



Teacher Induction Agreement 2026-2027

A. General

1. This Agreement is between the San Mateo County Superintendent of Schools (“Superintendent), Lead Educational Agency (LEA) for the San Mateo County Teacher Induction Program, and **REDWOOD CITY DISTRICT** (“District”), to implement the San Mateo County Teacher Induction Program (“SMCTIP”).

B. Parameters

1. The effective date of this Agreement is between July 1, 2026 and June 30, 2027.

C. Purpose

The purpose of this Agreement is to establish a formal working relationship between the Parties and to set forth the operative conditions that will govern this partnership. The Superintendent, the Teacher Candidate, and the District will form a partnership in providing and coordinating services as part of the SMCTIP. Please fill in next to the appropriate program:

☐ Yes or ☒ No General Education (MS/SS)
☒ Yes or ☐ No Education Specialist

D. Responsibilities of the Parties - General

1. The Superintendent agrees to the following:
 - a) Employ an appropriate number of staff within the discretion of the Superintendent to perform services as described in the San Mateo County Teacher Induction Program Submission Document.
 - b) Provide office and workspace for the staff and meeting space for program activities.
 - c) Provide and oversee a state-approved/accredited induction program, which will allow each eligible candidate who fully completes all program requirements to obtain his/her Clear Credential. Maintain up-to-date information regarding all state induction requirements.
 - d) Provide a process for equitable distribution of services to Teacher Induction Candidates, Mentor, and Site Administrators in all participating districts, and participating independent schools, including recruitment of Mentors to work with the district’s Teacher Induction Candidates, as needed.
 - e) Establish and maintain accurate records and reports including confidential files containing information, formative assessments and other statements of progress for Candidates. Establish and maintain a comprehensive database for all induction candidates. Provide regular updates to all induction candidates and their districts.
 - f) Supply reports and any other information requested on matters related to program requirements and activities to the Commission on Teacher Credentialing and California State Department of Education.

- g) Establish and convene an Advisory Group that will monitor the budget, implementation, progress and evaluation of the program, and develop other administrative processes as provided for in the (SMCTIP) Submission Document.
- h) Participate in and facilitate all State-sponsored program evaluations.

2. The District agrees to the following:

- a) Pay **\$2,900** per Teacher Induction Candidate to the Superintendent within 30 days of receipt of the invoice generated by the Superintendent, and in any event, no later than May 30, 2027.
- b) In the event that a Teacher Induction Candidate leaves the District employment before mid-semester break (January 31, 2027), the District will be charged only **\$1,450** for that teacher.
- c) Hire a Mentor according to program guidelines and credential requirements. **If the district would like the SMCTIP to hire the Mentor, the District agrees to pay an additional charge of \$2,700 per participating teacher to be paid to the Superintendent within 30 days of receipt of the invoice generated by the Superintendent.**

Yes or No: District agrees to hire a Mentor according to program guidelines for each Teacher Induction Candidate (Teacher).

☒ **Yes** or ☐ **No:** General Education (MS/SS)

☒ **Yes** or ☐ **No:** Education Specialist

or:

☒ **Yes** or ☐ **No:** District agrees to have the SMCTIP hire the Mentor and pay an additional charge of **\$2,700** per Teacher Induction Candidate (Teacher).

☒ **Yes** or ☐ **No:** General Education (MS/SS)

☒ **Yes** or ☐ **No:** Education Specialist

- d) Provide basic Teacher Induction (formerly “BTSA”) enrollment information to all new hires.
- e) Ensure that all Teacher Induction Candidates complete and submit an accurate, eligibility form to the SMCTIP office by no later than 30 days after his/her start date or December 31, 2026; whichever is sooner.
- f) Provide release time to Candidates to afford opportunities to visit other classrooms, other schools, and meet with their Mentor.
- g) Provide support for the role of the Mentor including: Adjust the Mentor work year (as needed) to allow Mentors to participate in required SMCOE Teacher Induction Mentor training as appropriate; assure the Mentor’s attendance at required Mentor Seminars at SMCOE.
- h) Ensure that the development of goals and any work product related to teacher induction is confidential between the Mentor and Teacher Induction Candidate and that no work product or conversation about induction is shared or used for employment evaluation. Employer understands that the work of induction cannot be used for evaluation purposes.
- i) Work cooperatively with the SMCTIP staff and Mentors and commit to ongoing professional development in support of the Teacher Induction program.
- j) Participate in all evaluation activities, including the State-required end of the year survey and the mid-year survey.
- k) Be cognizant of the demands placed on new teachers by both the Teacher Induction Program and attempt to limit school site responsibilities.
- l) Send a representative to attend the two Advisory Group meetings held by SMCOE TIP each year (fall and spring).

3. The Teacher Induction Candidate agrees to the following:

- a) Complete and submit an accurate online eligibility form to the SMCTIP office by no later than 30 days after his/her start date.
- b) Work with the Teacher Induction Mentor; including weekly meetings, collaboration, and consultation in all areas related to the formative assessment system, professional development, and the Induction requirements.
- c) Participate in SMCTIP professional development activities as prescribed by the program.
- d) Complete all Induction Program requirements, as described in the SMCOE Teacher Induction Candidate Handbook.
- e) Participate in all evaluation activities, including the State-required end of the year survey and the mid-year survey.

4. The Mentor will:

- a) Work with the Teacher Induction Candidate; including weekly meetings, collaboration, and consultation in all areas related to the formative assessment system, professional development, and the Induction requirements.
- b) Maintain regular communication with SMCOE TIP to ensure the Teacher Induction Candidate's progress toward successful completion of the Induction requirements.
- c) Participate in SMCTIP professional development activities as prescribed by the program.

E. Other Conditions

- 1. Any and all products developed by the SMCTIP are the exclusive property of the Superintendent and the San Mateo County Teacher Induction Program. The Teacher Induction Candidate shall not have the right to disseminate, market or otherwise use the products without the expressed written permission of the Superintendent and the SMCTIP.
- 2. HOLD HARMLESS. Teacher Induction Candidate shall hold Superintendent, its officers, agents and employees harmless from all suits, claims and liabilities resulting from negligent acts or omissions of Superintendent, its officers, agents or employees taken under this Agreement.
- 3. MODIFICATION OR ASSIGNMENT. This Agreement may not be assigned by either party without the express written consent of the other. No modification shall be effective unless approved in writing by the Superintendent and authorized representatives of the parties involved.

**SAN MATEO COUNTY
SUPERINTENDENT OF SCHOOLS**

Signature

Kevin Bultema, Deputy Superintendent
Name/Title

Date

REDWOOD CITY DISTRICT

Signature

Dr. Christian J. Rubalcaba, Superintendent

Name/Title

Date

RE

Signature

Rick Edson, Chief Business Official

Name/Title

Date