

**Memorandum of Understanding
Teacher Degree Apprenticeship Program
2024 - 2027 Negotiated Agreement**



Memorandum of Understanding between the "Summit County Education Association" and the "Summit School District".

THIS MEMORANDUM OF UNDERSTANDING (MOU) is entered into by and between the Board of Education of Summit School District (hereinafter referred to as "the District") and the Summit County Education Association (hereinafter referred to as "the Association"). The District and the Association plan to participate in the Teacher Degree Apprenticeship program ("Program"). The District and the Association hereby agree that Teacher Degree Apprentices and Mentor Educators shall be afforded all necessary opportunities to facilitate the successful completion of the Teacher Degree Apprenticeship Program. Furthermore, the parties acknowledge the legal requirements outlined by the Colorado Department of Education and the Colorado Department of Labor and Employment pertaining to such programs and commit to ensuring full compliance with all applicable statutes, rules, and regulations.

- 1) Parties understand that although this MOU reflects the parties' intent for participation in the Teacher Degree Apprenticeship Program, it is not binding. In the event the Teacher Degree Apprenticeship Program is not implemented in Summit School District for any reason, neither party shall bear fault or liability.
- 2) Program Description: A Teacher Degree Apprentice is responsible for developing effective teaching skills through direct engagement with students and guided support from a mentor teacher (otherwise known as "journeyworker"). Apprentice teachers are enrolled in coursework at an accredited college or university ("related instruction provider"), which is responsible for providing the related instruction necessary to earn a Bachelor's Degree and Colorado teacher licensure. Apprentice teachers will maintain their role for the duration of this related coursework. Upon satisfactory completion of the registered apprenticeship and related instruction, the teacher degree apprentice will be eligible to complete statutory and regulatory requirements as determined by the Colorado Department of Education to become a full-time, certified teacher.
 - a) Level 1: At this level, as determined by the related instruction provider, the Teacher Apprentice is not an employee of the District.
 - b) Level 2: At this level, as determined by the related instruction provider, the teacher apprentice must hold a teacher apprenticeship authorization or substitute teacher authorization. To exit Level 2, the apprentice must complete requirements and demonstrate competency in Teacher Quality Standard 2.
 - c) Level 3: To exit Level 3, as determined by the related instructional provider, the apprentice must demonstrate competence in Teacher Quality Standards 1 and 3

and meet state licensure requirements to demonstrate content competency. They must complete a minimum of 1,000 hours of on-the-job learning as a registered Teacher Apprentice in direct student teaching activities, or as an identified teacher of record.

- d) Level 4: To exit Level 4, as determined by the related instruction provider, the apprentice must be on track to meet all requirements to obtain a Bachelor's degree. They must complete a minimum of 1,000 hours of on-the-job learning as a registered teacher apprentice and identified teacher of record, demonstrate competency in Teacher Quality Standards 1-4, and meet all requirements to obtain a Colorado initial teacher license upon program completion.

3) Supportive Structures for a Mentor-Apprentice Relationship:

- a) To further support apprentices, the district will create and ensure workplace structures that reflect best practices in coaching and mentoring. These structures should facilitate professional growth through the following:
 - i) Common Time for Coaching and Reflection: Scheduled, protected time for apprentices and mentors to engage in meaningful discussions about teaching practices.
 - ii) Team Teaching Opportunities: Joint teaching experiences to model best practices and foster collaborative, on-the-job, learning. The District will choose the model that works best in the workflow of the school and allows the mentor and apprentices to experience the joint responsibility of co-planning, co-teaching, and co-assessing.

4) Apprentice Job Requirements and Supervision

- a) Requirements: The Apprentice must remain in good standing with the district and their related instructional program.
- b) Supervision: The Apprentice is directly supervised by the school's principal or other supervisor as appropriately determined by the district.
- c) The standard evaluation procedure, as defined in the Collective Bargaining Agreement or District Policy, for the employee should be utilized as the only official evaluation procedure for the employee until such time as they are licensed.

5) Apprentice Rights:

- a) All apprentices in Level 2 and 3 (who are not Teachers of Record) will maintain all rights given to them from any Collective Bargaining Agreements and District Policies applicable to their current job placement.
- b) All apprentices in Level 3 or 4 (who are Teachers of Record) will be subject to any Collective Bargaining Agreements and District Policies applicable to teachers in the District.
 - i) Acting as a "Teacher of Record" will count towards one year of obtaining non-probationary status.

- ii) Apprentices may opt in to participate in and complete the district's induction program during their first year as Teacher of Record.
- iii) The Teacher of Record is the educator primarily responsible for planning and delivering instruction to students in a particular course or subject. Apprentice Teachers will work in a consistent position within the District.
- iv) No more than 8 hours of the apprentice's workday within a two-week period will be spent as a substitute teacher for another classroom or position but for exceptional and irregular staffing challenges.
- c) All Teachers of record will be granted planning time equivalent to a teacher as required by the CBA, Policy, or practice, and any additional necessary release time from their primary duties in order to complete program requirements, collaborate with their mentors, and observe other classroom teachers.

6) Apprentice Pay Schedule

- a) Apprentices work Full-time (40 hours per week) during the regular school calendar year. Compensation is dependent on the starting step of the pathway for the apprentice. Benefits will be the same as any other full-time employee.
- b) Initial Placement: Apprentices in Level 2 and 3 shall be placed on the appropriate salary schedule for their primary role. This placement shall take into account their experience applicable to their primary role.
- c) Current Employees joining the apprenticeship program will remain at their current salary placement and move accordingly in following years.
- d) Salary Movement: All apprentice salaries shall increase in accordance with the applicable procedures for salary increases, including any cost of living adjustments, step advancement, education increases, etc.
 - i) If, during the course of an apprenticeship, the district's finances require that steps and lanes be frozen for staff, the apprentice will still move one step to comply with federal law.
- e) Teacher of Record: All apprentices that become an acting "Teacher of Record" will be moved to the Teacher pay scale in the entry level of the A00 Column.
 - i) If an employee's current salary exceeds the salary amount of an entry level teacher, the apprentice will be placed in the first step of the A00 Column that is equal to the number of years as a licensed teacher.

7) Apprentice Evaluation and Supervision

- a) The Mentor shall provide periodic reports to the Colorado Department of Labor and Employment (CDLE) and Colorado Department of Education (CDE) detailing the apprentice's progress in achieving designated competency levels. These reports shall be submitted in accordance with the reporting schedule and format prescribed by CDLE/CDE, and shall include, at a minimum, documentation of skills demonstrated, competencies attained, and any areas requiring additional development. The Mentor agrees to maintain accurate records of all competency evaluations and to cooperate with CDLE/CDE in any compliance or quality assurance reviews related to apprenticeship training and progress monitoring.

- b) Mentors shall not be responsible for administering or addressing disciplinary matters involving apprentices. All issues related to discipline, conduct, or employment status shall be handled by the designated supervisory personnel, in accordance with applicable policies, procedures, and collective bargaining agreements.

8) Mentor Job Requirements

- a) Mentor teachers must meet the following qualifications:
 - i) Possess non-probationary status and has no less than an Effective Rating.
 - ii) A valid professional teaching license.
- b) Professional Development Commitment: Willingness to participate in one of two professional development pathways offered by Colorado Mountain College:
 - i) Option 1: Completion of Mentor Teacher Endorsement Courses (2 semesters)
 - ii) Option 2: Attendance at Mentor Teacher Onboarding and two virtual professional development sessions per semester. These 1.5-hour sessions take place in the evening and are facilitated by a Lead CMC Mentor. Each session is designed to provide opportunities for collaboration, discussion, and reflection on mentoring practices.

9) Mentor Role and Responsibilities

- a) Mentor and apprentice schedules must allow for at least 100 minutes of common time per week in Levels 3 and 4 to collaborate and allow for observation without overburdening the Mentor or the Apprentice.
- b) An estimated 45 hours per semester will be required of the Mentor outside of their typical contracted day.
- c) A Mentor shall work with no more than one apprentice in a given school year.

10) Mentor Compensation

- a) Mentors mentoring any Apprentice in Level 2 will be compensated at the CMC rate for mentor teachers. This compensation will be PERA-includable.
- b) Mentors mentoring any Apprentice in Levels 3 and 4 will be compensated at a rate of \$1500 a semester. This compensation will be PERA-includable.
- c) Mentors will also receive the equivalent of 3 Graduate Credits per completed semester for advancement on the District's pay scale.

11) Protection of Mentors

- a) The assignment of a bargaining unit member as a Mentor shall be voluntary and shall not result in any reduction of wages, benefits, or working conditions.
- b) Serving as mentor shall not negatively affect an educator's evaluation or be used as a basis for discipline.
- c) The expectations, selection process, and workload for mentors shall be transparent and developed in consultation with the affected Association(s).

12) Completion of the Program:

- a) The district shall make all reasonable efforts to ensure a placement for an apprentice to allow for completion of the program.
- b) Upon the completion of the Apprenticeship program an apprentice is welcome to apply for any teaching positions that are open with the district. It is understood that completion of the program does not guarantee a teaching position in the district. Should the apprentice not be hired for any open teaching positions, the apprentice will be returned to their previous job placement or is free to seek employment elsewhere.

13) Procedure for Mentor Teacher change:

- a) If at any time either the mentor or the apprentice communicate to the District that the working relationship is not conducive for the completion of the program, a change in Mentor will be granted.

14) Change in Program Sponsor Contract or Related Instructional Provider Contract

- a) In the event that there is a proposed change to the contract between the District and the Program Sponsor Contract, and/or the District and the Related Instructional Provider, the District will bring the proposed changes to the Association for review and potential re-drafting of this MOU.

15) Program Development:

- a) The District and the Association agree to meet no later than March of 2026 to collaboratively create job descriptions for Mentors and Apprentices. The District and the Association also agree to meet to assess any program changes necessary for the success of the program.

16) Protection for Current District Employees:

- a) The District agrees that no current teaching staff shall be reduced, transferred, displaced, or non-renewed to allow for placement of an apprentice as Teacher of Record. In the event that a position for an apprentice is not available, the district will work with the program sponsor and CDLE to accommodate the apprentice to obtain a position as Teacher of Record.

17) Hold Harmless Clause – Association Responsibilities

- a) The Parties agree that the Association shall not be held liable for, nor shall it assume responsibility for, any obligations, duties, or liabilities that are the legal, financial, or operational responsibility of the Program Sponsor, School District, or any other external partner engaged in the implementation or administration of the Teacher Degree Apprenticeship Program.
 - i) Specifically, the Association shall be held harmless for:
 - (1) Compliance and Oversight Responsibilities: The Association shall not be responsible for ensuring compliance with state or federal regulations, accreditation standards, or reporting requirements

that are the sole responsibility of the Program Sponsor, School District, or applicable regulatory bodies.

- (2) Operational and Administrative Functions: The Association shall not be responsible for the design, delivery, or evaluation of curriculum, supervision of program participants, maintenance of employment records, or any other administrative function not expressly assigned to the Association in this or other agreements.
 - (3) Financial Obligations: The Association shall not be liable for any costs, debts, reimbursements, or financial commitments related to the funding, execution, or continuation of the program, including but not limited to stipends, tuition, or wages, unless explicitly stated in writing.
 - (4) Partner Misconduct or Noncompliance: The Association shall not be liable for the actions, omissions, or failures of any other party to this agreement or any external partner, including issues of noncompliance, breach of duty, or legal violations.
- ii) Nothing in this MOU shall be interpreted as creating a joint venture, fiduciary obligation, or employer-employee relationship between the Association and any participant, entity, or agency beyond the scope of representation under applicable labor law.

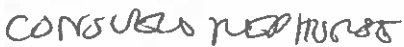
18) Term and Modification

- This MOU shall take effect upon full execution by all Parties and remain in effect until [insert end date] or until replaced by a subsequent agreement.
- This MOU may be modified at any time by mutual written agreement of all Parties.

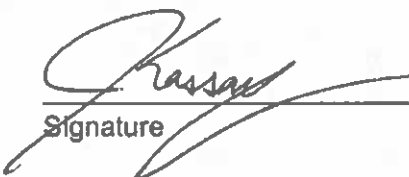
This MOU is entered into on January 12, 2026 by the District and the Association.



Signature



Consuelo Redhorse
Representative, Summit School District
Board of Education



Signature

Joe Kassay
Summit County Education
Association