



**Contra Costa County Office of Education  
Teacher Induction Program and  
Alameda Unified School District**

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

**July 1, 2019 – June 30, 2020**

This is a Memorandum of Understanding (MOU) between the Contra Costa County Office of Education (CCCOE) Teacher Induction Program and Alameda Unified School District in partnership to carry out the CCCOE Teacher Induction Program and guidelines of SB 2042. The purpose of this MOU is to establish a formal working relationship between the CCCOE and Alameda Unified School District and 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 teachers and Education Specialist teachers in Alameda Unified School District in a sustained and systemic manner.

The partnership will assess itself biannually, 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 Alameda Unified School District in conducting an induction program to support first and second year new teachers that meets all state requirements for Induction programs and will integrate the program design as outlined in this MOU.
- Alameda Unified School District 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 Alameda Unified School District as instructional leaders.
- Alameda Unified School District's teacher evaluation and professional development programs will reflect the *California Standards for the Teaching Profession (CSTP)*.
- Alameda Unified School District 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 a Teacher Induction Program Coordinator who fulfills the roles and responsibilities outlined in the Induction Program Handbook.
2. Consult with Alameda Unified School District (including administration, teacher representatives and other stakeholders) in reviewing the school's needs and resources in relation to new teacher induction.
3. Consult with Alameda Unified School District in *developing* and/or revising program design and interfacing with the CA Commission on Teacher Credentialing to support participating teachers to receive a Professional Clear Credential.
4. Assist Alameda Unified School District in the recruitment and selection of new teacher mentors according to the California Induction Program Preconditions and Induction Standards and hiring guidelines.
5. Work with Alameda Unified School District to insure that its efforts are coordinated with and complementary to other school improvement initiatives.
6. Design and deliver seminars for participating teachers insuring that those seminars are aligned with the CSTP, rigorous, research-based and offer grade-level specific approaches to instruction in academic content areas. CCCOE staff developers offer seminars designed to assist teachers in the use of technology to support student learning, support equity, diversity and access to core curriculum, create a supportive and healthy environment, and meet the needs of all learners. Contra Costa Special Education Local Planning Area (SELPA) Coordinators and Program Specialists offer seminars specially designed to assist teachers in working with special education students.
7. Consult with Alameda Unified School District in the design of teacher recruitment and professional development programs related to teacher induction.
8. Make available and advise participating teachers of an Early Completion Option for "experienced and exceptional" candidates who meet the program's established criteria.
9. Participate in an Induction Program Director network in support of teacher induction programs.
10. Provide new teachers with networking and professional development opportunities within the Contra Costa County region.
11. Provide training programs, materials and publications to support the above.
12. Facilitate research and evaluation activities in order to inform the partnership.
13. Provide a linkage for state and local Induction Programs and fulfill state requirements for an Induction Program.

## **ALAMEDA UNIFIED SCHOOL DISTRICT AGREES TO:**

1. Designate a coordinator (who holds an administrative position). The coordinator will represent the district on the Leadership Team and support Orientation, Mid-Year Review, and end of the year Colloquium activities for their participating teachers.
2. 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.
3. Support each qualified CCCOE Teacher Induction California trained Level I Education Specialist with a mentor who holds the same credential as the participating teacher.
4. Submit a final list of participating teachers and mentors to CCCOE by October 1, 2019.
5. Pay a service fee to CCCOE for Teacher Induction services: Provide \$2,000 per participating teacher (if Alameda Unified School District is providing the mentor) OR provide \$4,000 per participating teacher (if CCCOE is providing the mentor) for each year of the teacher's participation.
6. Pay half of the amount by February 15, 2020. Pay the balance of the amount by May 30, 2020. A late fee of 1% per month will be applied to accounts 30 days past due.
7. Insure that the Alameda Unified School District's new teacher support program includes the following elements or the equivalent:
  - At least one hour per week of individualized support/mentoring coordinated and/or planned by the mentor
  - Coaching activities deliberately designed to provide teachers multiple opportunities to demonstrate growth in the *California Standards for the Teaching Profession*
  - A focus on grade-level and content-specific approaches to raising student achievement
  - An Individualized Learning Plan, including an Inquiry Action Plan, designed and implemented solely for the teacher's professional growth and not for evaluation for employment purposes.
  - 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.
8. Insure 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 office administrators and site administrators
  - Professional development for participating teachers
  - On-line communication and coordination
9. Insure that all participating teachers and all leaders in the following roles sign the appropriate program commitment form: coordinator, site administrator, and mentor.

10. Conduct and participate in program evaluation and research activities, to include a Program Mid-Year and End of the Year Survey.
  11. Provide professional resources required for program implementation beyond those provided by the Induction Program.
  12. Take organizational action to insure that the program of new teacher support is sustained.
- **Hold harmless:** Both parties agree to indemnify, defend, and save harmless the other from any and all claims and losses resulting from the action of either organization's employees for any activity undertaken in this contract.
  - **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.

**SIGNATURES OF AGREEMENT:**

\_\_\_\_\_  
Alameda Unified School District, Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Alameda Unified School District, Teacher Induction District  
Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Alameda Unified School District, Human Resources  
Representative

\_\_\_\_\_  
Date

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Bill Clark, Deputy Superintendent, CCCOE

\_\_\_\_\_  
Date

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Charise DeCoito  
Program Coordinator, CCCOE Teacher Induction Program

\_\_\_\_\_  
Date

***Return all signed copies by May 1, 2019 to:***

***Charise DeCoito, Coordinator, CCCOE Teacher Induction Program  
77 Santa Barbara Road  
Pleasant Hill, CA 94523***