

MEMORANDUM OF UNDERSTANDING

Between
California School Employee Association, and its Chapter #205 and
Sunnyvale School District

December 14, 2023

Re: Scholarships for Classified Employees Pursuing Careers as Teachers and Working to Obtain Teaching Credentials (a.k.a. Pathway to Teaching)

This Memorandum of Understanding (MOU) is entered by and between the Sunnyvale School District (District) and the California School Employees Association and its Chapter 205 (CSEA), collectively referred to as the Parties.

The Parties agree to continue a pilot program to partially reimburse tuition costs for selected classified employees who are pursuing careers in teaching and working to obtain teaching credentials. This pilot program originally commenced with the 2018-2019 school year.

The details of the Pathway to Teaching program are as follows:

1. Unit members who have completed their initial probationary period with the District may apply for tuition reimbursement for classes completed at an accredited college, university, or the Santa Clara County Office of Education teacher credential preparation courses for the purpose of preparing them for teaching positions within the District.
2. Minimum requirements for the program which must be specified in the application are the following: 1) proof of completed Bachelor's Degree, 2) Identified plan to enroll in a specific credentialing program with a timeline for completion of coursework, testing and other requirements for a CTC-issued credential and 3) Two recommendation letters.
3. A Committee ("Committee") consisting of two (2) members appointed by CSEA and two (2) members appointed by the District will be formed. Each member receives one vote.
4. The Committee will review each application to determine whether to grant or deny the request for funding and may approve funding in an amount different from that requested in the application. Decisions will be made by majority vote, defined as three or four votes from the Committee members. The Committee may approve applications for up to \$4000 per year, per participant, for approved coursework tuition reimbursement. The decision of the Committee shall be final and binding, and shall not be subject to the grievance

procedures set forth in Article XX of the Agreement between the District and CSEA.

5. In considering Program applications, the Committee shall consider at least the following:
 - a. The likelihood that the Applicant will obtain a CTC-issued credential within the timeline specified in the application;
 - b. The length of time it will take to complete the credential;
 - c. The available funding for the Program and the extent to which that funding will be available to assist the Applicant and other approved Program Participants to complete the program and receive CTC-issued credentials within the timelines set forth in the approved program Application;
 - d. The credential type sought by the Applicant; and
 - e. Recommendations and demonstrated need of the Applicant.
6. For the portion of tuition reimbursed through this program, participants may not receive other reimbursement or financial assistance, including student loans.
7. Requests for reimbursement of tuition costs must be approved in advance by the Committee. Applicants shall submit a brief description of the course(s) content and its applicability to an approved program of study leading to a valid California teaching credential certifying eligibility to serve in positions in the Preschool through Eighth Grade program. Reimbursements shall not exceed one hundred percent (100%) of actual tuition costs for approved classes at an accredited college, university, or Santa Clara County Office of Education teacher credential preparation courses. Course work at a private university or college will be reimbursed at a private university or college will be reimbursed at a rate to be determined by the Committee but no more than equivalent coursework at the University of California. The tuition reimbursement is paid after satisfactory completion of the course(s) with a grade of "C" or better and verification of grade(s) and costs.
8. Effective July 1 of each year, there shall be a maximum fund of \$12,000 available for purposes of implementation of the Program. The funds do not carry over from year to year.

Program commitment requirements:

9. After obtaining a California teaching credential, unit members participating in this program shall submit to the District an application for employment as a teacher for the subsequent school year. If offered a teaching contract with the District, the unit member shall accept the employment offer.

- a. Failure to submit to the District an application for employment as a teacher for the subsequent school year shall result in a payroll dedication of all tuition reimbursement under this program. Other schedules or plans for repayment of tuition reimbursement may be mutually agreed upon by the District and the unit member.
- b. If a Program Participant otherwise fulfills the requirements of this program but the District does not make an offer of employment as a certificated employee, the participant shall not be penalized or required to reimburse the District.

10. If unforeseen circumstances cause a delay in the credential completion time, the Participant may apply to the Committee for an extension of time.

11. Units completed under this program may not be used for Professional Growth credit.

12. By submitting an application, the applicant understands and agrees to the terms of this Pilot Program.

This MOU replaces the prior negotiated MOU regarding: Scholarships for Classified Employees Pursuing Careers as Teachers and Working to Obtain Teaching Credentials, dated January 31, 2019.

This MOU shall expire on June 30, 2025, unless mutually extended by negotiated agreement of the parties and may be incorporated into the Agreement between the District and CSEA at a future date.

By signing below, the Parties warrant that they are authorized to execute this MOU on behalf of their respective principals.

For CSEA:

<u></u>	Dec 5, 2023
<small>UD UD (Dec 5, 2023 10:21 PST)</small>	
Name	Date
<u></u>	Dec 5, 2023
<small>Frances Li (Dec 5, 2023 16:44 PST)</small>	
Name	Date
<u></u>	Dec 6, 2023
<small>James Fujillo (Dec 6, 2023 07:12 PST)</small>	
Name	Date

For District:

<u></u>	Dec 6, 2023
<small>Mary Beth Allmann (Dec 6, 2023 08:53 PST)</small>	
Name	Date
<u></u>	Dec 6, 2023
<small>Jeremy Nishihara (Dec 6, 2023 08:09 PST)</small>	
Name	Date
_____	_____
Name	Date