 23. ensure that all records for each participating teacher are transportable, enabling teachers to move from one Induction program to another
- 24. provide appropriate services to special education support providers and participating teachers
- 25. include a planned process for advising participating teachers about their involvement in the Induction program, for providing formative feedback about participants' progress toward completion of the program, and for arriving at a Professional Teaching credential recommendation for each participating teacher
- 26. plan and implement the Induction program in compliance with the Professional Teacher Induction Standards

B. Blue Oak Charter School agrees to the following:

- 1. link district office administrator to BTSA Advisory Council for program networking, implementation, compliance and program evaluation
- 2. Advisory council representative will disseminate program information to site and district administrators, clarify roles and responsibilities of all partners, and communicate program information to participants
- 3. provide district office/site personnel to support program
- 4. upon hire prior to September 30, assign participating teachers to BTSA Induction Program. Eligible candidates include those new to the profession (zero or one year experience as "teacher of record") who are teaching on preliminary credentials, those prepared out of state and have less than two years experience, Preliminary (Level 2) Education Specialist candidates and those teaching on non state-funded intern credentials.
 - i. This excludes long-term substitute positions with the exception of extended substitute positions, i.e., military leave, extended illness
- 5. assign participating teacher to support provider in a timely way that allows the pair to begin working together when teaching begins
- 6. select support providers according to Induction Program Standards
- 7. match support provider with participating teacher taking into consideration credentials held; subject matter knowledge; orientation to learning; relevant experience; current assignments; and geographic proximity
- 8. ensure site or district based PT orientation process
- 9. ensure that all site administrators with support provider(s) and or participating teacher(s) on staff participate in BTSA site administrator training
- 10. ensure that all BTSA site administrators with support provider(s) and or participating teacher(s) on staff attend the BTSA colloquium
- 11. ensure that all BTSA site administrators with support provider(s) and or participating teacher(s) on staff schedule a minimum of two collaborative meetings per year with SP/PT partners
- 12. establish working conditions for BTSA teachers aligned with Induction Program Standards
- 13. provide appropriate support services for BTSA teachers assigned to "challenging" settings
- 14. assign superintendent or voting designee to BTSA Induction Advisory Council
- 15. ensure core classroom materials for the participating teacher
- 16. provide teacher retention data to BTSA Induction program upon request

Responsibilities – Fiscal

A. BCOE BTSA, in its capacity as LEA agrees to the following:

1. overall fiscal responsibility for the administration of BTSA funds, to include submission of year-end expenditure reports, preliminary and revised budgets, and any other documentation required by CDE or CCTC
2. develop and maintain a balanced budget that allocates amounts sufficient to meet the costs of implementing program responsibilities
3. develop and support Senate Bill 2042 (credential law) through approved Induction Program
4. abide by the BTSA Expenditure Guidelines
5. review budget annually for potential contribution, providing available state funding, of no less than \$600 to support provider serving one participating teacher
6. review budget annually for potential contribution, providing available state funding, of 75% of Item 5 to support providers serving two participating teachers
7. provide fiscal contribution for NECTEC LAS professional development seminar preparation and delivery

B. Blue Oak Charter School agrees to the following:

1. submit program and fiscal reports to BCOE in its capacity as LEA
2. contribute \$900 inclusive of payroll costs toward support provider compensation; plus 75% of \$900 inclusive of payroll costs for SP supporting 2 PT's
 - i. release stipend to support providers by June 30
3. provide 8 – one half days release time, or the equivalent of 4 full days, for support provider to observe and meet with the participating teacher and/or for participating teachers to participate in classroom observations

Other Conditions

Any and all products developed by Butte County BTSA Induction Program are the exclusive property of BCOE. School districts, their employees, staff, and subcontractors shall not have the right to disseminate, market, or otherwise use the products without the written permission of BCOE BTSA Induction Program.

The effective date of this MOU is July 1, 2011. The terms of this agreement shall remain in force unless mutually amended. Either party may terminate this agreement upon written notice submitted to the Advisory Council no later than 90 days prior to the start of the next school year.

By _____
Signature of Authorized Official
Butte County BTSA Induction

By _____
Signature of Authorized Official
Blue Oak Charter School

Date: _____

Date: _____