

Memorandum of Understanding

This Memorandum of Understanding (MOU) is entered into between the Napa Valley Unified School District (NVUSD) and Santa Rosa City Schools (SRCS) collectively referred to as the "District" or "parties."

Background

The Napa Valley Unified School District applied for and received a teacher residency grant to support a collaborative partnership with one or more Commission-approved teacher preparation programs offered by a regionally accredited institution of higher education (IHE) to expand current residency programs. Offering a teacher residency program requires careful collaborative planning and supportive infrastructure within and between the local education agency (LEA) and the IHE to assure that the LEA sites that will host teacher residents are fully ready to implement this type of teacher preparation approach, that the LEA administration and staff are prepared and ready to work collaboratively with and mentor teacher residents, and that the IHE is prepared to facilitate the professional preparation of residents within a cohort model in the local LEA or consortium.

Purpose

This MOU will set forth the terms and understanding in which the partnership between NVUSD and SRCS will enhance and expand cooperative efforts in the North Bay Teacher Residency Program (NBTRP). The NBTRP is a consortium between Sonoma State University, SRCS and NVUSD. The North Bay Teacher Residency Program (NBTRP) strives to cultivate exceptional educators, rooted in the community through a comprehensive, high quality teacher residency program which includes expert, long term mentoring and relevant coursework integrated into clinical practice.

Term

The term of this MOU is from July 1, 2023 through June 30, 2024. The period of performance may be extended only by written agreement of the parties.

Either party may terminate this MOU for no cause on 90 days prior written notice to the other party. In the case of termination without cause, any Resident already participating in an educational experience at either District, at the time of the notice of termination is served, shall be given until the end of the current term from the date of the notice of termination to complete their educational experiences with the district.

Either party may also terminate this agreement for cause in the event the other party commits a material breach of its terms and fails to remedy the breach within 30 days of receipt of the written notice specifying the breach.

District Acting Liaisons: The NVUSD Assistant Director of Human Resources, NVUSD Coordinator of Educator Talent Development and the Director of Teaching and Learning at SRCS will play an important role in the success of the NBTRP. The primary expectation is to act

as a liaison between the Districts and the university partner, provide co-teaching support, and to be an active part of the implementation and logistics of the Program.

Leadership: NVUSD Assistant Director of Human Resources, NVUSD Coordinator of Educator Talent Development and the Director of Teaching and Learning will attend and be an active part of the decision making process at all Program meetings.

District Professional Development: NVUSD Assistant Director of Human Resources, NVUSD Coordinator of Educator Talent Development and the Director of Teaching and Learning will work in partnership with the Program leadership informing them of district professional development in which Residents can participate. Each district's Teacher Residency TOSA will coordinate professional learning experiences (learning walks, residency forums, lesson debriefings, etc). Both entities agree to have at least one person assigned to represent each entity. If someone is on leave, an alternative person shall be assigned and actively work to support activities of the grant.

Co-teaching Support: NVUSD Coordinator of Educator Talent Development and the Director of Teaching and Learning will be responsible for supporting the District's Mentor Teachers as they implement co-teaching strategies in their classrooms.

All Mentor Teacher Resident pairs will be observed and monitored throughout the residency. Should a partnership need to be reconstituted or dissolved, the Program Administrator, in consultation with the NBTRP Advisory Board, will make the decision.

Mentor Support and Monthly Collaborative Meetings: The partnership agrees to support the joint facilitation of Monthly Collaborative Meetings. The California Commission on Teacher Credentialing (CTC) requires Mentors to have 10 hours of professional development, prior to serving as a Mentor.

Teacher: This training includes, but not limited to the following: program curriculum, effective mentoring, coaching support, social emotional learning, and content-specific pedagogy.

Residency Support: During the residency, each district's Teacher Residency TOSA will work directly with the Residents and Mentor Teachers either through modeling lessons, co-teaching or debriefing with Residents in collaboration with Sonoma State University clinical supervisors.

District Support

Recruitment of Mentor Teachers: The District agrees to recruit and jointly select (with University input) qualified Mentor Teachers to support the Residents' year-long clinical placements. The Mentor Teachers must meet the minimum requirements from the CTC and the Mentors must meet the CTC/ University requirements for a diverse school setting.

Mentor Teachers Stipend: District commits to compensating each District Mentor Teacher for his/her time upon completion of the terms outlined in the NBTRP Teacher Residency Mentor Professional Agreement in an amount not to exceed \$1500.00 for a regular mentor or \$2,250.00 for a senior mentor, per academic year funded out of the Teacher Residency Implementation grant. Failure to complete any of the outlined undertakings will result in a proportional deduction of payment as seen appropriate by the NBTRP Residency Program Director for each district.

Resident Stipend: The District agrees to participate in the joint selection process of the Resident Teachers. District commits to compensating each Resident Teacher for his/her tenure within the program. Upon upholding and remaining in good standing within the terms outlined in the NBTRP Agreement, Residents will receive compensation that shall not exceed \$20,000.00. The installments will be paid for a tenure of 10 consecutive months spanning from August until May. Failure to complete any of the outlined undertakings in the agreement will result in loss of payment and repayment as seen appropriate and agreed upon by the partnership. It is the responsibility and liability of each District to pursue, and collect Resident Compensation. If the District is unable to collect the Resident Compensation, the Districts shall be individually liable. Each individual District is individually liable to repay any and all monies related to this program to the California Department of Education if required within 60 days of notification.

Resident Certificated Substitute Requirement: Residents are required to become certificated substitute teacher of records in order to receive any form of compensation and/ or reimbursement from NVUSD or SRCS. Residents will be compensated at the current district substitute pay rate and may substitute teach in the event of their Mentor being absent. In the event of a Mentor being absent for an extended period of time, the partnership will determine the outcome on an individualized basis.

Employment Following Program Completion: Residents who satisfactorily complete the program, will be offered a position depending on District hiring needs. If the District does offer a teaching position, the Resident is required to teach for the District for a minimum of 4 years. Failure to complete the 4 year commitment due to special circumstances, such as non-reelected Residents and/or resignations, repayment is at the sole discretion of the district leadership team. Proportional repayment of the residency program compensation received, as deemed appropriate by the NBTRP Advisory Board, would be collected by each district. Residents not offered employment will be monitored for four years to ensure employment in a California public school as required by the grantor, CTC. For the period of the grant, SRCS is required to monitor the employment of former district teacher residents and provide that information to NVUSD for yearly grant reporting. In the event SRCS is unable to provide that data to NVUSD and the lack of data results in the requirement to repay grant money to the state, SRCS will reimburse NVUSD for that portion of the penalty.

Each district will provide access to facilities that will be used to conduct meetings and professional development sessions at no cost.

Technological Support & Office Equipment Use: The District commits to provide technology support for up to 10 Residents for educational purposes in the form of email addresses and Wi-Fi access, as well as allow Residents use of computers, classroom printers, and copy machines per District policies.

Data Share: District will supply the University program researchers and evaluators with data for English language proficiency designation, results of standardized tests, student demographics and student attendance. All research and data sharing will be coordinated through the University's Institutional Review Board (IRB).

Indemnification

NVUSD, their officers, agents and employees shall be responsible for damages caused by the negligence of its officers, agents and employees occurring in the performance of this Agreement. SRCS, their officers, agents and employees shall be responsible for damages caused by the negligence of its officers, agents and employees occurring in the performance of this Agreement. It is the intention that the provisions of this paragraph be interpreted to impose on each party's responsibility for the negligence, active or passive, of their respective officers, agents and employees.

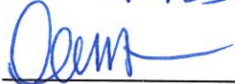
Individual Responsibility :

While NVUSD is the grant holder, both NVUSD and SRCS are individually responsible to meet the terms and conditions of the grant as outlined in the grant application and attached as Exhibit A. Each district is individually responsible for all record keeping for the grant. Additionally, each district is individually responsible for collecting payment from students who did not satisfy all of the requirements of the grant. Should funds that NVUSD received for SRCS need to be repaid, SRCS agrees to repay NVUSD within 60 days of receiving an invoice from NVUSD.

NVUSD is the grant holder, therefore, CTC provides funding for the NBTRP directly to NVUSD. SRCS will invoice NVUSD for each teacher resident stipend (\$20,000 per resident) and each mentor (\$1500.00 per mentor or \$2,250 per senior mentor) stipend by January of each year through 2023.

In Witness Whereof, this MOU is executed by the parties hereto;

Date: 9/14/23



Dana Page
Assistant Superintendent, Human Resources
Napa Valley Unified

Date:

Roderick Castro
Assistant Superintendent, Educational Services
Santa Rosa City Schools