

RIVERSIDE COUNTY SUPERINTENDENT OF SCHOOLS

3939 Thirteenth Street/P.O. Box 868

Riverside, California 92502

**MEMORANDUM OF UNDERSTANDING AND AGREEMENT
FOR PARTICIPATION IN THE
CALIFORNIA CLASSIFIED TO CLASSROOM- PIPELINE TO TEACHING GRANT
PROGRAM,
2016-2021**

This MOU/Agreement, dated **May 24, 2017**, is by and between **Riverside County Superintendent of Schools**, hereinafter referred to as the “SUPERINTENDENT,” and **Perris Union High School District** hereinafter referred to as the “EMPLOYING AGENCY.”

Purpose: The purpose of this MOU/Agreement is to establish a formal working relationship between the parties to this MOU/Agreement: and to set forth the operative conditions, which will govern this partnership. The SUPERINTENDENT and the EMPLOYING AGENCY will form a partnership in providing and coordinating services as part of the California Classified to Classroom- Pipeline to Teaching Grant Program, hereafter referred to as the C₃P₂T Grant.

NARRATIVE

The SUPERINTENDENT’s Consortium grant is intended to recruit and support the development of a diverse teaching force that aligns to the demographics of the communities we serve. This program provides an important opportunity to prepare our local classified staff to enter the teaching profession. RCOE’s Consortium grant application is intended to offer districts a simplified process in order to access funds to support classified employees becoming teachers in high needs areas. **The C3P2T program design is grounded in the concept of financial assistance coupled with collegial support** to reinforce and increase the developmental skills of classified participants while simultaneously providing incentives to complete the required coursework and degree attainment leading to a special education, math, or science teaching degree, a California credential, and employment as a teacher. Participants will receive \$3,200 in a tuition payment annually for up to five years while enrolled to complete their Bachelor's degree and/or their teaching credential.

AGREEMENTS

The EMPLOYING AGENCY agrees to:

1. The EMPLOYING AGENCY agrees to participate in the SUPERINTENDENT’S C₃P₂T Grant program for each of the EMPLOYING AGENCY’s eligible and selected Participants.

Each Participant must complete the enrollment process and be fully eligible to officially and actively participate in the SUPERINTENDENT’s C₃P₂T Grant program.

2. The EMPLOYING AGENCY further agrees to:
 - a. Appoint an authorized designee to fulfill the EMPLOYING AGENCY designated Consortium Partner role for Participants and Navigators actively enrolled in the SUPERINTENDENT’s C₃P₂T Grant Program.
 - i. Identify and notify the SUPERINTENDENT of all eligible Participants to be enrolled in the SUPERINTENDENT’s C₃P₂T Grant Program as described in the chart below:

Who is eligible to participate in C₃P₂T? (Must meet all requirements to be selected to officially enrolled)
Employed as a classified employee by one of the school districts, charter school or county office who are part of the C ₃ P ₂ T Consortium.
Possession of an Associates or higher level degree, or completion of at least two years of study towards a BA degree at a post-secondary educational institution.
Agrees to become a single subject math, science, or special education teacher.
Complete the C3P2T program application process.
Provide verification of one of the following: <ol style="list-style-type: none"> 1. Has earned an associate or higher level degree 2. Has successfully completed at least two years of study at a postsecondary institution;
Submit two letters of recommendation.
Complete verification of satisfactory job performance.
Complete the C3P2T program interview process.
Sign an agreement to commit to all of the following: <ol style="list-style-type: none"> a) Graduate from an institution of higher education under the program with a BA/BS degree; b) Complete all the requirements for, and obtain, a multiple subject, single subject, or education specialist teaching credential and; c) Complete one school year of classroom instruction in exchange for each year of participation in the C3P2T program.
Agree to attend all cohort support group meetings and trainings;
Remain in the program until degree completion; and
Use acquired knowledge within their classroom setting.
If there are more applicants than slots available, priority will be given to employees living in hard to fill, remote locations, and those possessing higher degrees or levels of educational attainment.

- ii. Communicate regularly with SUPERINTENDENT’s assigned program staff related to C₃P₂T Grant Program activities, Participants, and Navigators.
- b. Screen and select applicants, identify certificated employee who would be willing to serve as a mentor/advisor (Navigator). This mentoring relationship will be focused on providing individual guidance with the Participant. The Navigator will assist the Participant with any hurdles the Participant is facing in the completion of his/her program; as well as, assisting him/her with finding resources related to his/her studies. The Navigator would offer encouragement and the experienced help of knowing how to ‘navigate’ the university world and the classroom.
- c. Designate individuals to serve on a Regional Steering and Advisory Committee that will serve to provide support and guidance in quality program development and act as a clearinghouse of resources for program Participants.
- d. Communicate to applicants the legislative requirements that have guided the program development and ensuring that selected program participants agree to:

(A) Graduate from an institution of higher education under the program with a bachelor’s degree.
B) Complete all of the requirements for, and obtain, a multiple subject, single subject, or education specialist teaching credential.
(C) Complete one school year of classroom instruction in the school district, charter school, or county office of education for each year of assistance received for books, fees, and tuition while attending an institution of higher education under the Program.
(D) Comply with the rules and requirements of the LEA’s C ₃ P ₂ T Grant Program established by the Participant’s employer.

- e. Submit invoices to the SUPERINTENDENT for reimbursement providing a brief and complete expenditure breakdown/allocation of EMPLOYING AGENCY’S use of these funds and all required documentation sought by the SUPERINTENDENT in its capacity as the LEA of the C3P2T Grant program.
- f. Reimbursement amounts from the SUPERINTENDENT to the EMPLOYING AGENCY per year are based on the chart below:

C₃P₂T Grant Annual Reimbursement					
Program Year	2016-17	2017-18	2018-19	2019-20	2020-21
Reimbursement Amount (Up to) per actively enrolled Participant	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00

The total of this MOU/Agreement shall not exceed the applicable C3P2T Grant Annual Reimbursement amount per officially and actively enrolled Participant in the California Classified to Classroom- Pipeline to Teaching Grant Program, per Participant, listed above, without prior written notification by the SUPERINTENDENT to the EMPLOYING AGENCY.

The SUPERINTENDENT agrees to:

1. Serve as the C₃P₂T Grant Program LEA and lead facilitator, as well as, lead fiscal agent and consortium hub agency, on all aspects of program planning, design, and will coordinate implementation between consortium member districts.
2. Manage the day-to-day administrative aspects of support for program participants, provide recruitment resources to member district program participants including information sessions, application process “roadmaps”, program orientation, linkages and formal agreements with the university, fiscal management, and advisement for successful program applicants.
3. Provide appropriate staff to operate and administer the C₃P₂T Grant Program.
4. Coordinate appropriate C₃P₂T Grant Program components with institutions of higher education including the development of formal articulation agreements and partnership expansions with face-to-face, online, and blended learning university programs to provide access to coursework beyond work hours.
5. Provide participant support in the university application process and will be responsible for development and implementation of countywide participant support systems. Such systems may include college fairs, study groups, tutoring support for participants, support, and direction for additional financial aid opportunities.
6. The chart below details key SUPERINTENDENT C₃P₂T Grant Program personnel responsible for program management and administration. All positions noted below will be provided through in-kind resources of RCOE.

Key Project Management Staff	
Program Facilitator (.50 FTE)	Responsible for overall project operations including day to day management activities with all participating consortium districts, coordination of countywide systems of support and related events, and program monitoring
Executive Director Center for Teacher Innovation (.10 FTE)	Responsible for general program planning and implementation oversight of quality teacher preparation programs, establishing articulation agreements with IHEs and project partner management
RCOE Associate Superintendent (.10 FTE)	Oversees Student Programs and Services, Alternative Education, Special Education, and Children Services. Responsible for general guidance on program planning and implementation for RCEA, CBK, and RCOE participants
Executive Director Fiscal Services (.10 FTE)	Responsible for administration of fiscal grant management and fund distribution to all consortium districts and RCOE program participants, provides guidance on general grant fiscal compliance
Contracts Management (.05 FTE)	Manages and facilitates contract development and monitoring for Education Services Division of RCOE with all project partners
Grants Administrator (.05 FTE)	Provides general guidance on grant post-award management, including monitoring and reporting activities and coordination of compliance activities within RCOE divisions and departments

7. Promote the professional practice and well-being of C₃P₂T Grant Program Participants as they work with carefully selected and trained Navigators. In this relationship Participants and Navigators will build upon their professional knowledge; teaching skills; and demonstrate their abilities to enhance the academic achievement and overall growth of students.
8. Establish, coordinate, and provide initial and ongoing Navigator Professional Learning sessions for all officially enrolled Navigators. This training will focus on the specific coaching skills needed to support the unique needs of the enrolled C₃P₂T Grant Program Participants. This will include techniques that enhance reflective conversations, constructive feedback, and observations of instruction.
9. Provide designated staff to facilitate program implementation, operation, and administration of the C₃P₂T Grant Program including communication with EMPLOYING AGENCY's authorized designee (agency representative).
10. Establish and maintain accurate records and reports, which includes the following:
 - i. Program enrollment packet for each C₃P₂T Grant Program Participant and Navigator.
 - ii. Copies of all completion records of participation for each official and actively enrolled C₃P₂T Grant Program Participant and Navigator.
11. Monitor all C₃P₂T Grant Program Participants and Navigators progress and completion.
12. Provide the EMPLOYING AGENCY reports periodically for the EMPLOYING AGENCY to monitor enrollment and completion progress of each of its Participants and Navigators officially enrolled in the C₃P₂T Grant Program.
13. Provide advisement and assistance to all officially enrolled Participants in the C₃P₂T Grant Program to ensure their knowledge of all processes and requirements to be eligible for the Preliminary Education Specialist Credential recommendation
14. Reimburse the EMPLOYING AGENCY \$400 per year for each actively enrolled Participant in the C₃P₂T Grant Program. Expenditures eligible for reimbursement to the EMPLOYING AGENCY are as follows:
 - i. 10% of contracted amount to support Administrative Costs
 - ii. Providing Participants with direct support including but not limited to:
 - a. Necessary Release Time to participate in program support activities
 - b. Other activities that support each Participant's academic success
 - iii. Honorarium for support provided by Navigators.
15. ***The total amount of this MOU/Agreement shall not exceed \$400.00 per year per officially and actively enrolled C₃P₂T Grant Program Participant without prior written notification by the SUPERINTENDENT to the EMPLOYING AGENCY.***
16. The EMPLOYING AGENCY's invoice shall be submitted to the SUPERINTENDENT by the EMPLOYING AGENCY in May or June of each program year for reimbursement processing.

17. Provide the EMPLOYING AGENCY a Statement of Account, periodically or upon request, of the EMPLOYING AGENCY's reimbursement(s) due to the EMPLOYING AGENCY related to program enrollment of C₃P₂T Grant Program Participants; as well as, maintain all the EMPLOYING AGENCY's documentation required by C₃P₂T Grant Program funding agency.
18. Facilitation a Steering Committee for the duration of the C₃P₂T Grant Program. The Steering Committee will refine the design of the C₃P₂T Grant Program; set policies and procedures; maintain the C₃P₂T Grant Program's Vision and Goals; monitor budget requirements and expenditures; facilitate strategic planning and develop important milestones; monitor and communicate C₃P₂T Grant Program purpose, outcomes, and progress to stakeholders. The Steering Committee will meet regularly and be composed of a representation from the California School Employee Association; Riverside County Office Teacher's Association; College/University Representatives, and RCOE Administrators.
19. Also, facilitate an Advisory Board for the duration of the C₃P₂T Grant Program. The Advisory Board select Communication Ambassadors for the C₃P₂T Grant Program's goals and outcomes; advise on the C₃P₂T Grant Program activities; help with organizational planning; provide unbiased insights and ideas; encourage and support outcomes; and monitor program performance. The Advisory Board will meet twice annually and comprised of Representatives from Partnering Universities; Representatives from Mentor Group; Key Stakeholder Representatives; Key District Representatives; a CSEA Representative; and a Riverside County Office Teacher's Association Representative.

It is Further agreed to as follows:

1. The term of this MOU/Agreement shall be from **January 1, 2017**, to and including **June 30, 2021**.
2. Contract and monitoring responsibilities for this MOU/Agreement rest with the SUPERINTENDENT.
3. Any and all products developed by the SUPERINTENDENT's C₃P₂T Grant Program are the exclusive property of the SUPERINTENDENT.
4. The SUPERINTENDENT and the SUPERINTENDENT's C₃P₂T Grant Program shall have the authority to adapt and adopt materials developed by the SUPERINTENDENT's C₃P₂T Grant Program for dissemination purposes.
5. It is agreed that the EMPLOYING AGENCY or any employee or agent of the EMPLOYING AGENCY is acting as an independent contractor and not as an agent or employee of the said SUPERINTENDENT.
6. The EMPLOYING AGENCY certifies that it is aware of the laws of the state of California requiring the employer to be insured against liability for Worker's Compensation and shall comply with such laws during the term of this contract.

7. The parties hereto, and each of them, do hereby mutually agree to indemnify, defend, save, and hold harmless each other, and their respective officers, agents, servants, and employees, from any and all liability, claims demands, debts, suits, actions and causes of action, including wrongful death and reasonable attorneys fees for the defense thereof, arising out of or in any manner connected with the performance of any act or deed under or pursuant to the terms and provisions of this MOU/Agreement by such indemnifying party, or its officers, agents, servants, and employees.
8. Neither this MOU/Agreement nor any duties or obligations under this MOU/Agreement may be assigned by EMPLOYING AGENCY without the prior written consent of the SUPERINTENDENT.
9. The EMPLOYING AGENCY and all of the EMPLOYING AGENCY'S employees or agents shall secure and maintain in force such licenses and permits that are required by law, in connection with the furnishing of materials, supplies, or services herein listed.
10. This contract may be amended only by the mutual written consent of the parties hereto, except that the SUPERINTENDENT may unilaterally amend the contract to accomplish the below-listed changes:
 - a. Decreases in dollar amounts.
 - b. Administrative changes that do not affect the contractual rights of the parties.
 - c. Changes as required by law.

IN WITNESS WHEREOF, the parties hereto have executed this MOU/Agreement on the day and year first above written.

**Riverside County
Superintendent of Schools**

Perris Union High School District

Signed _____
Authorized Signature

Signed _____
Authorized Signature

Printed Name and Title

Printed Name and Title

Date _____

Date _____

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