

## Memorandum of Understanding Humboldt County Office of Education

HUMBOLDT COUNTY OFFICE OF EDUCATION (HCOE), CAL POLY HUMBOLDT and EUREKA CITY SCHOOLS

**This Memorandum of Understanding (MOU)** is between the Humboldt County Office of Education (HCOE), CAL POLY HUMBOLDT and EUREKA CITY SCHOOLS. HCOE, CAL POLY HUMBOLDT, and EUREKA CITY SCHOOLS have come together to support and implement a Teacher Residency Program in Humboldt County for the purpose of increasing the number and preparedness of the Special Education workforce in Humboldt County. This MOU is an agreement that HCOE will fund participating districts the following to support Residents working towards obtaining their special education credential within the district. This agreement is for the 2024-2025 school year.

Resident and funding allocation for EUREKA CITY SCHOOLS:

<b>Resident Name</b>	<b>Fall 2024</b>	<b>Spring 2025</b>	<b>Total Allocation</b>
Valerie Canfield	\$2,425	\$2,425	\$4,850
Mentor Name:	Jenn Fowler	Jenn Fowler	Eureka High School
Admin or Designee:	Edith Behrens	Edith Behrens	
Tara Burrows	\$2,425	\$2,425	\$4,850
Mentor Name:	Katie Devlin	Katie Devlin	Washington Elementary School
Admin or Designee:	Edith Behrens	Edith Behrens	
Tassai Garcia	\$2,425	\$2,425	\$4,850
Mentor Name:	Larry Winfield-Perez	Larry Winfield-Perez	Winship Middle School
Admin or Designee:	Edith Behrens	Edith Behrens	

The HCOE, CAL POLY HUMBOLDT, and the EUREKA CITY SCHOOLS agree as follows:

### 1. SHARED RESPONSIBILITIES

CAL POLY HUMBOLDT, HCOE, and EUREKA CITY SCHOOLS are equally responsible for assuring the following occur:

- A. Counsel the resident and develop a plan to complete the requirements to earn a credential in the specified content or specialty area(s). University, the District, and the Resident shall concur on the program planned. Each is responsible for the timely and proper progress of the plan.
- B. Establish the process for communication between the principal or evaluator, or other District designee and the University Advisor.

- C. Place the Resident in a co-teaching Mentor's classroom at least half time for the duration of the School or District's school year (e.g., August-June), including support/mentoring and supervision, such as coaching, modeling, and demonstrating within the classroom, assistance with course planning and problem-solving regarding students, curriculum, and development of effective teaching methodologies.
- D. Provide content specific coaching.
- E. Participate in a Steering Committee, which will function as the operational governing body for the Residency Program and facilitate planning, design, and implementation of all key activities, instruments, processes, and systems, including those related to: recruitment and selection of Residents and Mentors; cohort activities (e.g. role-alike meetings), and feedback for Residents and Mentors; and assessment and evaluation focusing on continual improvement for Residents, Mentors, District students, and all other aspects of the Residency Program.
- F. Collect, share among partners, and analyze assessment and evaluation data related to the Residency Program.
- G. Track and report on grant and matching funds, if any, that support the Residency Program using the Residency Grant tracking form.

## **2. CAL POLY HUMBOLDT'S RESPONSIBILITIES**

- A. Cal Poly Humboldt is responsible for ensuring that the Resident in their program is supervised and there is adequate support throughout the duration of the program.
- B. Provide the Resident with a minimum of 45 hours of "Early Field Experience", that develops familiarity with texts and instructional materials used in schools, observation of classroom management strategies used by the teacher, planning and delivery of lesson plans, and how schools function.
- C. Assign a qualified University Supervisor who has expertise in the following: (i) current public school policies; (ii) the process for providing special education services (if supervising a resident pursuing the Education Specialist Credential); (iii) the ability to model best professional practices in teaching and learning, scholarship, and service; (iv) knowledge of diverse abilities, cultural, language, ethnic, and gender diversity; and (v) the academic standards, frameworks, and accountability systems that drive the curriculum of public schools.
- D. Articulate specific responsibilities of University Supervisor including allocation of time/frequency of observations and/or coaching.
- E. Provide a University Advisor during the extent of the residency and monitor the successful completion of all requirements during the residency period.
- F. Provide training seminars each semester for co-teaching Mentors and University Supervisors.

- G. Receive, complete, and review the resident assessment forms at the end of each semester.
- H. Provide information and paperwork for the process for recommendation for the appropriate credential, i.e., Education Specialist.
- Provide University supervision for at least 12 hours each semester of the one-year residency program in the form of a "student teaching" class. Teach courses in the Resident's credential program and ensure all courses are available for Residents.
  - Ensure that Residents are advised about which courses to take each semester. Ensure coursework is aligned to the needs of teachers and students in the District, including use of district-adopted curriculum materials and shared instructional practices.
  - Provide professional development for Mentors on mentoring, co-teaching, and instructional practices prioritized by the Steering Committee.
  - Provide a University Supervisor for each Resident.
  - Conduct classroom observations of Residents.
  - Sit on Residency Program Steering Committee.
  - Provide and organize recruitment opportunities on campus.

### **3. EUREKA CITY SCHOOLS PROGRAM'S RESPONSIBILITIES**

- A. Ensure that schools in which Residents will be mentored provide high-quality learning experiences in a supportive work environment.
- B. Ensure that Residents engage in all aspects of the learning community, including district- and site-level professional development that occurs immediately before and during the school year, committee meetings, staff meetings, and out-of-classroom assignments.
- C. Provide priority hiring interviews to Residents enabling them to satisfy the commitment to the Local Educational Agency (LEA) as specified below:
- Residents receiving a Teacher Residency Grant stipend are required to teach up to four years in the LEA, if hired and subsequently renewed. Residents may fulfill this obligation at LEAs throughout California if not hired by EUREKA CITY SCHOOLS.
  - Provide induction support to residents who complete the program, if subsequently hired by the LEA.
  - Provide fiscal management of grant and matching funds, if any, that support the Residency Program.
  - Provide all reporting to HCOE and/or other funding agencies, if any, in alignment with grant requirements.
  - Ensure that the Resident is supported and there is adequate supervision.
  - Assign a Mentor who has a valid corresponding Clear or Life Credential, three years of successful teaching experience and ELA (if responsible for providing specified ELA support). The ELA support can be an alternate individual if necessary, providing the same level of support.
  - Designate protected time for the Resident to meet with/work with the Mentor and any other support personnel within the school day including clearly defined expectations for type/frequency of support.
  - Evaluate the Mentor, subject to the terms and conditions of any collective bargaining agreement to which the LEA is a party.

- Facilitate (e.g., by hiring a substitute teacher) and ensure the Mentor's participation in residency-program professional development activities as specified each year by the Steering Committee.

#### **4. HUMBOLDT COUNTY OFFICE OF EDUCATION'S RESPONSIBILITIES**

- A. HCOE will work with CAL POLY HUMBOLDT on recruitment of qualified applicants to the residency program.
- B. As the fiscal agent of the grant, HCOE will facilitate the payments to districts and residents in the following ways:
  - Districts will receive \$4,850 for each resident per year. Funds will be dispersed in two installments of \$2,425 each (fall and spring).
    - **Recommended budget areas, for district funds distribution (total of \$4,850):**
      - Mentor Teacher/Alternative Mentor stipend (\$2,500)
      - Substitute costs for alternative placement (if resident is employed as an aide)
      - Miscellaneous support funds to cover professional development and technology needs
  - Each Resident will receive \$13,000 for tuition support, books, and fees associated with gaining his/her credential. Funds will be dispersed in two installments aligned with the University's Fall and Spring semesters.
- C. HCOE will support participating districts in the coordination of mentor training, curriculum sharing, and providing ongoing resources.
- D. HCOE's Fiscal Services Official will provide fiscal oversight and be responsible for the expenditure of funds.
- E. HCOE will coordinate the Residency Program Steering Committee

#### **5. STATUS OF CAL POLY HUMBOLDT, HCOE AND EUREKA CITY SCHOOLS**

A. HCOE, CAL POLY HUMBOLDT, and EUREKA CITY SCHOOLS represents and warrants that they (1) have the legal authority to enter into this MOU; and (2) have obtained all necessary approvals and rights required by applicable laws, rules and regulations necessary to enter into, and perform under, this MOU.

#### **6. INSURANCE**

EUREKA CITY SCHOOLS shall provide both general liability insurance and workers compensation insurance for any University students participating in the Residency Program.

#### **7. INDEMNIFICATION**

CAL POLY HUMBOLDT, HCOE, and EUREKA CITY SCHOOLS agree to indemnify, defend, and hold harmless all parties in this MOU and its affiliates, directors, trustees, officers, agents,

and employees, against all claims, demands, damages, costs, expenses of whatever nature, including court costs and reasonable attorney's fees arising out of or resulting from negligence.

## **8. TERM AND TERMINATION**

This MOU may be terminated at any time without penalty by written agreement or upon 30 days advance written notice by one party to the other, provided, however, that in no event shall termination take effect with respect to students then participating in the Residency Program, until the Residents complete their training for the semester in which termination occurs.

## **9. GENERAL PROVISIONS**

A. Amendments. This MOU may be amended at any time by mutual agreement of the parties without additional consideration, provided that before any amendment shall take effect, it shall be reduced to writing and signed by the parties.

B. Assignment. Neither party shall voluntarily or by operation of law, assign or otherwise transfer this MOU without the other party's prior written consent. Any purported assignment in violation of this paragraph shall be void.

C. Entire MOU. This MOU, including any attached exhibits or agreements referenced in Sections I.A, is the entire agreement between the parties. No other agreements, oral or written, have been entered into with respect to the subject matter of this MOU.

D. Survival. Upon termination of this Contract for any reason, the terms, provisions, representations, and warranties contained in this MOU shall survive expiration or earlier termination of this MOU.

E. Severability. If any provision of this MOU is held invalid by any law, rule, order of regulation of any government or by the final determination of any state or federal court, such invalidity shall not affect the enforceability of the MOU and any other provision not held to be invalid.


F. No Agency. Nothing herein shall be construed to create an agency relationship between the Parties.


G. Governing Law. The validity, interpretation, and performance of this MOU shall be governed by and construed in accordance with the laws of the State of California.


H. Notices. Notices required under this MOU shall be sent to the parties by mail, postage prepaid, at the addresses set forth below (or authenticated online):

**Terms of Agreement:**

This MOU will remain in effect from July 1, 2024, to June 30, 2025.

Signature:   
Colby Smart (Aug 12, 2024 08:14 PDT) Date: Aug 12, 2024  
Dr. Colby Smart, Deputy Superintendent  
Humboldt County Office of Education  
901 Myrtle Avenue  
Eureka, CA 95501

Signature:   
Gary Storts (Aug 12, 2024 13:20 PDT) Date: Aug 12, 2024  
Gary Storts, Superintendent  
Eureka City Schools  
2100 J St.  
Eureka, CA, 95501

Signature:   
Edna Lewis (Aug 13, 2024 12:40 PDT) Date: Aug 13, 2024  
Cisco Haggerty, Procurement Specialist/Contracts and Procurement  
Cal Poly Humboldt  
1 Harpst Street  
Arcata, CA 95521