



CTE TEACH – Special Projects – Teacher & Counselor Externship Toolkit Memorandum of Understanding

This memorandum of understanding sets forth the terms of agreement between the Colton-Redlands-Yucaipa Regional Occupational Program (hereafter CRY-ROP) and

Educational Agency (hereafter Participating Agency), with regards to participation in the CTE TEACH and CTE TEACH site program.

I. Background

The Colton-Redlands-Yucaipa Regional Occupational Program (CRY-ROP), in partnership with the California Department of Education (CDE), is offering selected CTE programs the opportunity to participate in the CTE TEACH Special Projects of 2017-2018.

A highly competent teacher workforce is a necessary foundation for improving educational outcomes. Yet, districts are reporting a shortage of qualified teachers, and that this shortage has gotten worse over the last two years. Districts are experiencing shortages for a variety of reasons, including the shrinking supply of newly credentialed teachers, teachers retiring, teachers leaving the district, and the high cost of living. Additionally, high poverty districts report teacher turnover at rates often twice that of low-poverty districts. Districts have adopted a variety of strategies to recruit and retain qualified teachers, including practices to support teachers' preparation and pathway strategies into the profession.

Since 2009, CTE TEACH (the New Teacher Workshop Project) has supported over 7,400 CTE teachers. Similar to the Beginning Teacher Support and Assessment program for core academic teachers, but designed to be without the burden of the current requirements, CTE TEACH, California's induction program for new CTE teachers has successfully supported new CTE teachers transitioning from industry to the teaching profession and the classroom. CTE TEACH supports Section 124 of the State Leadership Activities for Perkins including specifically part (3) professional development programs and it follows part (16) of the permissible uses of funds including "Improving – (A) the recruitment and retention of career and technical education teachers, faculty, administrators, and career guidance and academic counselors, including individuals in groups underrepresented in the teaching profession; and (B) the transition to teaching from business and industry, including small business..."

II. Purpose of Agreement

It is the purpose of this agreement to establish a cooperative and mutually beneficial relationship between the parties and to set forth the responsibilities of the parties as they relate to the implementation of the CTE TEACH –Teacher and Counselor Externship Toolkit.

III. Duration of Agreement

The term of this agreement shall be from November 1, 2017 through and including June 30, 2018 unless modified or terminated in writing. The termination can be exercised by either party 30 days following written notice.

IV. Program Description

The CTE TEACH – Special project, administered by CRY-ROP, will coordinate action of statewide partners to continue to support the CTE TEACH curriculum by developing additional professional development modules to address the unique needs of CTE educators.

The project will include the following:

1. Expand elements of the electronic delivery system (CTE TEACH Professional Development modules), including content for teaching, setting up, and implementing Teacher and Counselor Externships with topics to include: purpose and benefit of externships; locating an externship host; crafting agreements for externships; suggested activities for externships; developing a work plan; evaluations of externships; transferring externship experience to development of lesson plans.
2. Compiling toolkit materials, such as site agreements, permission agreements, work plan templates, externship checklists, externship evaluations, externship journal templates, lesson plan templates, and thank you letter templates, to be posted in the professional development module on CTE Online.

V. Special Provisions

1. This agreement is entered into by the duly authorized officials of each respective party.
2. It is understood by both parties that each will fulfill its responsibility under the agreement in accordance with the provisions of law and regulations that govern their activities. Nothing in this agreement is intended to negate or otherwise render ineffective any such provisions or operating procedures. If at any time either party is unable to perform its functions under this agreement the affected party shall immediately provide written notice to the other party to establish a date for mutual termination of the agreement.
3. This MOU constitutes the entire agreement hereto with respect to the subject matter hereof, and supersedes any prior understanding or written or oral agreements between the parties with respect to the subject matter of this MOU. No amendment, modification or alteration of the terms of the MOU shall be binding on either party unless submitted in writing, dated subsequent to the date of this MOU, and is duly executed by both parties.
4. Neither party may incur any debt, obligation, expense or liability of any kind of the other party without the other party's written approval.
5. This agreement may be amended by the mutual written consent of the parties hereto.

VI. Responsibilities of the Parties Under Agreement

In consideration of the mutual aims and desires of the parties to this agreement and in recognition of the benefit to be derived from the effective implementation of the program, the parties agree that their responsibilities under this agreement shall be as follows:

A. CRY-ROP shall:

1. Pay the Participating Agency for CTE TEACH services rendered and as specified, the total amount of **\$10,000.00** (200 hours at a rate of **\$50.00** per service hour) upon receipt of all fully

completed CTE TEACH Quarterly Reports with accompanying invoices in the last fiscal quarter.

2. Furnish all information and forms necessary to the performance of this agreement.
3. Coordinate scheduling of meetings of Design Team participants.
4. Provide administrator support focusing on strategies and practices needed to implement the CTE TEACH – Special Project.
5. Monitor the performance of the Participating Agency in regards to responsibilities under this MOU and advise the Participating Agency of any and all concerns.

B. Participating Agency shall:

1. Identify at least one Participating Agency administrator that will oversee the CTE TEACH – Special project program on site. Specific responsibilities include the following:
 - a. Submit fully completed Quarterly Reports with accompanying invoices. All sections of the Quarterly Reports must be completed, if applicable. The last Quarterly Report and any final invoices must be received no later than July 15, 2018. Note that no funds may be used for equipment, supplies or indirect costs. The reports are due no later than 30 days after the end of each quarter:
 - i. Quarter 2 ends December 31, 2017 - Report due by January 30, 2018
 - ii. Quarter 3 ends March 31, 2018 - Report due by April 30, 2018
 - iii. Quarter 4 ends June 30, 2018 - Report due by July 15, 2018
 - b. Submit additional documentation and reports as required.
2. Identify at least one Design Team participant to complete the number of designated hours assigned in this MOU of CTE TEACH – Special Project work. All tasks will be completed by June 30, 2018.
3. Specific responsibilities to complete the project include the following:
 - a. Participate in monthly meetings via video conferencing.
 - i. Participating agency must have technology infrastructure to participate in video conference sessions.
 - b. Work as part of the design team to develop content to meet the objectives of the project.
 - c. Complete assigned tasks and assignments in a timely manner.
 - d. Communicate with members of the team using a variety of technology including video conferencing, email, discussion boards, and cloud based applications.
 - e. Log their hours of work on the design team activity log.
 - f. Submit additional documentation and reports as required.
 - g. Coordinate and facilitate the sharing of resources and expertise.
 - h. Serve as a professional role model for colleagues and favorably represent site.

VII. Failure to Provide Satisfactory Service, Abandonment of Program, Cancellation of Agreement

If, at any time during the performance of this agreement, CRY-ROP and the California Department of Education determines, at their discretion, that Participating Agency's services have become unsatisfactory, or if at any time during the performance of this agreement CRY-ROP determines, at its sole discretion, to suspend indefinitely work on CTE TEACH, CRY-ROP shall have the right to cancel this agreement regarding the Participating Agency's services related to CTE TEACH. In the event of such cancellation, CRY-ROP shall give written notice to Participating

Agency of its intention to cancel thirty (30) days in advance of the effective date of the cancellation.

If the cancellation is for unsatisfactory performance, CRY-ROP shall be obligated to pay Participating Agency only for those services deemed by CRY- ROP to be satisfactory as of the effective date of the cancellation or termination. If the cancellation is the result of CRY-ROP's decision to suspend indefinitely or abandon the work under this agreement, CRY-ROP shall be obligated to pay Participating Agency only for those services performed by Participating Agency through the effective date of cancellation or termination.

Approved By:

Participating Agency Information:

Name: _____

Title: _____

Signature: _____

Date: _____

Street: _____

City: _____

State: CA Zip: _____

Phone #: _____

Agency: Colton-Redlands-Yucaipa ROP

Name: Stephanie Houston

Title: Superintendent

Signature: _____

Date: _____

Mail the MOU with original signatures to:

Colton-Redlands-Yucaipa ROP

Attention: Project Coordinator

1214 Indiana Ct

Redlands, CA 92374

This MOU must be printed and signed by the superintendent/ designee and submitted to the appropriate governing body for consideration.