



MEMORANDUM OF UNDERSTANDING (MOU)

This is a memorandum of understanding among the member districts of the Learning-to-Teach Continuum (LTC) Partnership (including the Beginning Teacher Support & Assessment (BTSA), Internship Credential, and Pre-Intern Programs) and the Ventura County Superintendent of Schools Office.

The purpose of the MOU is to establish a formal working relationship between the parties of this agreement and to set forth the operative conditions that will govern this partnership. The goal of the BTSA partnership is to provide quality professional development and support to first and second year teachers and their support providers. The goal of the Intern and Pre-Intern Partnership is to provide a clear path for unprepared teacher candidates to reach full licensure while supporting the teaching and learning of children in the classroom.

This MOU is meant to define:

1. project governance
2. general responsibilities
3. fiscal responsibility
4. shared accountability
5. management of data

1.0 Project Governance

1.1 LTC Management Team is composed of the program manager of each participating district.

1.2 The LTC Management Team agrees to meet two times per year to review the program and provide advice to the director.

1.3 Operational leadership is provided by the director of the LTC projects.

1.4 Role of the LEA: Ventura County Office of Education will serve as

- the project fiscal agent
- clearinghouse for information, data and reporting requirements
- liaison and contact between state agencies and the member districts

1.5 District Team Leaders meet a minimum of eight times a year to manage and support program participants.

2.0 General Responsibilities

2.1 Ventura County Office of Education agrees to the following:

- Provide administration, management and coordination of and secretarial support for the project activities as described in the implementation of the Pre-Intern and Intern Program Requirements, BTSA Standards and augmentation grants.

- Provide administration, management and coordination of and secretarial support for the project activities as described in the implementation of the BTSA Standards and augmentation grants.
- Provide workspace for the program coordination and secretarial support.
- Provide CFASST training to support providers through contracts with state, regional, and local trainers.
- Convene LTC Management Team meetings.
- Coordinate the trainings and professional development opportunities.

2.2 The LTC/VCSO program agrees to the following:

- Provide a stipend for each support provider.
- Provide two days of release time to each program participant for professional improvement.
- Provide professional development support through external funding opportunities as available.
- Provide *CFASST* program materials to each participating support provider.
- Provide *CFASST* program materials to each participating BTSA teacher.
- Provide support and assessment materials to each participating Pre-Intern and Intern.
- Provide stipends for District Team Leaders to attend monthly meetings.
- Provide *CFASST* preparation time for local CFASST trainers.
- Provide training for administrators to acquaint them with the *California Standards of the Teaching Profession* and the *CFASST* program of support.

2.3 The member district agrees to the following:

- Provide a designated district manager to coordinate and communicate program requirements at the district level.
- District manager/District Team Leader or designee to attend appropriate meetings.
- Recruit and select participating teachers and support providers according to state criteria for eligibility.
- *Ensure that all support providers understand their responsibilities as a support provider and the requirements of the LTC programs.*

- Participate in the professional development provided for LTC teachers, support providers, and administrators as appropriate and necessary.
- Provide available training space when requested by LTC/VCSO as part of the in-kind contribution.
- Participate in program evaluation.

3.0 Fiscal Responsibility

3.1 The Ventura County Superintendent of Schools Office, as the LEA of the Ventura County LTC Programs, will:

- Assume overall fiscal responsibility for the administration of the grant funds, to include submission of year-end expenditure reports, and any other documentation sought by the California Department of Education and/or California Commission on Teacher Credentialing.
- Develop and maintain a budget that allocates amounts sufficient to meet the costs of implementing its program responsibilities as described in section 2.0 above.
- Expend income according to established policies and procedures outline by the funding agency.

3.2 The participating districts will:

- Provide matching in-kind support totaling 40% of the total cost per BTSA teacher, and provide an annual report of in-kind support to the LTC Director.
- Provide matching in-kind support totaling 100% of the total cost per Internship Credential teachers, and provide an annual report of in-kind support to the LTC Director.
- Provide evidence of matching in-kind support for Pre-Interns and provide an annual report of in-kind support to the LTC Director.

4.0 Shared Accountability

4.1 In order to ensure that all licensure requirements are met for beginning teachers, the Ventura County Superintendent of Schools Office and the participating districts will:

- Develop strong communication lines between all parties—consortium, districts, employees, and universities—so all information distributed is correct and timely.
- Collaborate in stakeholder meetings composed of Pre-Interns, Interns, Beginning Teachers, and Support Providers to make program recommendations and revisions to the Management Team.

- Develop documentation of the Roles and Responsibilities of participants, support providers, and school site administrators that will be distributed on a yearly basis.
- Jointly develop and maintain records and documentation of employee status and progress in the Learning-to-Teach Continuum.
- Partner to provide training for ALL consortium school site administrators in the BTSA Program Standards, the *California Standards for the Teaching Profession (CSTP)*, and the *California Formative Assessment and Support System for Teachers (CFASST)*.

5.0 Management of Data

5.1 The VCSSO/LTC Program Director will:

- Establish and maintain accurate records and reports.
- Provide or contract to provide program assessment to meet the state program requirements yearly.
- Submit required reports and documents to the funding agency and to the LTC Management Team as requested.

LTC Director, Agency Representative

Signature, School District Representative

Typed name and Title

Date _____

Date _____

*Please complete and return to:
Teacher Support Programs
Ventura County Superintendent of Schools Office
5189 Verdugo Way
Camarillo, CA 93012*