



mailed 8/17/15

To: BTSA Advisory  
Committee  
Superintendents  
CBOs

From: BTSA Staff

RE: BTSA MOU for 2015-16 school year

In order to enroll your new teachers in the SMCOE BTSA Induction Program, we will need to have the MOU signed and returned. We understand that in most cases, this MOU will need to be approved by the Board. In the event that your Board does not meet regularly over the summer, and will not be able to approve the MOU before services are scheduled to begin, we will also accept your signature at the bottom of this page as verification of a temporary agreement (until the MOU is signed).

Please do not hesitate to contact me if you have any questions.



Please accept this signature as verification of our intent to participate in the SMCOE BTSA Program, at a cost not to exceed \$2000 per participating teacher.

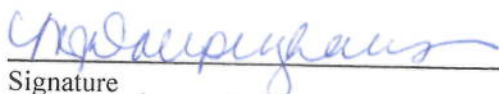


General Education  
Education Specialist

\_\_\_\_\_  
Please accept this signature as verification of our intent to participate in the SMCOE BTSA Program, at a cost not to exceed \$2000 per participating teacher, and an additional amount of \$2000 per teacher's Support Provider.

\_\_\_\_\_  
General Education  
\_\_\_\_\_  
Education Specialist

\_\_\_\_\_  
We are not interested in participating in the SMCOE BTSA Induction Program for the 2015-16 school year.



Signature

MARY JUDE DIERPINGHAUS

Name

ASSISTANT SUPERINTENDENT

Title

SAN CARLOS

District

8/15/15

Date



**Beginning Teacher Support & Assessment Program (BTSA)  
Agreement  
2015-2016**

**A. General**

1. This Agreement is between the San Mateo County Superintendent of Schools ("Superintendent), Lead Educational Agency (LEA) for the San Mateo County BTSA Induction Project, and **San Carlos Elementary School District ("District")**, to implement the Beginning Teacher Support and Assessment (BTSA) Program under the direction of the San Mateo County Induction Project ("SMCBIP").

**B. Parameters**

1. The effective date of this Agreement is between July 1, 2015 and June 30, 2016.

**C. Purpose**

The purpose of this Agreement is to establish a formal working relationship between the Parties and to set forth the operative conditions that will govern this partnership. The Superintendent, The Participating Teacher, and the District will form a partnership in providing and coordinating services as part of the SMCBIP. Please initial next to the appropriate program:




General Education (MS/SS)  
Education Specialist

**D. Responsibilities of the Parties - General**

1. The Superintendent agrees to the following:
  - a) Employ an appropriate number of staff within the discretion of the Superintendent to perform services as described in the San Mateo County BTSA Induction Project Submission Document.
  - b) Provide office and workspace for the staff and meeting space for program activities.
  - c) Provide and oversee a state-approved induction program which will allow each eligible candidate who fully completes all program requirements to obtain his/her Clear Credential. Maintain up-to-date information regarding all state induction requirements.
  - d) Develop and establish contracts with outside vendors for professional services including, but not limited to professional development, which support Participating Teacher (PT) attainment of the Clear Credential.
  - e) Provide a process for equitable distribution of services to PTs, Support Providers, and Site Administrators in all participating districts, including recruitment of Support Providers to work with the district's Participating teachers, as needed.

- f) Establish and maintain accurate records and reports including confidential files containing information, formative assessments and other statements of progress for Candidates. Establish and maintain a comprehensive database for all induction candidates. Provide regular updates to all induction candidates and their districts.
- g) Supply reports and any other information requested on matters related to program requirements and activities to the Commission on Teacher Credentialing and California State Department of Education.
- h) Establish and convene an Advisory Group that will monitor the budget, implementation, progress and evaluation of the program, and develop other administrative processes as provided for in the BTSA Submission Document.
- i) Participate in and facilitate all State-sponsored program evaluations.

2. The District agrees to the following:

- a) Pay \$2000 per participating teacher to the Superintendent within 30 days of receipt of the invoice generated by the Superintendent, and in any event, no later than April 1, 2016.
- b) In the event that a Participating Teacher leaves the District employment before mid-semester break (January 31, 2016), the District will be charged only \$1000 for that teacher.
- c) Hire a Support Provider according to program guidelines. **If the district would like the SMCBIP to hire the Support Provider, the District agrees to pay an additional charge of \$2000 per participating teacher to be paid to the Superintendent within 30 days of receipt of the invoice generated by the Superintendent.**
  -  : District agrees to hire a Support Provider according to program guidelines per Participating Teacher.
    -  General Education (MS/SS)
    -  Education Specialist
  - \_\_\_\_\_ : District agrees to have the SMCBIP hire the Support Provider and pay an additional charge of \$2,000 per participating teacher.
    - \_\_\_\_\_ General Education (MS/SS)
    - \_\_\_\_\_ Education Specialist
- d) Provide basic BTSA enrollment information to all new hires.
- e) Ensure that all PTs and Support Providers complete and submit an accurate, signed eligibility form to the SMCBIP office by no later than 30 days after his/her start date or December 31, 2015; whichever is sooner.
- f) Provide release time (minimum: 2 school days per school year) to PTs to afford opportunities to visit other classrooms, other schools, and meet with their Support Provider.
- g) Provide support for the role of the Support Provider including: Adjust the SP work year (as needed) to allow SPs to participate in SMCOE BTSA Induction Support Provider training as appropriate; assure the SP's attendance at SP Forums; facilitate the SP's collection of PT induction standard portfolio evidence.
- h) Work cooperatively with the SMCBIP staff and Support Providers and commit to ongoing professional development in support of the BTSA program.
- i) Participate in all evaluation activities, including the State-required end of the year survey and the mid-year survey.
- j) Be cognizant of the demands placed on new teachers by both the BTSA Induction Program and attempt to limit School Site responsibilities.

3. The Participating Teacher agrees to the following:

- a) Complete and submit an accurate, signed eligibility form to the SMCBIP office by no later than October 30 of each school year.
- b) Work with the BTSA support provider; including weekly meetings, collaboration, and consultation in all areas related to the formative assessment system, professional development, and the Induction requirements.
- c) Participate in SMCBIP professional development activities as prescribed by the program.
- d) Complete all Induction Program requirements, as described in the SMCBIP Participating Teacher Handbook.
- e) Participate in all evaluation activities, including the State-required end of the year survey and the mid year survey.

4. The Support Provider will:

- a) Work with the BTSA support provider; including weekly meetings, collaboration, and consultation in all areas related to the formative assessment system, professional development, and the Induction requirements.
- b) Maintain regular communication to ensure the Site Administrator is aware of the Induction requirements and the Participating Teacher's progress toward completion of the Induction requirements is successful.
- c) Participate in SMCBIP professional development activities as prescribed by the program.

**E. Other Conditions**

1. Any and all products developed by the SMCBIP are the exclusive property of the Superintendent and the San Mateo County BTSA Induction Project. The Participating Teacher shall not have the right to disseminate, market or otherwise use the products without the expressed written permission of the Superintendent and the SMCBIP.
2. **HOLD HARMLESS.** Participating Teacher shall hold Superintendent, its officers, agents and employees harmless from all suits, claims and liabilities resulting from negligent acts or omissions of Superintendent, its officers, agents or employees taken under this Agreement.
3. **MODIFICATION OR ASSIGNMENT.** This Agreement may not be assigned by either party without the express written consent of the other. No modification shall be effective unless approved in writing by the Superintendent and authorized representatives of the parties involved.

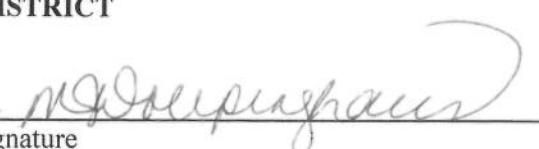
**SAN MATEO COUNTY  
SUPERINTENDENT OF SCHOOLS**

\_\_\_\_\_  
Signature

Denise Porterfield, Deputy Superintendent  
\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Date

**San Carlos Elementary School District  
DISTRICT**

  
\_\_\_\_\_  
Signature

Assistant Superintendent  
\_\_\_\_\_  
Name/Title

8/15/15  
\_\_\_\_\_  
Date