

City University of Seattle
Albright School of Education

MEMORANDUM OF AGREEMENT

This Agreement is made and entered into by and between Lake Stevens School District, Snohomish County, Washington, (hereinafter "District") and City University of Seattle, Washington, (hereinafter "University") for the purpose of providing cooperative arrangements for the placement of University students with the District in the following area(s):

Check all that apply:

- ☒ Teacher Candidate (BAED, MIT)
- ☒ Alternative Route Teacher Candidate (see Appendix B)
- ☒ Classroom Teacher (Endorsement Only)
- ☒ School Counselor
- ☒ School Administrator Intern

In consideration of the promises and conditions contained herein, the District and the University do mutually agree as follows:

I. DISTRICT RESPONSIBILITIES:

- A. To provide a mentor, staff, and facilities for the supervision of University students participating in a placement with the District. The mentor will have had at least three years of successful experience in the role in which the mentor will supervise.
- B. To provide the University with District policies, regulations, and procedures relative to the student experience.
- C. To reserve the right to interview and approve students proposed for placement with the District, consistent with District and University policy of non-discrimination with regard to race, color, creed, religion, national origin, age, families with children, sex, marital status, sexual orientation, including gender expression or identity, honorably discharged veteran or military status, physical, sensory or mental disabilities, or use of a trained guide dog or service animal.
- D. To announce the availability of in-service education programs and to encourage participation of students in these programs.
- E. To verify that each University student participated in the number of hours required by the University.
- F. To provide an evaluation of each student's performance at the end of each quarter of placement.

II. UNIVERSITY RESPONSIBILITIES:

- A. To assist the District in assessing the training needs of students.
- B. To provide sufficient copies of the program outline, including general objectives and evaluative materials, for distribution to all mentors and principals hosting University students.
- C. To make the final determination regarding the student's success.
- D. To provide pertinent personal and academic information to the student's mentor.
- E. To inform University personnel and University students of the policies, regulations, and procedures currently or hereafter adopted by the District.
- F. To provide liability insurance with limits of not less than \$1,000,000/\$3,000,000 for personal injury and \$100,000 for property damage covering the activities of the University and its students pursuant to this agreement. Upon request, the University will provide the District with a certificate of insurance evidencing compliance with this paragraph. Within 10 days of receiving notice thereof, the University shall inform the District of any effective or impending cancellation, termination, or reduction of such insurance. Notwithstanding anything else in this agreement to the contrary, failure by the University to maintain the required level of insurance coverage continuously in effect shall be grounds for immediate termination of this agreement by the District.
- G. To advise students to satisfactorily complete any health screening required by the District.
- H. To provide affiliation dates and number of students participating.
- I. To provide the district with a summary of the student evaluations of their experience with the District.
- J. To require all students to successfully complete a Washington State Patrol Background Check and to verify the results to the District, prior to placement with the District. During the term of this agreement, students of the University will have contact with public school children. Therefore, the University is prohibited from placing with the District any student who has plead guilty or has been convicted of any felony crime involving the physical neglect, injury, death, sexual abuse, or exploitation of a minor. Failure of the University to complete with this section shall be grounds for the District to immediately terminate this agreement.
- K. The University and its students may have access to or acquire District information, including confidential student information on a need-to-know basis. Therefore, the University and its students will not disclose this information except with prior written parental permission or specific exceptions set forth in the Family Educational Rights and Privacy Act, 34 CFR Part 99, nor use this information in any other capacity other than set forth in this agreement.
- L. Criminal Records Check: In accordance with RCW 28A.400.303, in the event that the University or its employees, agents, or contractors will have regularly scheduled

unsupervised access to children, the employee, agent, or contractor will be required to undergo a record check through the Washington State Patrol criminal investigation system under RCW 43.43.830-.834, RCW 10.97.030, and RCW 10.97.050, and through the Federal Bureau of Investigation. The record check will include a fingerprint check using a complete Washington State criminal identification fingerprint card. This record check will occur before the individual is allowed access to District property and/or facilities where unsupervised access to children could occur. If the individual has undergone a record check meeting the requirements of RCW 28A.400.303 and this subsection within the previous two (2) years, the background check requirement may be waived. The District will not be responsible for any costs associated with the record check.

- M. Crimes Against Children: In accordance with RCW 28A.400.330, employees, agents, and contractors of the University are prohibited from working at a District school if they have or may have contact with children at a public school during the course of their employment and have pleaded guilty to or been convicted of the crimes identified in RCW 28A.400.322. Any failure to comply with this section shall be grounds for the District immediately terminating the contract

III. IT IS MUTUALLY AGREED THAT:

- A. All requests for assignments of students to a position will be made by the University to the District's designee. The District's designee will determine the number of students that can be accommodated by the District and may have to refuse the University's request if positions are not available.
- B. The District's designee will make assignments of students to District personnel. In no case will University students or personnel make arrangements directly with District building personnel.
- C. In assigning students, each party recognizes that it may be desirable for students to work with more than one mentor. The District to the extent possible will facilitate such arrangements.
- D. Each party shall inform the other of changes in supervision, coordination, and expectations regarding the student placement experience.
- E. Neither University nor the District shall employ any discriminatory practices in the assignment of students.
- F. Representatives of the University and District shall meet as needed to plan, evaluate, and modify the student program.
- G. Either the University or the District may discontinue the placement of a student following consultation between representatives of each institution.
- H. The District, its employees and agents, are acting in an independent capacity in the performance of this agreement and not as officers, employees, or agents of the University.

- I. There shall be no financial obligations between the District and the University except as provided below:

- ☐ None
☒ Honoraria (see attached Appendix A)
☐ Tuition (see attached Appendix A)
☐ Other (see attached Appendix A)

- J. The University agrees to indemnify and hold harmless the District, its officers, agents and employees from any and all claims and losses resulting from the University or its students' performance of this agreement.
- K. The District agrees to indemnify and hold harmless the University from any and all claims and losses resulting from the District's performance of this agreement.
- L. This agreement constitutes the entire agreement between the parties and supersedes any other written or oral agreements between them regarding the same subject matter. This agreement may not be modified except by mutual written agreement of the parties. This agreement may not be assigned without the written consent of all parties. No delay or failure of either party to exercise any right hereunder, and no partial or single exercise thereof, shall be deemed to constitute a waiver of any other right hereunder.
- M. This agreement shall be construed and enforced in accordance with, and the validity and performance hereof, shall be governed by, the laws of the State of Washington.
- N. The term of this agreement shall be from September 1, 2019 through September 1, 2099. Subsequent one-year agreements may be entered into by the mutual written agreement of the parties. This agreement may be terminated at any time by the mutual written agreement of the parties. Either party may terminate this agreement upon thirty (30) days advance written notice to the other party. Such notice shall be deemed given when placed in the U.S. mail, registered or certified, return receipt requested, or delivered in person to the other party's representative.

SCHOOL DISTRICT:

AB Cook
Superintendent

9.4.2019
Date

City University of Seattle:

Randy C. Frisch
Randy Frisch, President

9-24-19
Date

**CITY UNIVERSITY MEMORANDUM of AGREEMENT
APPENDIX A - HONORARIA**

The University agrees to provide the following benefits to the District mentor in exchange for District mentor services provided under the Agreement.

Teacher Certification Program
Internship I: \$50
Internship II: \$50
September Experience: \$50
Internship III: \$50
Student Teaching: \$200
Practicum: \$50
Apprenticeship/Residency I/II: \$50
Apprenticeship/Residency III: \$200

These stipends will be paid quarterly directly to the fulltime mentor in accordance with ethics for public employees and in accordance with the District's policies.

In the event the student fails to complete the entire quarter, the University agrees to prorate the stipend and pay based on the following schedule:

Withdrawal before quarter half: 50%

Withdrawal after quarter half: 100%

CITY UNIVERSITY MEMORANDUM of AGREEMENT
APPENDIX B – ALTERNATIVE ROUTES TO CERTIFICATION

The University's Alternative Route Program (hereinafter "Program") will be carried out in accordance with Washington Administrative Code (WAC) 181-80 authorizing the Alternative Routes to Certification Program (previously RCW 28A.660.040), Authority WAC 181-80-002, Definitions WAC 181-80-005, Basic requirements WAC 181-80-010, and Program types WAC 181-80-020.

I. IT IS MUTUALLY AGREED THAT:

- A. The University and the District agree to implement the Program with candidate instruction beginning academic year July 1, 2019.
- B. The Program will offer a residency certification program for candidates seeking Special Education, ELL, Math and Gen-Ed endorsements. The Program consists of a minimum 24 undergraduate or graduate credits. The Program will offer Route(s) 1-4.

II. UNIVERSITY RESPONSIBILITIES:

- A. Identify key faculty member(s) who will work directly with the District(s) for the Program.
- B. Provide District(s) with promotional brochures and/or presentations to assist with Program recruitment.
- C. Review and admit Program candidates.
- D. Schedule and staff Program courses.
- E. Provide key faculty member(s) to implement the Program.
- F. Provide supervision and facilitate learning activities such as peer observation and feedback.
- G. Submit candidates for certification upon completion of the Program.

III. DISTRICT RESPONSIBILITIES:

- A. Identify a key contact(s) who will serve as a District liaison to the University.
- B. Provide as an attachment to this Agreement a brief description of how the district intends for the Program to support its workforce development plan.¹
- C. Work with the University to provide District employees who are interested in becoming teachers access to information about the Program and potential District support.
- D. Design candidate schedules and job assignments (Routes 1, 2, and 4), if possible, in ways which allow for compensation during the candidates' clinical and field experience hours.

¹ Required in accordance with WAC 181-80-010.

- E. Select and provide mentors for candidates' clinical and field experiences, including, if possible, Route 3 candidates who are not employees.

IV. KEY ROLES AND RESPONSIBILITIES:

Responsibilities	University	District	Other	Other
Candidate recruitment*	X	X		
Candidate screening*	X	X		
Candidate selection*	X			
Candidate oversight*	X	X		
Additional field placement*	X	X		
540 hours clinical practice*	X	X		
Mentor selection*		X		
Mentor training*	X	X		
Mentor support*	X	X		

NOTE: While the University screens and selects candidates for admission, the District has the right and responsibility to decide which employee candidates it will designate as Routes 1, 2 and 4. District will indicate assent to Route 1, 2 and 4 candidates by either (check one):

- ☐ Completing an appropriate District Authorization form (attached to Agreement) for each candidate
☐ The District key contact providing the University with a written list of candidates and routes

V. KEY ACTIVIES AND TIMELINE

Activities	Timeline	Responsibility
Candidate recruitment*	Ongoing	University and District
Candidate screening*	January 1 – May 31	University and District
Candidate selection*	January 1 – June 30	University
Field placement*	October 1 – June 30	University and District
540 hours clinical practice*	January 1 – June 30	University and District
Mentor selection*	May 1 – March 31	District
Mentor training*	May 1 – March 31	University and District

NOTE: See Note above re Routes 1, 2 and 4.

VI. PROGRAM MANAGEMENT

UNIVERSITY: Dr. Bryan Carter, bcarter@cityu.edu and Steve Brown, brownsd@cityu.edu

DISTRICT:

PESB ONLY MOA APPROVAL	Date
Representative	Signature

