



**INTERAGENCY AGREEMENT
BETWEEN
Everett Community College
AND
Lake Stevens School District**

THIS AGREEMENT is made and entered into by and between **Everett Community College**, hereinafter referred to as "COLLEGE," and the Lake Stevens School District, hereinafter referred to as the "DISTRICT".

IT IS THE PURPOSE OF THIS AGREEMENT to provide: a collaborative College in the High School program (CHS), pursuant to RCW 28A.600.290 that offers qualified high school students the opportunity to concurrently earn college credit and high school credit for qualified advanced high school course(s) deemed equivalent to EvCC college course(s). The program's success will require ongoing collaboration and communication between the College, DISTRICT Administration and high school faculty. The list of approved courses for this year's program is attached to this agreement.

THEREFORE, IT IS MUTUALLY AGREED THAT:

STATEMENT OF WORK

A. The conditions of this agreement are:

1. In order for high school students to be eligible and enrolled in the "College in the High School" program (CHS), they must subscribe to and be accountable for all regular EvCC policies and regulations regarding student performance, entrance assessment, course prerequisites, and placement by high school transcript evaluation; Smarter Balanced Assessment (SBA) Scores; SAT, PSAT, and ACT scores; or Compass or Acuplacer test scores pursuant to WAC 392-725-130. Students are subject to the CHS program refund, withdrawal and course add/drop policies.
 - a. Eligible student means the student meets the definition of an enrolled student pursuant to WAC 392-121-106 and has been deemed to be a tenth, eleventh, or twelfth grade student.
2. The DISTRICT and the COLLEGE shall independently have and exercise exclusive jurisdiction over academic and discipline matters involving a student's enrollment and participation in a CHS course of, and the receipt of services and benefits from, the DISTRICT or the COLLEGE.
 - a. Violations of student code of conduct will be reported to EvCC and adjudicated through the high school policy and process.

5. Ensure curriculum and assessment standards pursuant to WAC 392-725-140 are met. Assign an EvCC instructor (mentor/liaison) to work with each high school teacher to articulate the course including but not limited to:
 - outline, learning objectives and syllabus
 - textbook and other teaching materials
 - assessment criteria and tools (e.g. papers, portfolios, quizzes, exams, labs, etc.)
 - academic rigor and content is at college level throughout the course
 - courses reflect the pedagogical, theoretical and philosophical orientation of EvCC academic department
 - grading criteria and standards
 - teaching observation and/or interview
 - expectations of the teacher
6. Ensure EvCC policies on academic freedom will apply to the teaching and learning processes.
7. Conduct an annual meeting and new teacher orientation in the fall to review program policies and procedures with high school teachers and EvCC mentors.
8. Require high school teacher to complete discipline-specific professional development activity annually. Discipline-specific professional development is available to all teachers through the CHS program. Attending an outside professional development activity must be pre-approved by the EvCC department chair. A summary of the activity must be completed and submitted to the COLLEGE by June 1 of each year.
9. Make available written guidelines on program policies and procedures (available at www.EverettCC.edu/CHS)
10. Award college credit to high school students who enroll and successfully complete the CHS course(s). The credit in the approved course(s) may be applied to a degree or certificate if the student attends EvCC post high school. If the course is academic and listed on the Associates in Arts and Sciences – Direct Transfer Agreement or any of the College’s other transfer degree programs the credits/course will transfer to any of the public four-year colleges and universities in Washington state as either direct transfer or elective. Technical education courses may not meet general education and/or degree requirements. EvCC cannot guarantee that private or out of state colleges and universities will accept college credits earned in the CHS program. Each high school student is responsible for communicating with a transfer institution(s) prior to enrolling in CHS if s/he chooses to do so.
11. Provide high school teachers with program information and registration processes, and provide written instructions/deadlines for all processes.
12. Provide registration methods (both online and in-person) for high school students to register and pay. High school teachers or other high school staff and administrators are not allowed to accept CHS registrations or payments.
13. Ensure evaluation standards pursuant to WAC 392-725-160 are met.
14. Offer high school students and teachers participating in CHS use of the EvCC library, writing center, and tutoring services.

21. Everett Community College assures the DISTRICT that its agency complies with all state and federal guidelines and/or regulations and does not discriminate on the basis of race, creed, color, national origin, sex, sexual orientation, marital status, age, veteran status, or disability. This is in accordance with Title VI of the 1964 Civil Rights Act; Section 504 of the Rehabilitation Act, 1973, as amended; Americans with Disabilities Act, July 26, 1990, P.L. 101-336; and Title IX of the Education Amendments of 1972, as amended.

C. The District will have the responsibility to:

1. Identify interested and qualified high school teachers, and refer them to the EvCC CHS administrator.
2. Allow EvCC faculty mentor access to high school teachers and to conduct a teaching observation.
3. Require high school teachers to meet with the designated EvCC mentors and provide evidence of the following, including but not limited to, as part of the approval process and ongoing course evaluation:
 - outline, learning objectives and syllabus
 - textbook and other teaching materials
 - assessment sample, criteria and tools (e.g. papers, portfolios, quizzes, exams, labs, etc.)
 - proof of academic rigor and content is at college level throughout the course
 - courses reflect the pedagogical, theoretical and philosophical orientation of EvCC academic department
 - grading criteria and standards
 - teaching observation and/or interview
 - expectations of the teacher
4. Notify the college should an approved teacher resign or otherwise vacate the position; any new high school teacher is then subject to the same approval process. **Note:** Student teachers are not approved to teach in a College in the High School approved course. Should a student teacher be assigned to teach the approved course, the course will not be made available to students to earn EvCC credit.
5. Notify the college should a teacher have an absence lasting more than 10 days.
6. Notify the COLLEGE should there be a change in the curriculum; changes to approved curriculum would be subject to the same approval process.
7. Provide the rooms, labs, instructional equipment, supplies and textbooks for each of the approved high school courses.
8. Require the high school teachers to communicate the program information/registration process and deadlines to the students and parents.
9. Require the high school teachers to attend the fall discipline-specific meeting at EvCC and to participate in discipline-specific professional development activities and/or events.
10. Require the high school teacher(s) to follow established procedures and meet deadlines set by EvCC for the program.

PERIOD OF PERFORMANCE

Subject to its other provisions, the period of performance of this Agreement shall commence on **9/10/18**, or date of execution, whichever comes later, and be completed on **6/28/19** unless terminated sooner as provided herein.

RECORDS MAINTENANCE

The parties to this Agreement shall each maintain books, records, documents and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the service(s) described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

RIGHTS IN DATA

Unless otherwise provided, data which originates as a result of this Agreement shall be owned by the party producing the data. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights.

AGREEMENT ALTERATIONS AND AMENDMENTS

This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

TERMINATION

Either party may terminate this Agreement upon 30 days' prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

TERMINATION FOR CAUSE

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

DISPUTES

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, agreement terms and applicable statutes and rules and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

IN WITNESS WHEREOF, the parties have executed this Agreement.


Signature

Karen Landry

Director, College in the High School

Everett Community College

8-20-18
Date


Signature

Dr. Amy Beth Cook

Superintendent

Lake Stevens School District

9-4-18
Date

Teresa Main
Assistant Superintendent

COURSE	#	Title	First	Last	Semester	Notes
BUS	150	Prin of Marketing	Karen	Morton	Full Year	
BUS	295	Business Internship	Karen	Morton	Second Semester	
BUS&	101	Intro to Business	Karen	Morton	Second Semester	
ECED&	120	Practicum - Nurturing Relationships			First Semester	Pending new teacher approval
EDUC	170	Education Portfolio			Second Semester	
EDUC	250	Education in Action			Second Semester	
EDUC	256	Education in Action Seminar			Second Semester	
EDUC&	202	Intro To Education			First Semester	
EDUC&	115D	Child Development			Second Semester	
ENGL&	101	English Composition I	Kelly	Guilfoil	Full Year	
ENGL&	101	English Composition I	Michael	Newton	Full Year	
ENGL&	111	Intro to Literature	Michelle	Fankhauser	Full Year	
FRCH&	122	French II	Suzanne	Bailey	Full Year	
FRCH&	123	French III	Suzanne	Bailey	Full Year	
GERM&	122	German II	Lynn	VanDerPut	Full Year	Pending new teacher approval
GERM&	123	German III	Malorie	Wolk	Full Year	
GERM&	221	German IV	Malorie	Wolk	Full Year	Pending course approval
HIST	112	West Civ 1648 to Present	Dan	Fenner	Full Year	
HIST	112	West Civ to 1648	Dan	Fenner	Full Year	Pending course approval
HIST&	146	US History I	Jason	Billingsley	First Semester	
HIST&	147	US History II	Jason	Billingsley	Second Semester	
HIST&	148	US History III	Jason	Billingsley	Second Semester	
HIST&	146	US History I	Darrick	Hayman	First Semester	
HIST&	147	US History II	Darrick	Hayman	Second Semester	
HIST&	148	US History III	Darrick	Hayman	Second Semester	
MATH&	107	Math in Society	Kaleb	Allinson	Full Year	
MATH&	107	Math in Society	Cliff	Chaffee	Full Year	
MATH&	146	Intro to Statistics	Danika	Kotlarov	Full Year	
MATH&	151	Calculus I	Kaleb	Allinson	First Semester	
MATH&	152	Calculus II	Kaleb	Allinson	Second Semester	
MATH&	141 & 142	Precalculus I & II: Algebra & Trig	Mark	Hein	Full Year	
MATH&	141 & 142	Precalculus I & II: Algebra & Trig	Jana	McGuire	Full Year	
MATH&	141 & 142	Precalculus I & II: Algebra & Trig	Scott	Flanders	Full Year	

COURSE	#	Title	First	Last	Semester	Notes
POLS&	202	American Government	Darrick	Hayman	Full Year	
SPAN&	122	Spanish II			Full Year	Pending new teacher approval
SPAN&	122	Spanish II			Full Year	Pending new teacher approval
SPAN&	123	Spanish III			Full Year	Pending new teacher approval

TO: District Superintendent

FROM: Karen Landry
Director of College in the High School

DATE: 8/15/18

RE: “College in the High School” Interagency Agreement

Thank you for making the College in the High School program available to your district high school(s).

Enclosed are two original signed Inter-agency agreements for the 2018-19 academic program requiring signature. Please sign both originals and return one in the enclosed postage-paid return envelope. Once signed, a photocopy of the agreement and course information addendum will be provided to the high school principal(s).

The contract language has not changed from last year except section C.19: “Comply with OSPI reporting rules as outlined in WAC 392-725-235.”

The College in the High School fees will remain at \$220 per 5-credit class.

EvCC’s CHS program is accredited by the National Alliance of Concurrent Enrollment Partnerships (“NACEP”). With this national accreditation, the EvCC CHS program meets or exceeds all requirements for Washington’s “College in the High School” program rules WAC 392-725. These requirements mirror many of the NACEP standards, including in the areas of students, curriculum, assessment, faculty, and evaluation.

Please use the enclosed pre-paid addressed envelope or mail to:

Everett Community College
Karen Landry
2333 Seaway Boulevard
Everett WA 98203



Thank you!

Enclosures: Agreement – 2 copies
Self-addressed return envelope