

**Memorandum of Understanding Between
Pittsburg Education Association And
Pittsburg Unified School District
Intern Support Provider (ISP)
2023-2024**

The Pittsburg Education Association (PEA) and the Pittsburg Unified School District (PUSD) agree to this Memorandum of Understanding (MOU) regarding payment of a stipend for Intern Support Providers (ISP). This MOU shall be for the 2023-2024 school year and shall automatically sunset on June 30, 2024 unless mutually agreed in writing by both parties.

1. **Purpose:** To provide local support to unit members who are working in an intern position, or with an Emergency credential, or unit members who do not qualify for the Teacher Induction Program (TIP). Nothing in this agreement replaces Article 23 -PAR.
2. **Teacher Eligibility for Intern Support Provider (ISP):** Participation as an ISP provider is voluntary. Site administration shall notify, unit members who are working in an intern program, of the availability of an ISP within the first month of initial employment or assignment.
3. **Intern Support Provider (ISP) Selection:** Site and Department administration shall post the position at the site, Department office, and on the PUSD website. All interested unit members shall submit a completed application form (available in Human Resources) to be considered. The site administrators along with two unit members assigned by PEA shall form a committee of four (4) to review applications and select mentors within three (3) work weeks of receiving applications. Unit members who serve on the Intern Support Provider (ISP) Selection Committee shall be paid the certificated hourly rate of pay for all hours outside of the contracted workday. An ISP shall serve for up to two (2) consecutive years at a time, unless no other ISP is selected, in which case the ISP may apply for another two years of service.
4. **Intern Support Provider Application Timeline:** ISP's positions shall be posted as needed. If more ISP's are selected than there are intern teachers each school year, the site/Department administrator shall assign which ISP(s) shall support the participating intern teacher.
5. **Intern Support Provider Qualifications:**
 - (a) Current certificated unit member who has had permanent status for at least three (3) years with PUSD;
 - (b) Most recent evaluation is satisfactory;
 - (c) Currently serving in a similar position as the participating Intern unit member;and
 - (d) Assigned to a similar grade level/department or in same related service as participant. When possible, an ISP on site is preferred.

6. Intern Support Provider Responsibilities to Participating Unit Member:

- (a) ISP's shall follow the agreement/schedule as outlined in the contract with the participating College/University.
- (b) ISP's shall provide support and resources according to the participating unit member's needs. Prior site or department administrator approval is necessary for release time and/or purchase of any resource.
- (c) ISP's shall help participating unit member adapt to new site and/or new position.
- (d) ISP's shall complete a log of meeting dates and times, and support provided to participating unit member. This log shall be provided to site/Department administrator by January 2nd and May 2nd of each school year. ISPs who turn in completed logs after the above dates, shall be paid on the next pay warrant.
- (e) Each school year, ISPs shall participate in at least two (2) PUSD provided trainings and/or meetings for site-based support providers. One training shall be held in the Spring, following the selection of mentors. If these trainings are held after the workday, unit members shall be compensated at the certificated hourly rate of pay.
- (f) ISPs shall not evaluate the intern teacher.
- (g) All communications between the participating unit member and ISP shall be confidential, and without the written consent of the participating unit member, shall not be shared with others, including site/Department administrator.
- (h) No records shall be placed in the participating unit member's personnel file.

7. ISP Stipend: Each ISP shall be paid \$2,000.00 per year for each assigned intern. Stipend(s) will be awarded in two payments, one in January and one in June. ISP may receive compensation from College/University, however, if that compensation does not at least equal \$2,000.00, then the District shall pay the remainder of the stipend to equal \$2,000.00.

8. PEA and PUSD shall agree upon all applications and forms for the Intern Support Provider (ISP) Program.

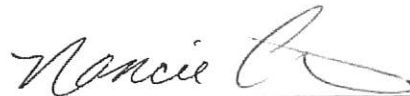
For Pittsburg Education Association:



Celia Medina-Owens
PEA President

Date: 8/2/23

For Pittsburg Unified School District:



Nancie Castro
Assistant Superintendent. HR

Date: 8/2/23

PUSD Intern Support Provider (ISP) Application Form

| | | | |
|--------------------------|--|-------------------------------------|--|
| Name | | Date | |
| Current School Site | | Grade-level Teaching Experience | |
| Number of Years Teaching | | Grade level interested in Mentoring | |

Intern Support Qualifications:

- (a) Current certificated unit member who has had permanent status for at least three (3) years with PUSD;
- (b) Most recent evaluation is satisfactory;
- (c) Currently serving in a similar position as the participating unit member; and
- (d) Assigned to a similar grade level/department or in same related service as participant. When possible, a ISP on site is preferred.

Intern Support Responsibilities to Participating Unit Member:

- (a) ISP's shall follow the agreement/schedule as outlined in the contract with the participating College/University.
- (b) ISP's shall provide support and resources according to the participating unit member's needs. Prior site or department administrator approval is necessary for release time and/or purchase of any resource.
- (c) ISP's shall help participating unit member adapt to new site and/or new position.
- (d) ISP's shall complete a log of meeting dates and times, and support provided to participating unit member. This log shall be provided to site/Department administrator by January 2nd and May 2nd of each school year. ISPs who turn in completed logs after the above dates, shall be paid on the next pay warrant.
- (e) Each school year, PUSD ISP's shall participate in at least two (2) PUSD provided trainings and/or meetings for ISP's. One training shall be held in the Spring, following the selection of ISP's. If these trainings are held after the workday, unit members shall be compensated at the certificated hourly rate of pay.
- (f) ISP's shall not evaluate the intern teacher.
- (g) All communications between the participating unit member and ISP shall be confidential, and without the written consent of the participating unit member, shall not be shared with others, including site/Department administrator.
- (h) No records shall be placed in the participating unit member's personnel file.

Applicant Signature: _____ Date: _____

For Administrative use only:

ISP Application Committee:

Site Administrator (Print) _____ (Signature) _____ Date: _____

PEA Unit Member (Print) _____ (Signature) _____ Date: _____

PEA Unit Member (Print) _____ (Signature) _____ Date: _____

Approved: Not Approved:

If known, Mentee(s) assigned: _____ and _____

Please submit completed applications to Human Resources after Committee review

*8/2/23
eth*