**Alternative Routes to Certification Program**
**Memorandum of Agreement ("Agreement")**

**Between**
***City University of Seattle***
**(hereinafter referred to as "University")**
**521 Wall St., Seattle, WA 98121**

**And**
**Lake Stevens School District**
**(hereinafter referred to as the "District")**

**Regarding**

**CITY UNIVERSITY's ALTERNATIVE ROUTES PROGRAM**
**(hereinafter referred to as "Program")**

This memorandum outlines the agreement between the University, an approved Washington State institution offering university credit courses through its School of Education and Leadership and the Lake Stevens School District. The purpose of this partnership is for teacher preparation programs and single/multiple district partnerships to strengthen the Program with an emphasis on grow your own teacher strategies to address district staffing needs.

The Program will be carried out in accordance with Washington Administrative Code (WAC) 181-80 authorizing the Alternative Routes to Certification Program (previously RCWe 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.e The University and the District agree to implement the Program with candidate instruction beginning academic year July 1, 2021.

B.e 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.

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

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

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

The following shall be the key contact person for all communications regarding the performance of this Agreement.

| | Program | District |
|---|---|---|
| Name | Bryan Carter | |
| Title | Acd Prog Dir Udrgrad/Director | |
| Mailing address | 7202 NE Hwy 99<br>Ste 106-246<br>Vancouver WA 98665 | |
| Telephone number | 360-449-6715e | |
| Email | bcarter@cityu.edue | |

**Terms of agreement and termination**

This Agreement is effective beginning July 1, 2021. The Agreement may be amended by a written addendum signed by all parties and with final approval by PESB. The authorizing signatories for this Agreement are as follows:

**City University of Seattle**

Name: Bryan Carter, Ph.D Signature: Bryan Carter

Title: Academic Program Director; Director of Field Placements Date: 5/16/2021

**District representative**

Name: Teresa Main Signature: Teresa Main

Title: Assistant Superintendent Date: 6/16/21

| | |
|---|---|
| **PESB ONLY**<br>**MOA APPROVAL** | **Date** |
| **Representative** | **Signature** |