

MOU
Between
(Insert Preparation Provider)
and
(Insert School System)

For a Residency Program

This Agreement is entered into on (Insert Date), between (Insert School System) (hereinafter "School System") and (Insert Preparation Provider) (hereinafter "Preparation Provider") for the joint exercise of their powers.

RECITALS:

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, the parties agree as follows:

1. Purpose.

The purpose of this Agreement is to address the School System's workforce needs and provide opportunities for Preparation Provider participants to complete a yearlong residency alongside an expert Mentor Teacher with experiences aligned to a competency-based curriculum.

2. Definitions.

2.1. Mentor Teacher - a certified teacher that models good teaching and wise counseling; primarily responsible for supervising the work and activities of the resident.

2.2. Resident - a Preparation Provider candidate completing a yearlong practice-based training experience

2.3. School System Governance Committee - a school system-level leadership and oversight committee made up of the Superintendent of the School System or designee, the residency site principals, the Preparation Provider's Clinical Instructor/Supervisor, and the Preparation Provider's Program Director. Additional key stakeholders are invited to attend committee meetings.

3. Workforce Need.

(Insert School System) has X% uncertified or out-of-field teachers. The classes with the highest percentage of uncertified or out-of-field teachers include X and Y. The School System hires X% of its teachers from _____ university, and X% from _____ post-baccalaureate program. Schools _____, _____, and _____ have the largest number of uncertified or out-of-field teachers.

4. School District Obligations.

Pursuant to the terms of this agreement, the School System shall:

4.1 Identify high quality Mentor Teachers in the schools where residents will be placed sufficient in numbers for a cohort of up to X residents. In addition, identify certified teachers to serve as resident mentors at the following schools: _____, _____, and _____, and verify and/or guarantee their participation in the Louisiana Department of Education's (LDOE) Mentor Teacher training during the 2018-2019 school year.

4.2 Share and analyze student achievement/benchmark data with Preparation Provider for the purpose of improving student learning and for program improvement.

4.3 Actively supervise, mentor, and evaluate residents using school System processes and performance assessment tools.

4.4 Pay Mentors of undergraduate yearlong residents \$1,000, as funding is received from LDOE. Pay \$500 by January 15th and \$500 by May 31st.

4.5 Provide opportunities for the residents to attend school system-level and school-level professional development.

4.6 Identify X certified teachers to enroll in Preparation Provider's special education add-on program.

4.7 Provide tuition reimbursement for X certified teachers to complete Preparation Provider's special education add-on program.

4.8 Participate in quarterly meetings with Preparation Provider staff to analyze program strengths and weaknesses and determine next steps.

4.9 Identify School System point of contact for the school placement of residents, identification of Mentor Teachers, and to serve as the key liaison between Preparation Provider and School System.

5. Preparation Program Obligations.

Pursuant to this Agreement, the Preparation Program shall:

5.1 Place up to X undergraduate yearlong residents in School System, based upon School System's workforce needs in specific schools and subject areas. No more than of X% shall be pursuing certification in elementary education.

5.2 Place up to X residents in schools _____, _____, and _____ once teachers in these schools have successfully completed Mentor Teacher training.

5.3 Provide ongoing monitoring and support of undergraduate yearlong residents by conducting a minimum of two evaluations per semester.

5.4 Seek input from the school principal or his/her designee (through a written survey) regarding certification decisions for any residents placed in the School System.

5.5 Provide School System staff with information regarding Preparation Provider's special education add-on program, including steps required for enrollment in the program.

5.6 Hold information sessions once per semester for Preparation Provider's math majors to discuss the demand for math teachers and provide options for earning teacher certification. Invite School System staff to these information sessions for recruitment to the profession discussions.

5.7 Offer a Praxis preparation workshop for candidates interested in enrollment in post-baccalaureate certification programs.

5.8 Support programming that helps Teacher Education Program graduates meet state and federal guidelines for quality teacher preparation.

5.9 To the extent not in conflict with [\(Insert Preparation Provide\)](#) policies and procedures, comply with [\(Insert School System\)](#) policies and procedures that are made known to Preparation Provider and ensure that all Course Instructors, Clinical Instructors and residents are aware of these policies.

6. Mutual Obligations.

Pursuant to this Agreement, the parties shall each in good faith:

6.1 Collaboratively recruit prospective future-teachers to the teacher preparation program.

6.2 The teacher candidate shall be supervised in all residency experiences by a team comprised of a school-based Mentor Teacher, the residency school site principal or designee, and program faculty member. The supervision shall include, at minimum, two formal observations of teaching practice per semester, which shall include feedback on performance and analysis of formative and summative student achievement results and candidate performance data. Observations may be conducted by any member of the supervision team.

6.3 Upon completion of the program, complete a holistic evaluation of the teacher candidate's eligibility

for initial licensure

6.4 Actively participate in shared governance for the collaboration by attending quarterly meetings to discuss participant and program evaluation.

6.5 Direct employees under the parties control to perform the obligations under this Agreement.

List of schools hosting residents during the 2018-2019 school year: [\(example in chart below\)](#)

Name of School	Indicate the following rationale for placement by placing an X in the box.		Number of Residents
	High-need Certification Area	High-need School	
School 1	X	X	4
School 2		X	3
School 3			2

6. Term.

This Agreement will be effective from the last date of signing through 2 years from effective date.

7. Termination.

Except as otherwise provided, this Agreement may only be terminated by written notification of either party at least six months prior to the termination date. The parties agree to use their best efforts to allow sufficient opportunity for students enrolled in the teacher education program to graduate prior to the effective date of termination. Upon termination, unless otherwise expressly provided, any property purchased in furtherance of this Agreement shall remain the property of the party that purchased such property.

This Agreement will be effective from the last date of signing through 5 years from effective date.

Notices.

	School System Designee	Preparation Provider Designee
Print Name		
Signature		
Title		
Date		