INFORMATION SHEET 10/13/15 TRUSTEES' MEETING

To: Jim Bridges

For: Board of Trustees

From: Nancie Castro

Re: Teacher and Administrator Induction

Beginning with the 2014-15 school year, a new two year Teacher Induction Program was added to the requirements to clear the teaching credential and replaced what had been the BTSA program. This year at Teacher's College of San Joaquin, the cost is $2,000 per teacher plus a $1,200 stipend for the Mentor Teacher per year, and next year the cost is projected to increase to $3,000 per teacher in addition to the Mentor Teacher stipend. The district has always covered BTSA expenses for our teachers.

Starting this year, a new two year Administrator Induction Program with a required mentoring component was added to the requirements to clear the administrator credential. The cost varies, depending on the institution attended.

The District proposes that we continue to pay the above induction program costs for the participating teachers (two year maximum) and to begin paying up to $3,000 per year (two year maximum) for participating administrators out of the Educator Effectiveness Funds. Once the Educator Effectiveness funds expire (2018-19 year forward), the district unrestricted general fund will pay the expenses.

Recommended Action: Approve District contribution toward the Teacher and Administrator Induction Programs.

Teachers College of San Joaquin

2857 Transworld Drive
Stockton, CA 95206
www.teacherscollegesj.edu (209) 468-4926

San Joaquin County Office of Education
James A. Mousalimas, County Superintendent of Schools

To: Nanci Castro

From: Diane Carnahan, Ed.D., President
(209)468-9155 Email: dcarnahan@sjcoe.net

RE: Induction Memorandum of Understanding

Enclosed is the Induction Memorandum of Understanding (MOU) for your school district Superintendent or Administrator designee to sign and return.

The Teachers College of San Joaquin's Induction program is two years in length. An Early Completion Option is available for teachers who qualify. General education single subject and multiple subject teachers must be employed and be teaching in a setting that allows them to meet the requirements of their credential document and demonstrate competencies as outlined in the Commission on Teacher Credentialing's *Standards of Quality and Effectiveness for Induction Programs.*

In 2014-2015, TCSJ began phasing in a three- year program cost structure. Additionally, there will be no "pass through" dollars provided to districts. Districts may choose to provide the monitory contribution for each participating teacher or transfer that cost to the participating teacher.

The responsibilities of the district or employing agency shall include the following:

1. Inform prospective participating teachers the process for paying for the TCSJ Induction Program. Either the district will pay the program fee for induction (based upon when the new teacher enters the program), *or* the payment will be the responsibility of the participating teacher.
    - $1000 per year (2014 – 2016)
    - $2000 per year (2015 – 2017)
    - $3000 per year (2016 – 2018)

2. Assign a representative to attend the Consortium Leadership Team (CLT) meetings and act as a contact person for TCJS's Induction program.

3. Provide the TCSJ Induction Eligibility form to all new hires so that TCSJ'S Induction program can determine teacher eligibility and identify any additional requirements needed for the clear credential.

4. Ensure that the participating teacher is paired with a support provider within 30 days of being enrolled in the TCSJ Induction program. Geographic proximity as well as grade level and/or subject matter need to be taken into consideration when pairing teachers. Every effort should be made to maintain a 1:1 ratio of support provider to participating teacher.

5. If the district or employing agency is unable to provide the support provider, TCSJ shall provide the support provider for an additional fee of $1600 per participating teacher per year.

6. Support providers need to meet the following minimum requirements:
    - Posses a valid or corresponding Clear or Life credential
    - Have three (3) years of teaching experience
    - Posses an EL Authorization or its equivalency
    - Must have coaching and/or mentoring experience

7. Provide sufficient resources, including protected time, for participating teachers and support providers to work together and attend required professional development activities related to meeting the induction requirements. Release time needs to be allotted for each support provider to formally observe his/her participating teacher.

8. Provide the program with the names of new site administrators and release them to attend the Induction Administrator's Breakfast in order to learn about the induction program and their individual roles and responsibilities.

9. Employers, site administrators, participating teachers and support providers will provide the required evaluation data, including survey completion and demographic information, as requested by CCTC and/or the Induction program.

10. Allow participating teachers and support providers to earn units for their participation in the Induction program. Both participating teachers and support providers can earn a total of 12 semester units through TCJS's Professional Learning Center.

11. Provide compensation to support providers for carrying out their roles and responsibilities.

The responsibilities of the TCSJ Induction Program shall include the following:

1. *If appropriate*, invoice districts the yearly program fee for each new participating teacher (based upon when the new teacher enters the program)
    - $1000 per year (2014 – 2016)
    - $2000 per year (2015 – 2017)
    - $3000 per year (2016 – 2018)

2. *OR*, establish a monthly payroll deduction system for participating teachers who are paying the two-year program cost for induction.
    - $1000 per year (2014 – 2016)
    - $2000 per year (2015 – 2017)
    - $3000 per year (2016 – 2018)

3. Provide the following professional development and training:
    - Year One and Year Two Kick-Off where the requirements of induction are explained
    - Initial and on-going training for support providers
    - Site Administrator's Breakfast for new administrators
    - Required professional development for participating teachers that is tied to the induction requirements

4. Apprise districts and employing agencies of:
    - Participating teachers progress in meeting the induction requirements
    - Support providers meeting their roles and responsibilities
    - Participating teachers who have met all induction requirements and are being recommended for their clear credential

5. Provide all program materials to both support providers and participating teachers

6. Provide the following credential services:
    - Confirm the eligibility of teachers based upon the TCSJ Induction Eligibility Form
    - Follow CTC protocols for recommending participating teachers for their clear credential

Please complete the Co-Sponsor Page (TYPE or PRINT) return the original Co-Sponsor page in the attached envelope. Please keep a copy for your records.

Teachers College of San Joaquin

2857 Transworld Drive
Stockton, CA 95206
www.teacherscollegesj.edu (209) 468-4926

San Joaquin County Office of Education
Mike Fenstermaker, Superintendent of Schools

Memorandum of Understanding: Co-Sponsor Page

TO BE COMPLETED BY THE PROGRAM SPONSOR:

Name of Program: TCSJ Induction Program

Name of Lead Educational Agency (LEA): Teachers College of San Joaquin/San Joaquin County Office of Education

Program Director: Diane Carnahan, Ed.D. Email: dcarnahan@sjcoe.net

Contact Person: Kathy Athey, Induction Coordinator

Telephone: 209-468-9190 FAX: 209-468-9124

Email: kathey@sjcoe.net

Signature of Program Director: Diane Carnahan Date: _____

TO BE COMPLETED BY EMPLOYING AGENCY:

Type of Organization:

COE _____ District _____ Charter ✓ CDS Code (7 or 14 digits): 3968544

Name of Agency: Jefferson School District

Mailing Address: 1219 Whispering Wind Dr.

City, State, Zip: Tracy, CA 95377

Contact Person: Nancie Castro

Telephone: 209-836-3388

Email: ncastro@sjcoe.net

Co-Sponsor Authorized Participation Has Been Approved By:

Name of Approving Official: _____

Position/Title: _____

Signature of Approving Official _____

By signing this page, you are indicating that you understand and are willing to fulfill your roles and responsibilities regarding how to support the terms and conditions as outlined in this co-sponsor agreement.