

**RIVERSIDE COUNTY SUPERINTENDENT OF SCHOOLS
3939 Thirteenth Street
Riverside, California 92502**

**MEMORANDUM OF UNDERSTANDING AND AGREEMENT
FOR PARTICIPATION IN THE
CENTER FOR TEACHER PREPARATION'S DSCTE TEACHING CREDENTIAL PROGRAM
School of Education
2023-2028**

This Memorandum of Understanding (MOU/Agreement) is entered into by and between the **Riverside County Superintendent of Schools**, hereinafter referred to as "SUPERINTENDENT," and **Perris Union High School District**, hereinafter referred to as "EMPLOYING AGENCY", each being a "Party" and collectively the "Parties".

RECITALS

SUPERINTENDENT sponsors a Commission on Teacher Credentialing (CTC) accredited Designated Subjects Career Technical Education (DSCTE) Teaching Credential Program and is authorized to recommend Preliminary DSCTE Teaching Credentials for its own program participants and Clear DSCTE Teaching Credentials for program completers. The Center for Teacher Preparation (CTP) is SUPERINTENDENT'S facilitator of its DSCTE Teaching Credential Program.

NARRATIVE`

The purpose of this MOU/Agreement is to establish a formal working relationship between the Parties to this MOU/Agreement and to set forth the operating conditions which will govern this partnership. SUPERINTENDENT and EMPLOYING AGENCY will form a partnership in providing and coordinating services as part of the Center for Teacher Preparation's DSCTE Teaching Credential Program, hereafter referred to as "SUPERINTENDENT'S DSCTE Program".

Each new participating teacher (Teacher Candidate) is embarking on a professional development journey in this next phase of their teaching career. The intent of the DSCTE Teaching Credential Program is to support and develop new CTE teachers during their first years in the profession leading to increased competence and retention. With a trained Clinical Mentor, who functions as a mentor/teacher, the Teacher Candidate will reflect on their teaching practice and student learning. Each Teacher Candidate will meet an average of 1.5 hours per week with their Clinical Mentor, engage in reflective conversations and classroom observations, and receive high impact feedback.

All DSCTE Program activities are embedded completely in each Teacher Candidate's current teaching assignments and provided courses, and thus are intended to solely enhance each Teacher Candidate's professional experience and growth leading to a California Clear Designated Subjects Teaching Credential in the industry of the Teacher Candidate's documented industry experience and expertise. The DSCTE Program process, a carefully thought out and systematic approach to teacher development, is also inherently individualized.

The SUPERINTENDENT'S DSCTE Program will authentically facilitate and enhance supportive and meaningful professional growth experiences for all teachers (Teacher Candidates and Clinical Mentors) participating in the program.

Eligible to enroll and participate in the SUPERINTENDENT'S DSCTE Program are Career Technical Education (CTE) teachers who:

- have been hired, already employed or in the process of becoming employed by the EMPLOYING AGENCY with the SUPERINTENDENT'S DSCTE Program.
- are eligible to obtain a Preliminary DSCTE Teaching Credential issued by the CTC through the SUPERINTENDENT'S DSCTE Program, and

- are officially enrolled to complete their Preliminary Designated Subjects Teaching Credential renewal requirements with the SUPERINTENDENT’S DSCTE Program in order to obtain their California Clear Designated Subjects Teaching Credential.

AGREEMENTS

1. **TERM:** The term of this MOU/Agreement shall be from **July 1, 2023, through June 30, 2028 for a total of 5 school years.** Either party may discontinue this MOU/Agreement by giving written notice eight (8) months in advance of the final date.

2. **SERVICES:**

A. **EMPLOYING AGENCY agrees to:**

1. Participate in SUPERINTENDENT’S DSCTE Teaching Credential Program to support each of EMPLOYING AGENCY’S teachers who are officially enrolled as a DSCTE Teacher Candidate in the DSCTE Program.
2. Appoint an authorized designee to fulfill EMPLOYING AGENCY’S designated DSCTE Agency Liaison (AL) role for participating EMPLOYING AGENCY teachers (Teacher Candidates) and EMPLOYING AGENCY Clinical Mentors enrolled in SUPERINTENDENT’S DSCTE Program.
 - a. Identify and notify SUPERINTENDENT of all eligible Teacher Candidates to be referred to enroll in the DSCTE Program as described by the state guidelines and the DSCTE Program.
 - b. Identify all school sites with DSCTE Program eligible Teacher Candidates and distribute DSCTE Program provided program information to all site administrators within EMPLOYING AGENCY to enhance support of the DSCTE Program enrolled Teacher Candidate at their school site.
 - c. Communicate regularly with SUPERINTENDENT’S assigned program manager and/or staff.
 - d. Require attendance of all Teacher Candidates and ALs at an annual New Course Session held at the beginning of each Cohort starting period (Traditional - October and Mid-Year - January) of each program year of this MOU/Agreement.
3. Appoint a Credentialing Designee to fulfill EMPLOYING AGENCY’S DSCTE Credential Analyst (CA) role to perform the following:
 - a. Identify participating Teacher Candidates and Clinical Mentors applying to be officially enrolled in SUPERINTENDENT’S DSCTE Teaching Credential Program and,
 - b. Work in conjunction with the EMPLOYING AGENCY’s DSCTE Agency Liaison and DSCTE Program staff for enrollment.
4. Carefully select and hire highly qualified and exemplary experienced teachers as Clinical Mentor(s) to perform as an exceptional professional role model, as assigned, for each EMPLOYING AGENCY’S enrolled Teacher Candidate. They will meet the following criteria:

Possess:
A California Clear Designated Subjects Teaching Credential and an EL Authorization.
A minimum of 3 years of exemplary teaching experience within an accredited (K-12) California school for students in a CTE teaching setting.
Relevant knowledge of the context and same industry of their assigned Teacher Candidate(s).
Experience with CTE Teacher Pathway development.
Demonstrate:
Expert Instructional practice as verified through administrative evaluation.
Resourcefulness in meeting beginning teacher needs.
A commitment to professional learning.

Student-centered approach to professional practice.

Instructional strategies for differentiation and equity relative to diversity and student achievement.
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5. Select highly qualified and exemplary experienced teachers for the Clinical Mentor(s) role who are not the Principal, Supervisor or any other person in an evaluative position of each EMPLOYING AGENCY'S enrolled Teacher Candidate assigned.
6. Clearly articulate the roles and responsibilities to the EMPLOYING Agency's Clinical Mentors selected.
7. In the event that EMPLOYING AGENCY is unable to provide a Clinical Mentor continuously for the term of this MOU/Agreement for an officially enrolled EMPLOYING AGENCY Teacher Candidate, the EMPLOYING AGENCY can request the SUPERINTENDENT provide a Clinical Mentor using the same hiring criteria outlined in section 2.A.4. of EMPLOYING AGENCY'S responsibilities. SUPERINTENDENT will be reimbursed by EMPLOYING AGENCY in the amount of \$4,000.00 a year for each SUPERINTENDENT provided Clinical Mentor assigned to EMPLOYING AGENCY'S Teacher Candidate(s).
8. EMPLOYING AGENCY may choose to pay the annual tuition for each designated EMPLOYING AGENCY's DSCTE Program enrolled Teacher Candidates.

Annual Tuition due for each enrollment placement is as follows:

- a. Traditional Teacher Candidate - \$1,850.00
 - b. Advanced Teacher Candidate - \$900.00
9. Inform SUPERINTENDENT of each Teacher Candidate it will be submitting a tuition payment for so that SUPERINTENDENT can submit an invoice to the EMPLOYING AGENCY annually for the appropriate tuition due based on the Teacher Candidate's enrollment placement.
 10. Determine the terms of employment for all EMPLOYING AGENCY provided Clinical Mentors.
 11. Monitor the effectiveness of each qualified EMPLOYING AGENCY'S Clinical Mentor to ensure they are actively participating in the DSCTE Program and fulfilling the responsibilities of their Clinical Mentor role throughout each program year. Affirm that each Clinical Mentor has fulfilled all program responsibilities before issuance of final stipend payment per program year.
 12. Monitor each qualified EMPLOYING AGENCY'S Teacher Candidate for active participation in the DSCTE Program and fulfillment of their responsibilities of their Teacher Candidate role throughout each program year of active enrollment.
 13. Ensure each DSCTE Teacher Candidate receives a minimum of 32 hours of support (a minimum of one (1) hour per week) with their assigned Clinical Mentor per academic year enrolled. Two (2) semesters of support and supervision per year are required for each Teacher Candidates enrolled in the DSCTE Program.
 14. Ensure that the Clinical Mentor and additional personnel is immediately available for just-in-time support to assist and support their assigned CTE teacher DSCTE Teacher Candidate(s).
 15. Provide DSCTE Program enrolled Teacher Candidates with opportunities for one-to-one or small group consultations between Clinical Mentor(s) and Teacher Candidate(s).
 16. Provide DSCTE Program enrolled Teacher Candidate(s) with opportunities to attend professional development activities including grade level meetings, in-service activities, and faculty meetings.
 17. Participate in the completion of all State Surveys when requested by CTC.
 18. Provide data for all the EMPLOYING AGENCY'S Teacher Candidates enrolled in the SUPERINTENDENT'S DSCTE Teaching Credential Program, including but not limited to survey completion, demographic and/or retention information when requested.
 19. Verify that the DSCTE Teacher Candidate receives support from the EMPLOYING AGENCY'S Clinical Mentor as required by the SUPERINTENDENT'S DSCTE Teaching Credential Program.
 20. Provide to the SUPERINTENDENT'S DSCTE Teaching Credential Program staff a list of all high school site administrators that includes their full name, email address, phone number, and

site name. This list must be provided by September 15th of each program year and allows SUPERINTENDENT'S DSCTE Program staff access to the administrator or evaluator for consultations.

21. Provide materials and informational support to EMPLOYING AGENCY'S site administrators related to their role in supporting the DSCTE teaching credential program for officially enrolled Candidates at their site.
22. Evaluate the DSCTE Teacher Candidate on an annual basis.

B. SUPERINTENDENT agrees to:

1. Provide the DSCTE Program's proprietary system of support and individualized learning to the participating teachers (Teacher Candidates) with a California Preliminary Designated Subjects Career Technical Education Teaching Credential as they fulfill the renewal requirements in order to be able to obtain their California Clear Designated Subjects Career Technical Education Teaching Credential. The customized DSCTE Program includes:
 - a. Access to a Learning Management System (LMS) that promotes and supports 21st century learning.
 - b. Focus on the implementation of the California Standards and the Teacher Performance Expectations for CTE Teachers.
 - c. Support for the Teacher Candidates in designing and implementing equitable and inclusive learning environments which strive to minimize bias in classrooms, while using culturally responsive pedagogical practices.
2. Advise and support all EMPLOYING AGENCY teachers enrolled in the DSCTE Teaching Credential Program in order to obtain their Clear Teaching Credential as follows:
 - a. Two (2) years for the Traditional Track Teacher Candidate, and
 - b. One (1) year for the Advanced Teacher Candidate.
3. Communicate regularly with EMPLOYING AGENCY'S Designated AL assigned program manager.
4. Provide designated staff (DSCTE Program manager) to facilitate program implementation through regular communication with EMPLOYING AGENCY'S authorized DSCTE AL.
5. Convene multiple DSCTE Program Unit meetings to develop other administrative processes as provided for in the program description for continuous program improvement.
6. Provide informational material to employing agency's Site Administrators to acquaint them with the SUPERINTENDENT'S DSCTE Teaching Credential Program goals, requirements for participation of the DSCTE Teacher Candidate, and administrator's responsibilities to support their enrolled DSCTE Teacher Candidates in the program.
7. Establish, coordinate, and provide initial and ongoing Clinical Mentor professional learning sessions for all officially enrolled Clinical Mentors. This training will focus on the specific coaching skills needed to support the unique needs of the enrolled Candidates. This will include techniques that enhance reflective conversations, constructive feedback, and observation of instruction.
8. Monitor the progress and completion status of all Teacher Candidates and Clinical Mentors with continuous communication with the EMPLOYING AGENCY throughout the enrollment period of each Teacher Candidate and their assigned Clinical Mentor for each program year of this MOU/Agreement.
9. Establish and maintain accurate records and reports, which include the following:
 - a. Program required initial and ongoing enrollment documents for each Teacher Candidate and each Clinical Mentor.
 - b. Copies of all formative assessment completion records of participation for each Teacher Candidate and each Clinical Mentor.
 - c. DSCTE Teaching Credential Program Completion Requirements documentation upon

- completion of each year of the DSCTE Teaching Credential Program.
- d. Maintenance of an information management system for program completion, credential, and all enrollment/participation fees tracking of each Teacher Candidate.
10. Monitor the progress and completion of all Teacher Candidates and Clinical Mentors during the term of this MOU/Agreement.
 11. In the event that the EMPLOYING AGENCY is unable to provide an EMPLOYING AGENCY Clinical Mentor continuously during this MOU/Agreement for an officially enrolled EMPLOYING AGENCY Teacher Candidate, the EMPLOYING AGENCY can request the SUPERINTENDENT provide a Clinical Mentor using the same hiring criteria outlined in section 2.A.4. of EMPLOYING AGENCY'S responsibilities. SUPERINTENDENT will charge the EMPLOYING AGENCY in the amount of \$4,000.00 annually per SUPERINTENDENT provided Clinical Mentor.
 12. If the EMPLOYING AGENCY chooses to submit the annual tuition payment for each designated EMPLOYING AGENCY'S DSCTE Program enrolled Teacher Candidate, the SUPERINTENDENT will submit an annual invoice for payment to the EMPLOYING AGENCY.

Annual Tuition for each Teacher Candidate enrollment placement is as follows:

- a. Traditional Teacher Candidate - \$1,850.00
 - b. Advanced Teacher Candidate - \$900.00
13. Provide advisement and assistance to each officially enrolled Teacher Candidate to ensure their knowledge of all processes and requirements to be eligible for their California Clear Credential recommendation.
 14. Establish effective and ongoing communication between the EMPLOYING AGENCY and SUPERINTENDENT'S DSCTE Program staff as appropriate to ensure a successful teaching experience for each DSCTE Teacher Candidate enrolled each program year.
 15. Coordinate the Educational Partner and Administrative Team meetings to provide an ongoing system of program development and evaluation that leads to substantive program improvements in teacher development associated with the CTC requirements.
 16. Provide for EMPLOYING AGENCY, the CTC, and California Department of Education (CDE) all accreditation report documents and other information requested on all matters related to the DCSTE Teaching Credential Program's requirements and activities.
 17. Carry out all CTC required accreditation activities, including but not limited to:
 - a. Payment of all CTC Accreditation Fees Annually
 - b. Submission of Biennial Reports
 - c. Submission of Program Assessment Documents
 - d. Preparation for and Facilitation of CTC Site Accreditation Visits
 - e. Participate in Program Evaluation and State Reviews
 18. Provide DSCTE Program activities such as:
 - a. Educational Partner Advisory Committee meetings.
 - b. DSCTE Program Unit meetings
 - c. New Teacher Candidate Orientations
 - d. Clinical Mentor Professional Learning Sessions
 - e. Graduation at the end of each Cohort's full program completion
 19. SUPERINTENDENT will submit to the CTC the recommendation for the Clear Credential for all eligible Teacher Candidates who have met all Clear Credential requirements upon receipt of the following:
 - a. Each Teacher Candidate's "Request for Clear Credential Recommendation" form,
 - b. Full payment of all tuition due for Teacher Candidate's entire enrollment, including EMPLOYING AGENCY'S Tuition Payment, if applicable,
 - c. The required Teacher Candidate paid Clear DSCTE Credential Recommendation Fee.

It is further agreed to as follows:

3. **QUALIFICATIONS:** EMPLOYING AGENCY and all of EMPLOYING AGENCY'S employees or agents shall secure and maintain in force such licenses and permits that are required by law and/or employer, in connection with the furnishing of materials, supplies, or services herein listed.
4. **MATERIALS:** All products developed by SUPERINTENDENT'S RCSS Intern Programs are the exclusive property of SUPERINTENDENT. SUPERINTENDENT and SUPERINTENDENT'S District Intern Programs reserve the right to adapt and adopt materials developed by SUPERINTENDENT'S Intern Programs for dissemination purposes. Usage and revision of this material by EMPLOYING AGENCY requires prior written approval from SUPERINTENDENT.
5. **INDEPENDENT CONTRACTOR:** It is agreed that EMPLOYING AGENCY or any employee or agent of EMPLOYING AGENCY is acting as an independent contractor and not as an agent or employee of SUPERINTENDENT.
6. **WORKERS' COMPENSATION:** EMPLOYING AGENCY certifies that it is aware of the laws of the state of California requiring the employer to be insured against liability for Workers' Compensation and shall comply with such laws during the term of this Agreement.
7. **FINGERPRINTING:** Education Code section 45125.1 and 45125.2 requires EMPLOYING AGENCY to certify that its employees and employees of EMPLOYING AGENCY who may have contact with pupils have not been convicted of serious or violent felonies as defined by statute. Compliance with these conditions and with the fingerprinting requirements, is a condition of this contract, and SUPERINTENDENT reserves the right to terminate the contract at any time for noncompliance.
8. **OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA):** EMPLOYING AGENCY hereby certifies awareness of the Occupational Safety and Health Administration (OSHA) standards and codes as set forth by the U.S. Department of Labor, and the derivative Cal/OSHA standards, laws and regulations relating thereto, and verifies that all performance under this MOU/Agreement shall be in compliance therewith.
9. **ASSIGNMENT OF CONTRACT:** Neither this MOU/Agreement nor any duties or obligations under this MOU/Agreement may be assigned by EMPLOYING AGENCY without the prior written consent of SUPERINTENDENT.
10. **MUTUAL HOLD HARMLESS:** The Parties hereto, and each of them, do hereby mutually agreed to indemnify, defend, save and hold harmless each other, and their respective officers, agents and employees, of and from any and all liability, claims demands, debts, suits, actions and causes of action, including wrongful Temecula and reasonable attorneys' fees for the defense thereof, arising out of or in any manner connected with the performance of any act or deed under or pursuant to the terms and provisions of this MOU/Agreement by such indemnifying Party, or its officers, agents, and employees.
11. **NON-DISCRIMINATION:** EMPLOYING AGENCY shall not illegally discriminate against any individual, including, without limitation, with respect to the provision of services, allocation of benefits, accommodation in facilities, or employment of personnel on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender (including sexual orientation, gender identity, gender expression, pregnancy, childbirth, breastfeeding, and pregnancy-related medical conditions), political belief or affiliation (not union related), military or veteran status, genetic information, or any other characteristic protected under applicable federal, state, or local laws. Harassment, retaliation, intimidation and bullying is also prohibited. EMPLOYING AGENCY shall comply with any and all applicable state, federal and other laws that prohibit discrimination, including,

without limitation, Title IV, Title VI and Title VII of the Civil Rights Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act.

- 12. **NOTICES:** All correspondence and notices required or contemplated by this Agreement shall be delivered to the respective Parties at the addresses set forth below. Each notice shall be deemed to have been given or served only upon actual receipt by the addressee, and notices may be delivered by one of the following methods: (i) registered or certified United States Mail, postage prepaid by sender and return receipt requested; (ii) FedEx, U.P.S. or other reliable private delivery service, delivery charge paid by sender and signature on delivery receipt required; or (iii) personal delivery, delivery charge paid by sender and signature on delivery receipt required.

SUPERINTENDENT:
Riverside County Superintendent of Schools
School of Education
3939 Thirteenth Street
Riverside, CA 92501-0868

EMPLOYING AGENCY:
Perris Union High School District
155 East Fourth Street
Perris, CA 92570

- 13. **AMENDMENT:** This MOU/Agreement may be amended only by the mutual written consent of the Parties hereto, except that SUPERINTENDENT may unilaterally amend the contract to accomplish the below-listed changes:
 - a. Administrative changes that do not affect the contractual rights of the Parties.
 - b. Changes as required by law.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU/Agreement on the day and year first above-written.

Riverside County Superintendent of Schools

Perris Union High School District

Signed _____
Authorized Signature

Signed _____
Authorized Signature

Dr. Lissette Magana, Director I
DSCTE Teaching Credential Program
School of Education

Printed Name and Title

Printed Name and Title

Date _____

Date _____

District Contact: Kirk Skorpanich
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