



The Commonwealth of Massachusetts Department of Education

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2007 Memorandum of Understanding Master Teachers

The Department of Education (“Department”) and the Master Teacher named below understand and agree to the following terms:

1. This Memorandum of Understanding is written under the authority of General Laws Chapter 15A, § 19C, which states in relevant part:

There shall be a Massachusetts Master Teacher Corps program for the purpose of building a group of recognized teachers of high achievement in the profession who shall serve to mentor incoming apprentice teachers and further the goals of the education reform act, so-called. The Department of Education shall administer this program. ...

(1) The Department may select master teachers who achieve master teacher status through certification from the National Board for Professional Teaching Standards, pass a challenging content test, and agree to mentor apprentice teachers. ...

(2) ... The Department shall provide master teachers with ongoing salary bonuses for such master teachers. Such ongoing salary bonuses shall be limited to \$5,000 per year.

2. The Master Teacher meets the standards for a salary bonus as set forth in General Laws Chapter 15A, § 19C. In consideration for the Master Teacher’s agreement to serve as a mentor to other teachers and to work with the Department to further the goals of the Education Reform Act, the Department will pay a salary bonus to the Master Teacher. Such bonus will be paid directly to the teacher. Any National Board Certified Teacher who wishes to obtain Master Teacher status and a \$2,500 bonus for the 2006-2007 school year must meet the following requirements:

- (a) Select and participate in a mentoring activity as outlined in this Memorandum of Understanding;
- (b) Register their mentoring activity online with the Department between the dates of Wednesday, October 23, 2006 thru 2:00p.m on Friday, November 17, 2006. The bonuses will be available on a first-come first-served basis for the first 225 National Board Certified Teachers who register.
- (c) Send this signed Memorandum of Understanding and completed Commonwealth of Massachusetts Request for Verification of Taxation Reporting Information and Commonwealth Terms and Conditions to the Department. These documents must be postmarked no later than November 17, 2006; and
- (d) Send a mentoring report, according to the Department of Education’s deadlines, to the Department that describes their mentoring activities for the 2006-2007 school year including the principal’s and mentee’s signatures. The Department will send

out the mentoring report template in late January/early February. At that time, we will specify the deadline for submission of the report.

The Department will review the mentoring report to ensure that the activities are consistent with Master Teacher Policies. Payment is contingent upon adherence to the aforementioned requirements as well as the teacher being employed by a Massachusetts public school and having received no unsatisfactory performance evaluations. If any of these contingencies changes, the Master Teacher is obligated under this agreement to notify the Department immediately that he or she no longer meets the terms of this Memorandum of Understanding and is ineligible for that year's salary bonus.

3. In consideration for said salary bonus, the Master Teacher agrees to participate in one of the following activities:
 - a. Mentoring one or more apprentice teachers (**in their first year of teaching** – referred to as “the induction year” – and hired by the National Board Certified Teacher’s school or district) by meeting frequently and regularly throughout the academic year to participate in at least one of the following activities:
 - i. Observation of the apprentice teacher by the Master Teacher/mentor.
 - ii. Observation of the Master Teacher/mentor by the apprentice teacher.
 - iii. Co-teaching a class.
 - iv. Curriculum planning.
 - v. Lesson planning.
 - b. Mentoring one or more apprentice teachers who are **in at least their second year of teaching** and who possess an initial license and are pursuing a Professional license. This mentoring will consist of meeting frequently and regularly throughout the academic year to participate in at least 50 hours of mentoring beyond the induction year consisting of the following:
 - i. Observation of the apprentice teacher by the Master Teacher/mentor.
 - ii. Observation of the Master Teacher/mentor by the apprentice teacher.
 - iii. Co-teaching a class.
 - iv. Curriculum planning.
 - v. Lesson planning.
- c. Leading the district’s mentoring or induction program (or a component of those programs) by participating in one or more of the following activities (in accordance with the Department of Education’s *Guidelines for Induction Programs*: <http://www.doe.mass.edu/eq/mentor/induct.pdf>):
 - i. Overseeing the management of the district induction program including the selection of mentors, maintenance and oversight of mentor/apprentice meetings, coordination of other induction program activities, and other

Note: This activity will enable the apprentice teacher to obtain the 50 additional hours of mentored experience beyond the induction year that is now required for the Professional license. The induction year is the apprentice teacher’s first year in the classroom during which time he/she should have participated in a yearlong induction program including a mentoring component. The 50 hours should take place above and beyond that one-year program.

- activities outlined by the district to be the responsibility of the mentor coordinator.
- ii. Chairing or co-chairing the Induction or Mentoring Steering Committee by: Overseeing activities to: develop or modify the induction program plan, determine and allocate resources to the program and conduct an annual evaluation of the program's effectiveness.
 - iii. Conducting mentor training for mentors including follow-up sessions to Address any issues that the mentors may experience. *The Department has a mentor training curriculum available for distribution. If interested in obtaining a copy, please contact Cathy Depradine at masterteacherprogram@doe.mass.edu.*
 - iv. Developing and presenting a series of workshops that include topics of interest to beginning teachers such as: professional standards for teachers, classroom management, standards-based instruction, differentiated instruction, assessment, integrating technology into the classroom, time management, and other topics identified by the district.
- d. Mentoring an apprentice teacher in a n initial license district-based program by participating in one or more of the following activities:
- i. Serving as a supervising practitioner by supervising the apprentice teacher during the practicum equivalent, observing the candidate in the classroom through pre and post conferencing, presenting at three, three-way evaluative conferences involving the supervising practitioner, program supervisor, and the candidate. In order to qualify for this activity, the Master Teacher would need to hold the appropriate license.
 - ii. Evaluating performance assessments and/or assisting program participants with the development of their portfolios by leading workshops, designing guidelines, meeting frequently and regularly with participants to provide guidance.
 - iii. Designing course curriculum and teaching courses for program participants.

In order to qualify for these activities, the Master Teacher will be required to follow the policies and procedures that the district has outlined for its program. It is the responsibility of the Master Teacher to contact district-based programs to determine whether or not there is a need for their assistance.

- e. Mentoring candidates for NBPTS certification through a **seminar group of two or more** candidates in which some combination of the following activities will take place on a monthly basis: leading support meetings for candidates, answering questions, reading and reviewing written and videotaped materials and providing additional support to candidates as needed.
- f. Master teachers who are not able to select one of the aforementioned mentoring activities due to a lack of opportunity may submit a request to the Department that outlines the **alternate mentoring activity** in which they would like to participate. This request should be submitted to Cathy Depradine by email masterteacherprogram@doe.mass.edu no later than November 6, 2006 for approval. Any alternative mentoring activity that is not received by email by that date will not be considered.

All mentoring activities must begin no later than November 20, 2006 and must continue through June 2006. Please keep a record of all activities (including dates and times of contact), as the Department will ask for documentation of these activities in the mentoring report.

4. This Memorandum of understanding ("Memorandum") shall take effect as of the date it is last signed below. The Master Teacher may terminate the Memorandum at any time, upon written notice to the Commissioner of Education. The Commissioner of Education may terminate the Memorandum at any time, upon written notice to the Master Teacher.
5. This agreement shall be in effect through June 30, 2007 and is subject to available state funding. As of September 1, 2006, funding for the Master Teacher Program is available only through June 30, 2007. The continuation of the Master Teacher Program will be subject to an annual line item in the state budget or other actions taken by the Legislature. If funds become available to fund subsequent years of the Master Teacher Program, a new Memorandum of Understanding will be prepared based on the applicable laws and policies that will be in effect.

Master Teacher

Date

Commissioner of Education
Commonwealth of Massachusetts

Date