



CTE TEACH Site 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 California State Plan for Career and Technical Education, 2008- 2012, identifies as an essential element of a world-class CTE system the need for initial preparation and on-going professional development of CTE educators. Since 2009, CRY-ROP's CTE TEACH department, in partnership with the California Department of Education, has offered a professional development program for K-12 school districts, ROCPs, community colleges, and charter schools to provide the demonstrated critical support needed for CTE teacher success.

Recognizing that many local educational agencies have a need for professional development activities to support CTE educators, CRY-ROP offers CTE TEACH site grant opportunities to eligible educational agencies.

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 professional development program for CTE educators.

III. Duration of Agreement

The term of this agreement shall be from September 4, 2018 through and including June 30, 2019 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 program, administered by CRY-ROP, is a comprehensive professional development program modeled after their highly successful Teacher Induction Program (TIP) that has received Model Practices award recognition from the California Department of Education. This model professional development program replicates what was learned from the Teacher Induction Program and is designed for beginning career/technical education teachers to provide an effective transition from industry into the teaching profession. CTE TEACH involves administrative supervision overseeing the use of Mentor Teachers to provide structured training for beginning CTE educators, as well as technical assistance and informal observation intended to guide and support the new teacher related to the training. The CTE TEACH professional development training addresses all the teaching practices proven to be effective and is presented in a sequenced and scaffolding structure that includes teaching methods, learning styles, lesson planning, CTE concepts, equity and diversity in the classroom, mandated reporting, and legal/ethical issues. This coordinated and comprehensive approach

to professional development can enhance teacher success in the classroom and increase teacher retention in your program.

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 here to.

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 **\$15,000.00** (300 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. Provide curriculum and training for Mentor Teachers.
4. Provide administrator support focusing on strategies and practices needed to implement the CTE TEACH program.
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 program on site. Specific responsibilities include the following:
 - a. Be available for consultation with selected Mentor Teachers regarding instructional matters.
 - b. Attend a Statewide Advisory Meeting hosted by CRY-ROP via video conference -- spring 2019.
 - c. 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, 2019. 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 1 ends September 30, 2018-Report due by October 31, 2018
 - ii. Quarter 2 ends December 31, 2018 - Report due by January 30, 2019
 - iii. Quarter 3 ends March 31, 2019 - Report due by April 30, 2019
 - iv. Quarter 4 ends June 30, 2019 - Report due by July 15, 2019
- d. Administrators are responsible for reviewing Mentor logs for completeness and assurance that all tasks/activities align with the objectives of the grant.
 - e. Submit additional documentation and reports as required.
 - i. Including a sustainability plan due March 29, 2019**
2. Identify at least one Mentor Teacher to complete the number of designated hours assigned in this MOU of CTE TEACH program work including: conducting training following the CTE TEACH professional development curriculum, classroom visits/teacher observations, non-evaluative coaching related to classroom visits/teacher observations and other forms of technical assistance to support the beginning CTE teacher. Specific responsibilities include the following:
- a. Complete online the CTE Teach Mentor Training modules available through CTE Online (www.cteonline.org) by the end of second quarter, December 31, 2018. Mentors added to the grant after December 31, 2018 will have 30 days after notifying CTE teach to complete the online training.
 - b. Participate in five training webinars provided by CTE TEACH.
 - c. Attend a Statewide Advisory Meeting hosted by CRY-ROP via webinar, spring 2019.
 - d. Attend **one of two** Statewide Mentor Trainings, November 14, 2018 (southern sites) or March 2019 (northern sites).
 - e. Hold quarterly workshops outlined in the CTE TEACH curriculum for teachers.
 - f. Provide one-on-one time with individual teachers to discuss challenges via phone, email, or in person weekly.
 - g. Mentor and work closely with assigned teachers to provide support and assistance.
 - h. Provide information and guidance to teachers pertaining to instructional methodologies and resources, effective teaching strategies for classroom management, and lesson plan design and development.
 - i. Meet with assigned teachers and coordinate site visits conducting classroom observations and providing peer coaching follow-up and feedback pertaining to effective teaching strategies and student motivation.
 - j. Conduct a minimum of two observations with feedback per semester for each assigned teacher.
 - k. Be available on an “on-call” basis and visit or call each assigned teacher every month.
 - l. Function as a methodology specialist for specialty or content area as applicable.
 - m. Consult with teachers regarding instructional matters and site procedures, including attendance, record keeping, and forms.
 - n. Coordinate and facilitate the sharing of resources and expertise. Consult with administrators regarding instructional matters.
 - o. Serve as a professional role model for colleagues and favorably represent site. Participate in quarterly webinars hosted by CRY-ROP.
 - p. Log their hours of instruction on the Mentor Teacher Activity Log and submit to administrator in a timely manner.

- q. Submit additional documentation and reports as required.

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: CTE TEACH Elena Hernandez-
Peer Coach Leader
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.