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## Cover Sheet – Standard

Submitted by: <b>Jaina Sebastian</b>	
Department/Program: <b>CIAS/Induction</b>	
Contractor Name: <b>Napa Valley Unified School District</b>	
Amount:	Account #:
Amount:	Account #:

Document	Status	Notes from Originator
W9 Needed? (typically required)	No	
Is Contractor Using SSN/EIN?	N/A	
IF Using SSN, 587 Out of State Required		
Certificate of Insurance? (typically required)	No	
Endorsement Page? (typically required)	No	
NCOE Certificate of Insurance Requested?	No	
Mutual Indemnification Clause Requested?	No	
Additional Conditions Attachment?	No	
Is User Data Being Stored?	No	
Are Fingerprints Required?	No	

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From Originator: On Submission	From Originator: On Review

From Optional Viewer	From Director

From Bus. Office: 1 <sup>st</sup> Review	Business Office: 2 <sup>nd</sup> Review

Notes From Deputy Superintendent

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Approval Path (contractor reviews/signs after director approval)

	<sup>DS</sup> JB	<sup>DS</sup> JS	<sup>DS</sup> DE	<sup>DS</sup> JS	<sup>DS</sup> DE	<sup>DS</sup> JS
Optional	Director	Originator	Bus. Office	Originator	Bus. Office	Dep. Supt.

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## **New Teacher Induction Program (2042)**

### **MEMORANDUM OF UNDERSTANDING**

**Between the Napa County Office of Education and**

**Napa Valley Unified School District**

**Hereafter Known as "DISTRICT"**

**Date of Agreement: 07/01/2019 through 06/30/2020**

**Parties:** The Napa County Office of Education (NCOE) - as the Lead Local Education Agency (LEA) for the Napa County Teacher Induction Program (NCTIP) and the provider of induction in Napa County – and **DISTRICT** as a service provider for the project.

**Purpose:** This Memorandum of Understanding formally establishes a relationship between the parties who pledge to coordinate their work, allocate resources appropriately, and share responsibility to ensure induction candidates participate in a program of individualized, job-embedded mentoring, support, and professional learning that begins in a teacher's first year of teaching (See MOU Attachment I - Precondition 1).

### **RESPONSIBILITIES: DISTRICT**

1. It is the responsibility of **DISTRICT** to ensure that all candidates meet eligibility requirements and notify those eligible of their opportunity to participate in induction at the point of hire. Upon hire, the **DISTRICT** Human Resource official will notify the Napa County Induction Program of the candidate name, phone number, and e-mail address and provide eligible candidates the "Napa County Teacher Induction Program Welcome Packet" including:

- Welcome letter and informational flyer
- Candidate Application for Participation
- Schedule of sessions

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2. **DISTRICT** will ensure that each candidate is placed in an assignment that allows him/her to exhibit the skills and proficiencies required by the Induction Standards, and have significant experience in California public schools with diverse student populations.
3. In accordance with Induction Standard 6 (See MOU Attachment I), **DISTRICT** will collaborate with Induction leadership to provide a coherent system of support through the collaboration and coordination between candidates, mentors, school and district administrators.
4. **DISTRICT** and NCTIP will collaboratively identify and assign a mentor to each candidate within the first 30 days of enrollment, matching the mentor and candidate according to induction standards (See MOU Attachment I – Precondition 2 and Standard 4).
5. The induction program office will communicate mentor names to the **DISTRICT** Fiscal Services Department by **12/1/2019** in order that **DISTRICT** may process the first stipend for the **December** paycheck.
6. Stipends to mentors at \$1500 per candidate served plus associated fringe benefit costs (mandatory) will be paid by DISTRICT directly to the mentors.
7. Stipends will be paid in two equal payments of \$750 per candidate in **December** and **June** of each year, pending the completion of all required paperwork as authorized by the Napa County Induction Program Manager, Jill Barnes.

## **Mentors**

1. Each mentor, at the discretion of **DISTRICT** or the induction program leadership, will receive the stipend(s) for fulfilling commitments agreed upon in the mentor Role and Responsibilities form (See MOU Attachment II).
2. **DISTRICT** agrees to permit their mentors to use up to 28 hours of school business leave in direct support of new teacher growth. In accordance with Induction standard 4 (See MOU Attachment I), requiring initial and ongoing mentor training designed to support new teacher growth and effectiveness, Napa County Induction Program will offer differentiated levels of training based on mentor years of experience and strategic need (Table 1-1).

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**Table 1-1: Mentor Professional Learning Hours**

Professional Learning Activity	Experienced Mentor (1+ years of experience)	New Mentor (0 years of experience)
Biannual Observations of Candidate	7 hours	7 hours
Induction Learning Walk	7 hours	7 hours
Mentor Foundations Training	0 hours	14 hours
<b>* TOTAL</b>	<b>14 hours</b>	<b>28 hours</b>

\* **DISTRICT** will fund their own substitutes for this purpose (Appendix A) according to the contractual agreements for teacher rates of compensation.

### Candidates

1. Candidate agreements are outlined in the NCTIP Application and are agreed upon at enrollment.
2. **DISTRICT** agrees to permit candidates to take up to 7 hours of school business leave for use in observing experienced teachers on an Induction Learning Walk. **DISTRICT** will fund their own substitutes for this purpose (Appendix A) according to the contractual agreements for teacher rates of compensation.

### Site Administrators

1. In accordance with Induction Standard 6 (See MOU Attachment I), collaborate with Induction leadership to provide a coherent system of support through the collaboration and coordination between candidates, mentors, school and district administrators. Specific opportunities for Site Administrator participation are shown below in Table 1-2.
2. The Individual Learning Plan (ILP) must be designed and implemented solely for the professional growth and development of the candidate and not for evaluation or employment purposes.

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**Table 1-2: Site Administrator Role & Responsibilities**

<b>Site Administrator Role &amp; Responsibilities</b>	
<b>Collaborate with induction leadership</b>	<ul style="list-style-type: none"> <li>• Match all candidates with an appropriate mentor (as outlined in the Site Administrator Recommendation Form).</li> <li>• Communicate and work collaboratively with NCTIP leadership to resolve induction issues in a timely manner.</li> <li>• Respond to requests for information (e.g., surveys) from the Napa County Induction Program for the purpose of program review and revision.</li> </ul>
<b>Facilitate Growth</b>	<ul style="list-style-type: none"> <li>• Participate in biannual Triad meetings (September and April) with the candidate and mentor to collaborate on the development of an Individualized Learning Plan (ILP) within 60 days of enrollment which will assess teacher strengths, set annual goals, track teacher growth, gather evidence, and offer strategic resources/support as necessary to meet both short and long term goals grounded in the California Standards for the Teaching Profession (See MOU Attachment I – Precondition 4).</li> <li>• Support individual candidate growth through access to on-site professional development strategically designed to meet individual candidate strengths, needs, interests, and site/district goals.</li> <li>• Support induction continuous growth activities related to candidate support and assessment; including: weekly 60 minute candidate/mentor meeting, coordinated release time for biannual mentor observations, and the completion of an off-site Learning Walk (See MOU Attachment I – Precondition 3).</li> <li>• Facilitate the introduction of candidates to the staff and their inclusion in the learning community.</li> </ul>

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<b>Provide Resources</b>	<ul style="list-style-type: none"> <li>• Insure that each candidate at the site has technology (hardware, software, connectivity) to provide evidence of teacher/student technological fluency.</li> <li>• Provide additional assistance and resources to candidates assigned to more challenging settings: e.g., Intervention assignments.</li> </ul>
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### Induction Advisory Board

If **DISTRICT** has 5 or more candidates, they will identify at least one representative to attend all Napa County Induction Advisory Board meetings. Dates are advertised in the annual "Advisory Board Schedule."

### RESPONSIBILITIES: Napa County Office Induction Program

From 07/01/2019 through 06/30/2020 all induction participants will have available to them the assistance of the Induction Program Manager, Jill Barnes.

Napa County Induction Program Leadership is responsible for program implementation, including:

1. Ensuring the program fulfills the applicable standards of quality and effectiveness adopted by the Commission on Teacher Credentialing (CTC) and the California Department of Education (CDE) in accordance with Induction Program Standards.
2. Maintaining accurate records and reports; providing accreditation reports on all matters related to program requirements and activities as requested by the California Commission on Teacher Credentialing (CTC) and the California Department of Education.
3. Collecting, analyzing, and using data for program monitoring and improvement in accordance with California's Accreditation system.
4. Providing consultation, direction, and guidance around the leadership components of the program.
5. Working with **DISTRICT** to identify qualifying teachers for program participation and initiate continuous program enrollment.

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6. Recruiting, selecting, and providing training and networking for mentors.
7. Ensuring positive candidate and mentor relationships and mediating issues.
8. Monitoring, pacing, and providing feedback to participants regarding completion requirements.
9. Design and delivery of high quality Induction seminar sessions for all candidates and mentors.
10. Collaboration with stakeholders for program improvement and development via the Induction Task Force.
11. Communication with all program stakeholders and constituents for program input and feedback as necessary.
12. Making available and advising participants of an Early Completion Option for "experienced and exceptional" candidates who meet the established criteria.

## INDEMNIFICATION

**DISTRICT** shall defend, indemnify and hold NCOE and its officials, employees and agents, harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of **DISTRICT**, its officials, agents, or employees.

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## FUNDING (Appendix A)

### District Matching Funds

**DISTRICT** agrees to pay NCOE a fee for service per candidate designed to cover direct and indirect costs incurred by NCOE to provide the Induction program. The cost per candidate for 2019-20 is estimated between \$ 2,400 and \$ 2,660 (Appendix A). The estimated fee for service range is based on an estimate of the number of participants in the program county-wide. Because NCOE's cost to operate the program are largely fixed costs, the per participant fee will decrease as the number of participants increases, and vice versa. Actual program costs will be evaluated at least semiannually to determine if this contribution is appropriate for meeting program needs, and **DISTRICT's** projected cost per candidate will be adjusted accordingly. NCOE will invoice **DISTRICT** for 50% of the estimated costs per candidate in January, 2020 . NCOE will invoice **DISTRICT** for the remainder up to the actual excess costs per candidate at the completion of the 2019-20 fiscal year. Final invoicing and payment will be contingent upon mutual agreement of the parties after a full end-of-year examination of all program expenditures and revenues.

### OTHER STIPULATIONS (SEE ATTACHMENT III)

#### Appendix A

<b>DISTRICT will fully fund:</b>	<b>Amount</b>
<ul style="list-style-type: none"> <li>Estimated 37 <b>DISTRICT</b> Mentor stipends at \$1700 each (\$1500 + \$200 for benefits)</li> </ul>	
<ul style="list-style-type: none"> <li>Substitutes for 37 (estimated) candidates (at \$150 a day for 1 day each)</li> </ul>	
<ul style="list-style-type: none"> <li>Substitutes for 27 (estimated) experienced mentors (at \$150 a day for 2 days each)</li> </ul>	
<ul style="list-style-type: none"> <li>Substitutes for 10 (estimated) new mentors (at \$150 a day for 4 days each)</li> </ul>	
<b>NCOE will Invoice DISTRICT:</b>	<b>Total Amounts</b>
Estimated \$2,400-\$2,660 <b>service fees</b> per candidate per year: (\$2,400-\$2,660 x 37 estimated <b>DISTRICT</b> candidates)	Estimated \$ 88,800 - 98,420

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**FOR VERIFICATION OF ENROLLED CANDIDATES (SEE ATTACHMENT IV)**



**OTHER ATTACHMENTS (IF APPLICABLE)**

IN WITNESS WHEREOF, the parties hereto have executed this MOU effective the day and year signed below:

**Napa County Office of Education**

DocuSigned by:  
Joshua Schultz 9/19/2019  
Josh Schultz, Deputy Superintendent Date

DocuSigned by:  
R. M. Smith 9/15/2019  
Name Title Superintendent Date



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**MOU ATTACHMENT IV**  
**VERIFICATION OF ENROLLED CANDIDATES**  
**Napa Valley Unified School District**

\* This document is subject to change based on candidate enrollment status between July 1, 2019 and June 30, 2020. Amendments will be provided to reflect the most current verified enrollment.

Verification of enrolled Candidates		
	Name	Semester of enrollment
1	Adhye, Monika	Semester 1
2	Farmer, Kelsee	Semester 1
3	Freudenberger, Emily	Semester 1
4	George, Stephanie	Semester 1
5	Godinez, Talia	Semester 1
6	Harrington, Eleanor	Semester 1
7	Holman, Helen	Semester 1
8	Leach, Ann	Semester 1
9	St. John, Dustin	Semester 1
10	Stiltz, Jennifer	Semester 1
11	Yates, Shannon (pending Preliminary credential)	Semester 1
12	Zanipatin, Daniel	Semester 1
<b>Total Semester 1 = 12</b>		
1	Alcantar, Teresa	Semester 3
2	Arroyo, Adan	Semester 3
3	Baxter, Charlotte	Semester 3
4	Calderon, Miguel	Semester 3
5	Cloud, Holly	Semester 3
6	Cummings, Carrie	Semester 3
7	Davis, Catherine	Semester 3
8	Edwards, Magen	Semester 3

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9	Figueroa, Betsy	Semester 3
10	Giuliani, Chelsea	Semester 3
11	Hale, Keenan	Semester 3
12	Johnson, Keith	Semester 3
13	Koon, Kelsey	Semester 3
14	Laudonia, Sara	Semester 3
15	Mederos, Jacqueline	Semester 3
16	Molinari, Danielle	Semester 3
17	O'Hara, Sydney	Semester 3
18	Pimentel, Christopher	Semester 3
19	Pinch, Jennifer	Semester 3
20	Portwood, Mark	Semester 3
21	Rada, Lily	Semester 3
22	Robles, Natalie	Semester 3
23	Simmons, Paige	Semester 3
24	Slough, Christopher	Semester 3
25	Villahoz, Esther	Semester 3
	<b>Total Semester 3 = 25</b>	

**TOTAL NVUSD INDUCTION ENROLLMENT = 37 CANDIDATES**