

LETTER OF UNDERSTANDING

Illinois Virtual Instructional Coach and Building Mentor Program (VIC-BM Program)

I. Introduction:

This is a Memorandum between the Illinois Education Association (IEA), the Unit Five Education Association (UFEA), and Community Unit School District No. 5, McLean and Woodford Counties, Illinois (District). It sets out the roles and responsibilities of each of the parties with respect to the Illinois Virtual Instructional Coach and Building Mentor Program (VIC-BM Program) during the 2022-2023 school year.

The Illinois State Board of Education (ISBE) engaged with the Illinois Education Association (IEA) and the Illinois Federation of Teachers (IFT) through a \$6.5 million grant, funded by the federal Coronavirus Aid, Relief, and Economic Security Act. To support beginning educators in these challenging circumstances, ISBE worked with IEA to design a comprehensive program that will offer every participating district's new teachers wraparound professional support including:

- a. **New classroom teachers and clinicians in their 1st, 2nd and/or 3rd year will be matched to a virtual instructional coach in the same grade level, content area and race/ethnicity.**
Each virtual coach will meet with the new educator 30 minutes per week or an hour every other week to provide support. Each new teacher/clinician will receive a \$500 stipend dispersed in three installments of (\$150 September/October, \$150 December/January, and \$200 March/April) based upon participation.
- b. **Virtual instructional coach trained to provide support to new teachers and clinicians regarding effective practices for online instruction & social-emotional learning.**
Virtual coaches will be matched with beginning teachers/clinicians through a statewide matching process developed by IEA. Virtual coaches are not assigned to new educators in their district, some exceptions might exist. Virtual coaches will submit an electronic monthly time log.
- c. **Building mentor trained with the sole responsibility to make the educator feel welcomed, supported and connected in their new school.**
Mentors will be selected through existing local induction and mentoring processes or through the Virtual Coaching and Mentoring Program Rubric developed by ISBE, IEA and IFT to select mentors. Mentors will work with *all* new educators in their building. This is not 1 new educator to 1 mentor.

Monthly electronic time logs will be submitted by mentors on the 28th of each month for documentation through the Coaching & Mentoring Platform. IEA will invoice ISBE on the 5th of each month and the monthly stipend will be paid directly to the mentor from IEA once the reimbursement check is received, which can be 5 to 6 weeks (though it should be monthly as the year progresses).

Building mentors will receive an annual stipend of up to \$1800 (\$25/hour for two hours per week up to 36 weeks) for the school year based on the time submitted by the mentor. The stipend is based on the number of hours the mentor submits (1-2 hours = \$50 /month, 3-4 hours = \$100/month, 5-6 hours = \$150/month, and 7-8 hours = \$200/month).

Building mentors will be expected to complete the 3 training modules for a total of 12 hours of training on the Coaching & Mentoring Platform: Environments of Safety & Belonging, Cultural Competency & Anti-Racism, & Engaging Families and Communities. Once all modules are complete, compensation of \$300 and 12 PD Hours (Professional Development Hours) will be provided.

d. Mentors and New Teachers/Clinicians have access to a robust virtual coaching platform through the support of TeachForward.

The platform will include a comprehensive online library of instructional resources, including effective-practice videos, and software tools that help educators analyze examples of each other's teaching and provide feedback and support to one another. The platform and resources will be available to all virtual coaches, building mentors and new educators.

e. New educators receive support and feedback through one-on-one and small group virtual coaching sessions organized around Charlotte Danielson's Framework for Teaching Clusters.

f. New educators and mentors are expected to participate in all program evaluation activities conducted by the external evaluator, Digital Promise.

Evaluation activities may include questionnaires, surveys, and/or interviews regarding the support's participants receive, the impact of those supports on both efficacy and their intent to stay in the profession. Digital Promise (digitalpromise.org/) is a nonprofit organization with the mission to accelerate innovation in education to improve opportunities to learn.

g. New educator monthly forums are available for professional development hours if the new educators are attending live through Zoom.

For those new educators who chose to watch the recording placed on the Coaching & Mentoring Platform no professional development hours will be given. New educators are encouraged to participate in some way. Forums are 1 hour in length and held from 4:00 p.m. - 5:00 p.m. and 5:00 p.m. - 6:00 p.m. each month on days determined and communicated by IEA. Topics vary based on the participants needs.

h. Mentor monthly forums are available for professional development hours if the mentors are attending "live" through Zoom.

All forums are recorded and placed on the Coaching & Mentoring Platform. For those mentors who choose to watch the recording, no professional development hours will be given. There is an expectation that mentors either attend the monthly forum "live" or watch the recording. Information is provided that is valuable to their mentoring role and work with the new teacher/clinician. The forum time can be counted as part of their monthly time and submitted on their time log.

II. Roles and Responsibilities of the Illinois Education Association:

- a. Coordinate and direct the VIC-BM Program on a statewide basis;
- b. Serve as Liaison and submit monthly and quarterly reports to the Illinois State Board of Education (ISBE) detailing VIC-BM effectiveness;
- c. Assist coaches/mentors/new teachers/clinicians and the other parties to this agreement when necessary;
- d. Conduct periodic regional meetings with coaches/mentors to monitor program and discuss any modifications;
- e. Review coach and mentor activity logs;
- f. Pay stipends to coaches/mentors and new educators on a monthly basis; and
- g. Cover the platform licensing fee for each new educator, mentor, and coach participating in the statewide program.
- h. Invoice ISBE and pay all program expenses related to the operation of the VIC-BM Program.
- i. Facilitate communication and provide information as needed through Director of the VIC-BM Program and IEA Teaching & Learning Mary Jane Morris (maryjane.morris@ieanea.org).

III. Roles and Responsibilities of Unit Five Education Association (UFEA):

- a. Commit to partnership with District on the Program;
- b. Collaborate with District to identify potential mentors, where applicable;
- c. Help recruit individuals to serve as mentors;
- d. Follow the existing process for selecting mentors as part of the existing Induction and Mentoring program;
- e. Determine, with the district, whether the parties will utilize the building mentor component of this program or choose to only use the virtual instructional coach component; and
- f. Commit to participate fully in the program guidelines of the VIC-BM Program.

IV. Roles and Responsibilities of District:

- a. Commit to partnership with UFEA on the VIC-BM Program;
- b. Collaborate with UFEA to identify and select building mentors, where applicable;
- c. Provide the names and contact information of all 1st, 2nd and 3rd year educators and building mentors who will be participating in the statewide virtual instructional coach program to the Director of IEA Teaching and Learning;
- d. Follow the existing process for selecting mentors as part of the existing Induction and Mentoring program;
- e. Determine, with UFEA, whether the parties will utilize the building mentor component of this program or choose to only use the virtual instructional coach component; and
- f. Commit to participate fully in the program guidelines of the VIC-BM Program.
- g. Through the District's Building Principals/Administrators:
 - i. Maintain and respect confidentiality between mentor/new educator and coach/new educator;
 - ii. Share resources for professional development with mentors, coaches, and new educators;
 - iii. Support new educators, mentors, and coaches in their participation in the program;
 - iv. Ensure that the performance evaluation process and continued employment decisions are separate from the mentor relationship.

V. Amendments:

This Letter of Understanding may be modified or amended at any time during its Term by mutual consent of the Parties, expressed in writing and signed by the Parties.

VI. Termination:

Unless renewed by all parties, this Letter expires on the day before the first day of the 2023-24 school year or exhaustion of all Program grant funds, whichever is later.

VII. Executed:

Mary Jane Morris 08/10/2022
On Behalf of the IEA Date

Julie Haysen 8/16/22
On Behalf of UFEA | *president* Date

[Signature] 8/24/2022
On Behalf of the District Date

