

RIVERSIDE COUNTY SUPERINTENDENT OF SCHOOLS
3939 Thirteenth Street
Riverside, CA 92501

**MEMORANDUM OF UNDERSTANDING AND AGREEMENT
FOR PARTICIPATION IN THE CENTER FOR TEACHER PREPARATION'S
CLASSIFIED SCHOOL EMPLOYEE TEACHER CREDENTIALING GRANT PROGRAM
School of Education
2022-2026**

This Agreement is entered into by and between, **Riverside County Superintendent of Schools**, hereinafter referred to as "SUPERINTENDENT," and **Perris Union High School District**, hereinafter referred to as "EMPLOYING AGENCY", each being a "Party" and collectively the "Parties".

RECITALS

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. SUPERINTENDENT and the EMPLOYING AGENCY will form a partnership in providing and coordinating services as part of the Classified School Employee Teacher Credentialing Grant Program, hereafter referred to as the C2CT Grant Program.

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 the SUPERINTENDENT serves within Riverside County. This program provides an important opportunity to prepare our partnering agencies local classified staff to enter the teaching profession. SUPERINTENDENT'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 need areas. The C2CT 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, multiple subjects, single subject-math, single subject-science CA Preliminary Teaching Credential and employment as a Classroom Teacher. The increased need due to the upcoming TK expansion to fully support the influx of 4-year-old students will require an increase in multiple subject and education specialist credentials. The C2CT Grant Program will provide additional focus on bilingual education, as Riverside County region is in particular need for teachers who possess English Language Development authorizations and Bilingual Authorization Certificates, especially in Dual Immersion Programs. Participants will receive up to \$3,200 annually towards their tuition due for their coursework completion as an enrolled student in one of the partnering universities of this grant program that leads to a CA Preliminary Teaching Credential. The tuition will be paid directly to each participant's university each program year of official enrollment in the program up to four years while at the same time they are enrolled to complete their Bachelor's degree and/or their teaching credential program to obtain a CA Preliminary Teaching Credential

AGREEMENTS

1. **TERM:** The term of this Agreement shall be from **July 1, 2022** through **June 30, 2026**.
2. **SERVICES:** The EMPLOYING AGENCY agrees to participate in the SUPERINTENDENT'S C₂CT 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 C₂CT Grant Program.

3. The EMPLOYING AGENCY further agrees to:

1. Appoint an authorized designee to fulfill the EMPLOYING AGENCY designated Consortium Partner role for Participants and Champions actively enrolled in the SUPERINTENDENT’S C₂CT Grant Program.
 - a. Recruit, identify, and on-board all classified staff of the EMPLOYING AGENCY who meet minimum qualifications for program enrollment and notify the SUPERINTENDENT of all eligible Participants to be enrolled in the SUPERINTENDENT’S C₂CT Grant Program as described in the chart below:

Who is eligible to participate in C₂CT? (Must meet all requirements to be selected to officially enroll)
Employed as a classified employee by one of the school districts, charter school or county office who are part of the C ₂ CT Consortium.
Possess an Associates of Arts (AA) or higher level degree, or have completed of at least two years of study towards a BA degree at a post-secondary educational institution.
Agree to become a multiple subjects, single subject - math, single subject - science, or special education teacher.
Complete the C ₂ CT program application process.
Provide verification of one of the following: 1. An Associates of Arts (AA) or higher level degree; or 2. Successful completion at least two years of study at a postsecondary institution;
Submit two letters of recommendation.
Complete verification of satisfactory job performance.
Complete the C ₂ CT program interview process.
Sign an agreement to commit to all of the following: 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 subjects, single subject – math, single subject - science, or education specialist teaching credential and; c) Complete one school year of classroom instruction in exchange for each year of participation in the C ₂ CT program.
Agree to attend all cohort support group meetings and trainings;
Remain in the program until degree and credential completion
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.

- b. Communicate regularly with SUPERINTENDENT’S assigned program staff related to C₂CT Grant Program activities starting with the recruitment and identification of eligible Participants, and Champions.
2. Screen and select applicants, identify certificated employee who would be willing to serve as a mentor/advisor (Champion). This mentoring relationship will be focused on providing individual guidance with the Participant. The Champion 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 Champion will offer encouragement and the experienced help of knowing how to ‘navigate’ the university world and the classroom.
3. Designate individual(s) to serve on an Educational Partnership Governance Team that will serve to provide support and guidance in quality program development that leads to continuous C₂CT Grant Program improvement each program year.

4. Communicate to applicants the legislative requirements that have guided program development and ensure 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 test 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 ₂ CT Grant Program established by the Participant’s employer.

A. The SUPERINTENDENT agrees to:

1. Serve as the C₂CT Grant Program LEA and lead facilitator as well as lead fiscal agent and consortium hub agency on all aspects of program planning, design, and implementation coordination 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 MOU/Agreements with each partnering institution of higher education, fiscal management, and advisement for successful program applicants.
3. Provide appropriate staff to operate and administer the C₂CT Grant Program.
4. Coordinate appropriate C₂CT Grant Program components with institutions of higher education including the development of formal articulation MOU/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 C₂CT Grant Program personnel responsible for program management and administration. All positions noted below will be provided through in-kind resources of RCOE.

Title	Role	Responsibilities
CTI Coordinator (.50 FTE)	Overall management of grant project, data collection, and reporting.	Responsible for overall project operations including day to day management activities with all participating consortium IHEs and LEAs (Partnering agencies), coordination of countywide systems of support and related events, and program monitoring
Executive Director, of the School of Education (.10 FTE)	General Grant Oversight	Responsible for general program planning and implementation oversight of quality teacher preparation programs, establishing articulation with IHEs and project partner management, and provide RCOE’s Cabinet with annual updates.
Recruitment Officer, School of Education (.05 FTE)	Recruitment Coordination	Recruitment advisement to partnering agency LEAs to provide guidance in the selection process of classified candidates under the grant guidelines.
Administrator, Fiscal Services (.25 FTE)	Fiscal management of the grant project	Responsible for administration of fiscal grant management and fund distribution to all partnering IHEs tuition payments for participants, establish MOU/Agreements with Partnering Agency LEAs and provide guidance for general grant fiscal compliance.

7. Promote the professional practice and well-being of C₂CT Grant Program Participants as they work with carefully selected and trained Champions. In this relationship Participants and Champions 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 Champion professional learning sessions for all officially enrolled Champions. This training will focus on the specific coaching skills needed to support the unique needs of the enrolled C₂CT 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 C₂CT Grant Program including communication with EMPLOYING AGENCY'S authorized designee (agency representative).
10. Establish and maintain accurate records and reports, which includes the following:
 - a. Program enrollment packet for each C₂CT Grant Program Participant and Champion.
 - b. Copies of all completion records of participation for each official and actively enrolled C₂CT Grant Program Participant and Champion.
11. Monitor all C₂CT Grant Program Participants and Champions 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 Champions officially enrolled in the C₂CT Grant Program.
13. Provide advisement and assistance to all officially enrolled Participants in the C₂CT Grant Program to ensure their knowledge of all processes and requirements to be eligible for the Preliminary Teaching Credential Recommendation that each Participant is working toward obtaining.
14. Provide the EMPLOYING AGENCY a fiscal report, periodically or upon request, of the EMPLOYING AGENCY's reimbursement(s) due to the EMPLOYING AGENCY related to program enrollment of C₂CT Grant Program Participants; as well as maintain all the EMPLOYING AGENCY's documentation required by C₂CT Grant Program funding agency.
15. Facilitate an Educational Partnership Governance Team for the duration of the C₂CT Grant Program. The Educational Partnership Governance Team will refine the design of the C₂CT Grant Program; set policies and procedures; maintain the C₂CT Grant Program's Vision and Goals; monitor budget requirements and expenditures; facilitate strategic planning and develop important milestones; monitor and communicate C₂CT Grant Program purpose, outcomes, and progress to stakeholders. Additionally, it will outline goals and outcomes; advise on the C₂CT Grant Program activities; help with organizational planning; provide unbiased insights and ideas; encourage and support outcomes; and monitor program performance. The Educational Partnership Governance Team will meet regularly with members of the Governance Team

4. PAYMENT:

For and in consideration of the services rendered, SUPERINTENDENT agrees to pay EMPLOYING AGENCY as follows:

1. Reimbursement amounts from the SUPERINTENDENT to the EMPLOYING AGENCY per year are based on the chart below:

C₂CT Grant Annual Reimbursement				
Program Year	2022-23	2023-24	2024-25	2025-26
Reimbursement Amount (Up to) per actively enrolled Participant	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00

The total of this MOU/Agreement shall not exceed the applicable C2CT Grant Annual Reimbursement amount listed above per officially and actively enrolled Participant in the *Classified School Employee Teacher Credentialing Grant Program*, without prior written notification by the SUPERINTENDENT to the EMPLOYING AGENCY.

5. **INVOICES:** EMPLOYING AGENCY shall submit invoices to Riverside County Superintendent of Schools, attention: **Accounts Payable**, P.O. Box 868, Riverside, California 92502 or via email to accountspayable@rcoe.us.
 - A. Submit invoices, each program year, to the SUPERINTENDENT for reimbursement of grant allowable expenditures. Invoice must be accompanied by a detailed and complete expenditure breakdown of EMPLOYING AGENCY’S Candidate and Champion expenditures the EMPLOYING AGENCY is seeking reimbursement for using C2CT Grant funds as required by the SUPERINTENDENT in its capacity as the LEA of the C2CT Grant program for of the EMPLOYING AGENCY’s enrolled Participants. Each reimbursement invoice must include all required supporting backup and state the name of the Candidate and Champion each expenditure is applicable to.
 - B. The EMPLOYING AGENCY’s detailed invoice shall be submitted to the SUPERINTENDENT by the EMPLOYING AGENCY in May or June of each program year for reimbursement processing with all required supporting backup.
 - C. The EMPLOYING AGENCY can request reimbursement for any of the following eligible types of expenditures through the EMPLOYING AGENCY’S submitted invoice in May/June of each program year:
 1. Up to 10% of contracted amount to support Administrative Costs
 2. 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
 3. Stipend, honorarium, or cost recovery (salaried Champion supporting Participant) for support provided by Champions for each Participant the Champion supports.
 - D. The following types of expenditures are not reimbursable using grant funding:
 1. Payroll taxes related to the Champion’s stipend, honorarium, or salary payment for their Champion support of their assigned Participant(s).
 2. Payroll taxes related to the release time of the Participant nor Champion to participate in program support activities.
 3. Indirect costs
 4. For any expenditures listed on the invoice the agency has not paid prior to submitting the invoice.

6. **INDEPENDENT CONTRACTOR:** It is agreed that EMPLOYING AGENCY, or any employee or agent of EMPLOYING AGENCY, is acting as an independent contractor and not as an agent or employee of SUPERINTENDENT. EMPLOYING AGENCY shall be responsible for all reports and obligations respecting such personnel, including but not limited to, social security taxes, income tax withholdings, unemployment insurance, and workers’ compensation insurance.

7. **INTELLECTUAL PROPERTY:** EMPLOYING AGENCY understands and agrees that all products and materials specifically developed by SUPERINTENDENT for the C₂CT grant program are the intellectual property of the SUPERINTENDENT. SUPERINTENDENT shall have the authority to adapt that property and have all right, title, and interest in said matters, including the right to secure and maintain copyright, trademark and or patent of said materials in the name of the SUPERINTENDENT. Usage and revision of these materials by EMPLOYING AGENCY requires approval from the SUPERINTENDENT.
8. **EARNING LIMITATIONS FOR PERS/STRS RETIREES:** The post retirement earning limitations for CalPERS/CalSTRS retirees performing creditable service shall be in accordance with the California Education Code section 2119.50. Compensation in excess of the limitation will result in reduction in the retirement allowance by the amount of compensation that exceeds the earnings limitations. It is the sole obligation of the EMPLOYING AGENCY to ensure that the total sum of the hours worked or amount earned does not exceed the limitations and EMPLOYING AGENCY shall hold SUPERINTENDENT harmless of any loss of retirement income due to EMPLOYING AGENCY'S change in exemption status as determined by CalSTRS/CalPERS.
9. **INDEPENDENT CONTRACTOR:** It is agreed that EMPLOYING AGENCY or any employee or agent of EMPLOYING AGENCY is acting as an independent contractor and not as an agent or employee of SUPERINTENDENT.
10. **WORKERS' COMPENSATION:** EMPLOYING AGENCY certifies that it is aware of the laws of the State of California requiring the employer to be insured against liability for Workers' Compensation and shall comply with such laws during the term of this contract.
11. **OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA):** EMPLOYING AGENCY hereby certifies awareness of the Occupational Safety and Health Administration (OSHA) standards and codes as set forth by the U.S. Department of Labor, and the derivative Cal/OSHA standards, laws and regulations relating thereto, and verifies that all performance under this MOU/Agreement shall be in compliance therewith.
12. **NON-DISCRIMINATION:** EMPLOYING AGENCY shall not illegally discriminate against any individual, including, without limitation, with respect to the provision of services, allocation of benefits, accommodation in facilities, or employment personnel on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender (including sexual orientation, gender identity, gender expression, pregnancy, childbirth, breastfeeding, and pregnancy-related medical conditions), political belief or affiliation (not union related), military or veteran status, genetic information, or any other characteristic protected under applicable federal, state, or local laws. Harassment, retaliation, intimidation and bullying is also prohibited. EMPLOYING AGENCY shall comply with any and all applicable state, federal and other laws that prohibit discrimination, including, without limitation, Title IV, Title VI and Title VII of the Civil Rights Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act.
13. **MUTUAL INDEMNIFICATION:** 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 and employees, of and 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 Agreement by such indemnifying Party, or its officers, agents and employees.
14. **MODIFICATIONS:** This Agreement may only be amended in writing by the mutual consent of the Parties hereto, except that SUPERINTENDENT may amend this Agreement to accomplish the below-listed changes:
 - A. Increases in dollar amounts.
 - B. Administrative changes that do not affect the contractual rights of the Parties.
 - C. Changes as required by law.

By signing this Agreement, EMPLOYING AGENCY acknowledges and agrees to the terms and conditions.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as evidenced by the signatures below of their respective duly-authorized representatives.

Riverside County Superintendent of Schools

Perris Union High School District

Signed _____
Authorized Signature

Signed _____
Authorized Signature

Tonya Almeida
Director II, School of Education
Printed Name and Title

Printed Name and Title

Date _____

Date _____