



An Equal Opportunity University

**Western's Everett Bilingual Teaching Fellows
Program Start Date August 2025**

**A Teacher Residency / Alternative Routes to Certification Program
Memorandum of Agreement**

Between

**Western Washington University (WWU)
516 High Street, Bellingham WA. 98225**

And

**Lake Stevens School District
12309 22nd Street NE, Lake Stevens, WA 98258**

1. Purpose

This memorandum outlines the agreement between Western Washington University's Teacher Preparation Program (TPP), an approved Washington State institution offering university credit courses through its College of Education and Lake Stevens School District. The purpose of this collaboration is for Western's Everett Bilingual Teaching Fellows (EBTF) Program¹ and District Partners to develop a "grow your own" teacher preparation program to address current and future district staffing needs for highly qualified Dual Language and Multilingual Education teachers. The long-term goal of this collaboration is to provide the teachers our district partners need as they develop and expand access to dual language schools and close the opportunity gap for multilingual learners.

The 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](#). The Program also features the criteria established by the Washington State Legislature in [HB 1565 \(2023\)](#) for Teacher Residencies.

¹ This program is designed to partner with districts throughout our region. Everett is named in the program title because the legislation that funded this initiative identifies Everett as the program location with classes to be held at Everett Community College. This in no way is intended to exclude our valued partners across Snohomish and Skagit Counties.

The University anticipates applying for the Professional Educators Standards Board (PESB) Alternative Route Block Grant in Fall 2025 for funding to support teacher candidates (Bilingual Teaching Fellows) with conditional loan scholarships and allocations to district and university partners to lower program costs. This MOA is modeled on the ARBG agreement in anticipation of that application. If that grant application is successful, grant funds will become available for the 2026 – 28 academic years for candidates and district partners. Even with this grant, the district contribution is minimal, so this agreement asks both the university and schools to leverage funds creatively to support the program and candidates.

Western's Teacher Preparation Program and the Lake Stevens School District agree to implement the Program with candidate instruction for the first cohort beginning in August 2025. Collaborative candidate recruitment and selection will begin in January 2025. Priority admissions will be April 1, Western will work with candidates to complete admissions requirements and apply for financial aid and scholarships. We will continue to admit candidates after this date, but fewer funding opportunities are available after April 1. We plan to admit a new cohort of up to 24 Bilingual Teaching Fellows every August.

The Program will offer a residency certification program with Elementary Education (K-8) and ELL / Bilingual (P-12) endorsement(s) courses (105 undergraduate/graduate credits). Candidates will earn a Bachelor of Arts Degree in Multilingual Elementary Education, with an Elementary K – 8 certification, and either the ELL and/or Bilingual endorsements. The program is designed for working paraeducators to become certified while continuing to work. The Program will offer Alternative Route(s) 1 & 2.

2. Alternative Route Program Design Requirements

1. Collaborative recruitment and selection of Teacher Candidates amongst partners
2. Flexible program design to meet district(s)' needs
3. Provide extensive support services to candidates with all partners engaged
4. Job embedded program design, allowing instructional assistants to continue working with learning anchored in experience

3. Specific Responsibilities of Each of the Parties

University Teacher Preparation Program will:

1. Identify an Academic Program Director and key faculty member(s) who will work directly with the Districts to implement the Program.
2. Collaborate with Districts to recruit and select candidates and provide District(s) with promotional brochures, program information and/or presentations as needed.
3. Advise and support potential candidates to meet all program requirements for admission.
4. Support candidates to identify and seek funding to cover costs of the program.
5. Offer endorsement courses in Elementary (K-8) and ELL / Bilingual Education with Washington State Residency Certification.
6. Collaborate with the District to provide clock hours mapped to standards to meet the paraeducator certification requirements.
7. Provide supervision and facilitate learning activities, support planning with observation and feedback.
8. Provide professional development and support for mentor teachers who host a Bilingual Fellow as well as providing up to \$500 and 30 clock hours for each year of mentorship.

9. Collaborate with mentor teachers and principals to support the candidate to meet all program requirements in the context of their paraeducator position.
10. Partner with mentor teachers on candidate development, co-teaching, supervision and evaluation over time.
11. Support development of the Professional Growth Plans for candidates based on state requirements.
12. Report and provide documentation of program progress to interested parties in the University, Schools, Professional Education Standards Board, and Legislature.

4. District(s) will:

1. Identify a District Coordinator (DC) for the EBTF Program, who will serve as the liaison between the district, the BTF teacher prep program, and the future teachers. This DC will work with the University Faculty to support communication with all stakeholders, from the district office to the school to the classroom in support of candidates.
2. Develop and implement a district recruiting plan that includes outreach, screening and selection of candidates, and either sustaining current employment or hiring candidates the district supports as future teachers.
3. Identify a mentor teacher for each candidate by August 15 and work with program faculty to co-design professional development and support for mentors.
4. Work with faculty and school principals to design individual work plans and a schedule that allow the paraeducator to meet their professional and academic responsibilities, while maintaining employment.
5. Create opportunities and a rotation system for candidates to participate in multiple classroom experiences, including current paraprofessionals, in order to meet the context specific understanding needs of future teachers (i.e.: shadow a specialist in ML, SPED, etc.)
6. Ensure that candidates are placed in the mentor classroom for the time specified in activities each quarter over the 7-quarter period, ending with a full-time teaching experience in their mentor's classroom in the final two internship quarters.
7. Design Candidate work plans (Routes 1, 2) to provide compensation for clinic and field experience hours wherever possible.
8. Work with union representatives to develop agreements to support paraeducators to complete program requirements in the context of their work roles and when possible, to recruit community members as paraeducators and future teachers.
9. Collaborate with the Academic Program Director, through participation on the Advisory Board or quarterly meetings to assess implementation and development of the program, refine curriculum and field experiences, and address mentor and candidate support.
10. Guarantee that Candidates who graduate and certify are given an interview and consideration for a position in the district.

5. Outcomes

In order to accomplish the general objectives of this agreement and meet the associated outcomes, the TPP and District(s) shall perform the specific duties, as outlined in this form. The understanding is that the information may be subject to change based upon the district(s) and program needs, agreed upon by all partners.

Key roles and responsibilities

Responsibilities	Preparation Program	District	Timeline
Candidate Recruitment	Provide Information through Brochures, In Person and Online Sessions	Share info broadly, work with principals to identify candidates district will support, set up info sessions	January through June (annually)
Candidate Screening	University / Program Admission Requirements	District Defined Process for Affirming Support	January through June (annually)
Candidate Selection	Collaborative FERPA Compliant Process	Collaborative FERPA Compliant Process	January through June (annually)
Candidate Oversight	Academic and cooperate with mentors / principals	Professional oversight, support to completing activities linked to course	Ongoing: Principal, mentor, APD and DC
Accommodation of Learning Activities / Placement Requirements	Pro-active Communication of placement needs and active collaboration	Year one support activities within candidates scheduled duties	Overall design needs set by January 2025, refined between partners throughout the program
YEAR 2 Internship: 540 hours total with (4 weeks of full time student teaching 2)	Individualized plan for increased responsibility and co-teaching	Year 2 design a progression into Full time student teaching, co-teaching model	Plan set by August 2026, and refined in practice
Supervision and Evaluation	Ongoing collaboration, feedback and supervision by University Supervisor	Ongoing planning, feedback and supervision by mentor teacher with support from University Supervisor	Ongoing informal and formal observations, mid term and final evaluations in final internship year 2. Follow the Woodring model.
Mentor Selection		District selects based on best model for candidates career path, work responsibilities, must have 3 years of teaching experience	By August 15, 2025, revisited 2026
Mentor PD	Co-designed with district partners based on mentor needs	Co-designed with university partner based on mentor needs	4 times / year, often with candidate and mentor in joint sessions
Mentor Support and Communication	Proactive and Responsive		Ongoing, informal check ins, joint observations, in PD

			session 4 times / year
Documenting Para Continuing Education	Map WWU course work to Para certification standards and provide documentation to the district	Define district process for reporting clock hours and completion of beginning, content area, and advanced certification hours	Mapping and process defined by August 2025, ongoing reporting
Paying Mentors and providing mentors clock hours for service	Up to \$500 / year and 30 clock hours (10 hours / quarter)		Payment of stipend and clock hours provided annually (\$500 and 30 hours for 3 quarters service)
Documentation of Program Completion and Reporting to State.	WWU Office of Field Experiences		
Provide an opportunity to interview for district openings upon completion of the program.		No obligation to hire, however the District provides the opportunity to each candidate who completes the program to interview for a position	Near or at completion of the program
Additions?			

6. Terms of Agreement and Termination

This agreement shall be for three years, beginning on the date of execution. This agreement may be renewed for additional periods if approved by both parties in writing. Notwithstanding the term stated, this agreement may be renewed and amended at the end of each school year. The University reserves the right to cancel this agreement at any time if funds are not appropriated.

As provided in this contract, either Party may terminate this contract with 30 calendar days written notice via email.

7. Financials

Tuition and fees for the 7-quarter program is approximately \$18,700, a savings of \$4400 when compared with costs for a 7-quarter program on Bellingham's campus. Scholarships may be available through the Washington Student Achievement Council, Woodring College of Education and Western Washington University Scholarship Center as well as federal financial aid. For a [full budgeting guide](#) see the program webpage.

8. Program Management

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

	Teacher preparation program	District	Another partner
Name	Maria Timmons Flores		
Title	Professor of ML, Academic Program Director		
Mailing address	WWU - Woodring College of Education 516 High Street Bellingham WA. 98225 MS9092		
Telephone number	360-650-3828		
Email	timmonm@wwu.edu		

9. No Dual Employment

Nothing contained in this Agreement, or related documents shall be construed as creating any form of an employment relationship between the School District and University or the agents, officers, volunteers, or employees of the University. The officers, agents, employees or volunteers of the University shall not be entitled to any rights or privileges of employment with School District. School District employees and students do not, by this Agreement, become agents or employees of the University. Accordingly, School District employees and its students shall not be *entitled* to any rights or privileges established for employees of the University, such as vacation, sick leave with pay, paid days off, life, accident and health insurance or severance pay upon termination of this Agreement.

10. Liability

Each party to this Agreement will be responsible for its own acts or omissions and for those of its directors or trustees, officers, employees, agents, and volunteers. Neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm or corporation not a party to this Agreement. Neither party to this Agreement shall be considered the agent of the other party.

11. Confidentiality

Both parties acknowledge the obligations for maintaining the confidentiality of student records and access to the parents/guardian and students of such records. Parties will confer and agree to the content of any official announcements regarding this Agreement, its contents, objectives and results in accordance with the Family Education Rights and Privacy Act (FERPA). Notwithstanding, both party's records are subject to disclosure under the Washington State Public Records Act.

12. Sexual Harassment:

University policy prohibits sexual harassment. Sexual harassment is a form of sex discrimination prohibited by federal and state laws. When the University becomes aware of allegations of sexual harassment, it must investigate those allegations, stop the harassment if it is found to exist, and take measures to ensure a working and learning environment that is free of sexual harassment.

Acts of sexual harassment by Lake Stevens School District's personnel or agents may result in actions by the University to remove the contractor from the qualified bidders list, suspend the contract until such time as acts are remedied, or to terminate the contract.

13. Equal Opportunity/Non-Discrimination:

Discrimination on the basis of race, color, religion, national origin, sex, age, veteran status, and disability is prohibited by federal statute. In addition, Washington State law prohibits discrimination based on marital status, immigration and citizenship status, creed, sexual orientation, gender identity and expression, and the use of a trained guide dog or service animal by a disabled person. University policy likewise prohibits discrimination based on these protected characteristics. The University is committed to providing equal employment opportunity and prohibiting illegal discrimination in the recruitment and admission of students, the employment of faculty and staff and the operation of University programs, activities and services.

During the term of this Contract, District, including any subcontractor, shall not discriminate on the bases enumerated at RCW 49.60.530(3). In addition, Contractor, including any subcontractor, shall give written notice of this nondiscrimination requirement to any labor organizations with which Contractor, or subcontractor, has a collective bargaining or other agreement.

14. Violation:

Any District who is in violation of this equal opportunity and nondiscrimination clause shall be barred from receiving awards of any contract or purchase order from the University unless a satisfactory showing is made that discrimination practices have terminated and that a recurrence of such acts is unlikely. Any violation of this provision shall be considered a material violation of this Agreement and shall be grounds for cancellation or suspension, in whole or in part, of this Agreement by the University.

15. Affirmative Action:

The University develops and implements an effective and defensible affirmative action compliance program for the following affected groups: American Indians and Alaska Natives, Asians, Native Hawaiian and Other Pacific Islanders, Blacks and African Americans, Hispanics and Latinx, individuals who identify with two or more races, women, individuals with disabilities, and protected veterans.

Any District who also contracts with the federal government will comply with the affirmative action requirement as mandated by the Office of Federal Contract Compliance Programs.

16. Governing Law:

This Contract shall be governed in all respects by the law and statutes of the State of Washington. The venue for any action hereunder shall be in the Superior Court for Whatcom County, Washington.

17. Whole Agreement:

This Agreement is the complete and exclusive statement of the Agreement between the Parties relevant to the purpose described above and supersedes all prior Agreements or proposals, oral or written, and all other communications between the Parties related to the subject matter of this Agreement. No modification of this Agreement will be binding on either Party except as a written addendum signed by an authorized agent of both Parties.

The District and the University hereby agree to all provisions of this Agreement:

LAKE STEVENS SCHOOL DISTRICT

WESTERN WASHINGTON UNIVERSITY

DocuSigned by:
Teresa Main
F7BADF0E334470...
Assistant Superintendent
4/3/2025 | 10:59 AM PDT
DATE

Signed by:
Brad Johnson
41B6FAC6D1E44D4...
Provost and Executive Vice President
4/3/2025 | 12:07 PM PDT
DATE

Certificate Of Completion

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Bellingham, WA 98225

garfiad@wwwu.edu

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Signer Events

Teresa Main

teresa_main@lkstevens.wednet.edu

Assistant Superintendent

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Brad Johnson

bljohnso@wwwu.edu

Provost and Executive Vice President

WWU

Security Level: Email, Account Authentication (None)

Signed by:

Brad Johnson

41B6FAC6D1E44B4...

Signature Adoption: Pre-selected Style

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Signed: 4/3/2025 12:07:04 PM

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In Person Signer Events

Signature

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Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent

Hashed/Encrypted

4/3/2025 9:01:28 AM

Envelope Summary Events	Status	Timestamps
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Signing Complete	Security Checked	4/3/2025 12:07:04 PM
Completed	Security Checked	4/3/2025 12:07:04 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Western Washington University:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: nancy.larson@wwu.edu

To advise Western Washington University of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at nancy.larson@wwu.edu and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

To request paper copies from Western Washington University

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to nancy.larson@wwu.edu and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Western Washington University

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to nancy.larson@wwu.edu and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum

Enabled Security Settings:	Allow per session cookies
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** These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I agree' box, I confirm that:

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- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Western Washington University as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Western Washington University during the course of my relationship with you.