

Memorandum of Understanding

West Virginia Teacher Performance Assessment

This Memorandum of Understanding is entered into by and between The West Virginia Higher Education Policy Commission, 1018 Kanawha Boulevard East, Suite 700, Charleston, WV 25301, and Concord University, 1000 Vermillion Street, Athens, WV 24712.

Purpose

The purpose of this Memorandum of Understanding is to provide a detailed framework within which the West Virginia Higher Education Policy Commission (“Commission”) and the undersigned (hereinafter “College”) will define responsibilities for administering the West Virginia Teacher Performance Assessment 4.0 (“Assessment”).

Commitments of the Parties

The Commission and College (collectively “Parties”) acknowledge that this Memorandum does not create a contractual relationship between the Parties, but rather provides a framework within which the Parties agree to work together in good faith to ensure that there is commitment to the separate and distinct responsibilities of each party.

Assessment Administration

1. College agrees that it will administer the Assessment to each teacher candidate in its teacher education program during the first student teaching placement, if two placements are required, or by mid-term if one student teaching placement is required barring unusual circumstances.
2. The Parties agree that a teacher candidate must remediate if a “2” or “emerging” is not achieved on every indicator in every rubric.
3. College agrees not to provide individual formative feedback to teacher candidates during completion of individual tasks in the Assessment in order to prevent a teacher candidate and/or institution of higher education from gaining an unfair advantage over another.
4. College agrees to acquire and store documentation of permission to video classroom instruction from every teacher candidate using Exhibit A or the form of choice of College or the County Board of Education.

Validation and Reliability

1. The Commission agrees to coordinate a state-wide inter-rater reliability training of the Assessment yearly by inviting at least (1) representative from each participating institution of higher education.
2. College agrees to require at least one (1) university-based educator to participate in state-wide training.
3. College agrees to require at least one (1) university-based educator to attend inter-rater reliability training at the state level. Inter-rater reliability training includes video assessment training.

4. College agrees to require the state-trained educator to conduct inter-rater reliability training on the Assessment each semester for its university-based evaluators.
5. College agrees to administer the Assessment without changing the content. The Parties agree that College may add supplemental activities and documents, but must assess what is in the Assessment provided.
6. College agrees that each individual Assessment will be scored in its entirety by a single university-based evaluator.

Data Collection

1. College agrees to submit data through a secure data exchange in the provided template (Exhibit B).
2. The Commission agrees that it will continually collect data and feedback submitted by participating institutions of higher education and coordinate analysis and revisions of the Assessment as appropriate and necessary.
3. College agrees that it will at all times administer the most current version of the Assessment.

Timeframe

This Memorandum of Understanding will continue in effect until such time as the Parties agree to review or revise.

Commitment to Partnership

We, the undersigned, have read, agree to, and approve this Memorandum of Understanding:

(Authorized Official)
West Virginia Higher Education Policy Commission

Date: _____

Andrew Campbell

(Authorized Official)
College

Date: 8/28/20



West Virginia DEPARTMENT OF
EDUCATION



Memorandum of Understanding

Between

Concord University and West Virginia Department of Education's Career Technical Education Program

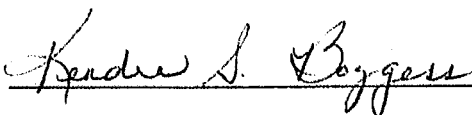
The purpose of this Memorandum of Understanding (MOU) is to establish a collaborative relationship between the WVDOE's Careers in Education Program and Concord University's Department of Education. Both parties to this MOU share the goal of collaboration and shared responsibility of developing high quality teacher candidates. This agreement applies to students who have applied and been admitted to Concord University, and have also completed the state-approved Careers in Education program.

September 2020

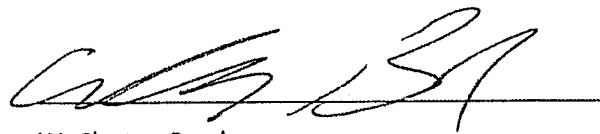
The MOU will cover the following proposals:

- Completers of the Careers in Education program will receive, upon enrollment, credit for Concord University's EDUC 210 – Diversity, Culture, and Education in a Pluralistic Society (3 hours).
- Completers of the Careers in Education program pursuing Special Education or Elementary Education, will receive, upon enrollment, course credit for Concord University's EDSP 265 – Child and Adolescent Development (3 hours).
- Completers of Careers in Education program will be waived from the following requirements for admission to the Teacher Education Program:
 - o Admission to teacher education portfolio
 - o Documentation of 75 volunteer hours working with children
- Completers of Careers in Education program are required to present passing Praxis Core scores, complete a minimum of 40 course hours (19 hours from General Education Program) with a minimum of 2.75 GPA, and a Teacher Education program application for admission to the Teacher Education Program. This application should be submitted while enrolled in Psychology of Teaching and Learning (EDUC 305).
- This agreement is valid for any Career in Education completer within 3 years of their completion date.

This MOU will be reviewed annually by both parties at which time revisions maybe made and the agreement renewed.



Dr. Kendra S. Boggess, Ph.D.
President, Concord University



W. Clayton Burch
West Virginia Superintendent of Schools



DEPARTMENT OF EDUCATION

**School System and Institution of Higher Education
Memorandum of Understanding
For Teacher Candidate Early Field and Clinical Experiences**

This agreement made on the 1st day of June 2020 by and between **Concord University** and the **Bland County (Virginia) School System** is for the purpose of setting forth the responsibilities of the Institution of Higher Education and the School System Board of Education relating to the placement of teacher candidates for early field experiences and clinical experiences (student teaching) in the public school setting. The effective dates of this agreement shall be from July 1, 2020 to June 30, 2021, or until termination is requested by either entity.


I. The Institution of Higher Education

- A. Affirms that all teacher candidates are authenticated students of the institution requesting placement in the county.
- B. Affirms that all teacher candidates will be placed at teaching stations following the school system's procedure for securing proper placements and selection of professionally certified cooperating teachers.
- C. Affirms that all teacher candidates placed have met the course work required at the level appropriate for clinical or student teaching experience(s).
- D. Affirms that the teacher candidates will be properly supervised by Institution of Higher Education personnel.
- E. Affirms that Institution of Higher Education personnel will consult with proper school system administrators and teachers on the progress or lack of progress of teacher candidates during the clinical or student teaching experience(s).
- F. Affirms that teacher candidates will abide by all regulations of the school system.
- G. Affirms that teacher candidates have been instructed about employee confidentiality and confidentiality of student records and will fully comply with County practices as outlined in public school policies.
- H. Affirms that any compensation or tuition waiver for principals and/or teachers of cooperating schools is provided throughout the school system unless otherwise agreed.

II. The School System Board of Education

- A. Affirms that it will permit teacher candidates who are approved by the Board to practice teach and become involved in other educational activities.
- B. Affirms that it will place all teacher candidates (both clinical and student teaching) on the Board's agenda and make their presence and assignment(s) in the school system a part of the board minutes, hereby recognizing their official acceptance in the school system as being placed.
- C. Provides adequate counseling/in-service for teacher candidates by addressing school system and building policy to enhance the teacher candidate's knowledge of the system and the rules and regulations under which all employees must comply in carrying out their regular duties.
- D. Affirms that it will cooperate with the personnel from the Institution of Higher Education in the selection of the site(s) and station(s) for the teacher candidates, both clinical and student teaching.
- E. Affirms that if a conflict shall arise during a teacher candidate's clinical or student teaching experience, that appropriate Institution of Higher Education personnel will be contacted to resolve said problem in an amenable manner, with minimal trauma to students, the teacher candidate and staff members.


This agreement is signed by both parties and shall become effective as dated below.



Kathy Hawks, Ed.D.
Coordinator of Clinical Experiences
Department of Education
Concord University

6/10/20

Date



Superintendent
BLAND County Public Schools
School System

6/12/2020

Date



DEPARTMENT OF EDUCATION

**School System and Institution of Higher Education
Memorandum of Understanding
For Teacher Candidate Early Field and Clinical Experiences**

This agreement made on the 1st day of June 2020 by and between **Concord University** and the **Giles County (Virginia) School System** is for the purpose of setting forth the responsibilities of the Institution of Higher Education and the School System Board of Education relating to the placement of teacher candidates for early field experiences and clinical experiences (student teaching) in the public school setting. The effective dates of this agreement shall be from July 1, 2020 to June 30, 2021, or until termination is requested by either entity.


I. The Institution of Higher Education

- A. Affirms that all teacher candidates are authenticated students of the institution requesting placement in the county.
- B. Affirms that all teacher candidates will be placed at teaching stations following the school system's procedure for securing proper placements and selection of professionally certified cooperating teachers.
- C. Affirms that all teacher candidates placed have met the course work required at the level appropriate for clinical or student teaching experience(s).
- D. Affirms that the teacher candidates will be properly supervised by Institution of Higher Education personnel.
- E. Affirms that Institution of Higher Education personnel will consult with proper school system administrators and teachers on the progress or lack of progress of teacher candidates during the clinical or student teaching experience(s).
- F. Affirms that teacher candidates will abide by all regulations of the school system.
- G. Affirms that teacher candidates have been instructed about employee confidentiality and confidentiality of student records and will fully comply with County practices as outlined in public school policies.
- H. Affirms that any compensation or tuition waiver for principals and/or teachers of cooperating schools is provided throughout the school system unless otherwise agreed.

II. The School System Board of Education

- A. Affirms that it will permit teacher candidates who are approved by the Board to practice teach and become involved in other educational activities.
- B. Provides adequate counseling/in-service for teacher candidates by addressing school system and building policy to enhance the teacher candidate's knowledge of the system and the rules and regulations under which all employees must comply in carrying out their regular duties.
- C. Affirms that it will cooperate with the personnel from the Institution of Higher Education in the selection of the site(s) and station(s) for the teacher candidates, both clinical and student teaching.
- D. Affirms that if a conflict shall arise during a teacher candidate's clinical or student teaching experience, that appropriate Institution of Higher Education personnel will be contacted to resolve said problem in an amenable manner, with minimal trauma to students, the teacher candidate and staff members.


This agreement is signed by both parties and shall become effective as dated below.



Kathy Hawks, Ed.D.
Coordinator of Clinical Experiences
Department of Education
Concord University

6/10/20

Date



Superintendent
Giles County Public Schools
School System

6/17/2020

Date



DEPARTMENT OF EDUCATION

**School System and Institution of Higher Education
Memorandum of Understanding
For Teacher Candidate Early Field and Clinical Experiences**

This agreement made on the 1st day of June 2020 by and between **Concord University** and the **Tazewell County (Virginia) School System** is for the purpose of setting forth the responsibilities of the Institution of Higher Education and the School System Board of Education relating to the placement of teacher candidates for early field experiences and clinical experiences (student teaching) in the public school setting. The effective dates of this agreement shall be from July 1, 2020 to June 30, 2021, or until termination is requested by either entity.

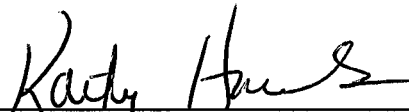
I. The Institution of Higher Education

- A. Affirms that all teacher candidates are authenticated students of the institution requesting placement in the county.
- B. Affirms that all teacher candidates will be placed at teaching stations following the school system's procedure for securing proper placements and selection of professionally certified cooperating teachers.
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- H. Affirms that any compensation or tuition waiver for principals and/or teachers of cooperating schools is provided throughout the school system unless otherwise agreed.

II. The School System Board of Education

- A. Affirms that it will permit teacher candidates who are approved by the Board to practice teach and become involved in other educational activities.
- B. Affirms that it will place all teacher candidates (both clinical and student teaching) on the Board's agenda and make their presence and assignment(s) in the school system a part of the board minutes, hereby recognizing their official acceptance in the school system as being placed.
- C. Provides adequate counseling/in-service for teacher candidates by addressing school system and building policy to enhance the teacher candidate's knowledge of the system and the rules and regulations under which all employees must comply in carrying out their regular duties.
- D. Affirms that it will cooperate with the personnel from the Institution of Higher Education in the selection of the site(s) and station(s) for the teacher candidates, both clinical and student teaching.
- E. Affirms that if a conflict shall arise during a teacher candidate's clinical or student teaching experience, that appropriate Institution of Higher Education personnel will be contacted to resolve said problem in an amenable manner, with minimal trauma to students, the teacher candidate and staff members.


This agreement is signed by both parties and shall become effective as dated below.



Kathy Hawks, Ed.D.
Coordinator of Clinical Experiences
Department of Education
Concord University

6/10/20

Date



Superintendent
Tazewell Co.

School System
6/15/2020

Date



DEPARTMENT OF EDUCATION

**School System and Institution of Higher Education
Memorandum of Understanding
For Teacher Candidate Early Field and Clinical Experiences**

This agreement made on the 1st day of June, 2020 by and between **Concord University** and the **Fayette County School System** is for the purpose of setting forth the responsibilities of the Institution of Higher Education and the School System Board of Education relating to the placement of teacher candidates for early field experiences and clinical experiences (student teaching) in the public school setting. The effective dates of this agreement shall be from July 1, 2020 to June 30, 2021, or until termination is requested by either entity.

I. The Institution of Higher Education

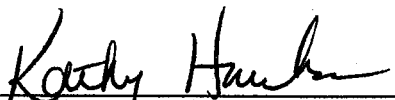
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- B. Affirms that all teacher candidates will be placed at teaching stations following the school system's procedure for securing proper placements and selection of professionally certified cooperating teachers.
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- E. Affirms that Institution of Higher Education personnel will consult with proper school system administrators and teachers on the progress or lack of progress of teacher candidates during the clinical or student teaching experience(s).
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- G. Affirms that teacher candidates have been instructed about employee confidentiality and confidentiality of student records and will fully comply with County practices as outlined in public school policies.
- H. Affirms that any compensation or tuition waiver for principals and/or teachers of cooperating schools is provided throughout the school system unless otherwise agreed.

- I. Affirms that it will assist the teacher candidates in obtaining a Student Teaching Permit from the West Virginia Department of Education, Office of Certification and Professional Preparation.

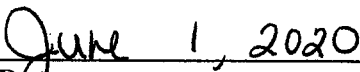
II. The School System Board of Education

- A. Affirms that it will permit teacher candidates who are approved by the Board and who obtain their Student Teaching Permit from the West Virginia Department of Education, Office of Certification and Professional Preparation, to practice teach and become involved in other educational activities.
- B. Affirms that it will place all teacher candidates (both clinical and student teaching) on the Board's agenda and make their presence and assignment(s) in the school system a part of the board minutes, hereby recognizing their official acceptance in the school system as being placed.
- C. Provides adequate counseling/in-service for teacher candidates by addressing school system and building policy to enhance the teacher candidate's knowledge of the system and the rules and regulations under which all employees must comply in carrying out their regular duties.
- D. Affirms that it will cooperate with the personnel from the Institution of Higher Education in the selection of the site(s) and station(s) for the teacher candidates, both clinical and student teaching.
- E. Affirms that if a conflict shall arise during a teacher candidate's clinical or student teaching experience, that appropriate Institution of Higher Education personnel will be contacted to resolve said problem in an amenable manner, with minimal trauma to students, the teacher candidate and staff members.

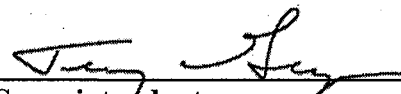
This agreement is signed by both parties and shall become effective as dated below.

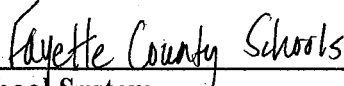


Kathy Hawks, Ed.D.
Coordinator of Clinical Experiences
Department of Education
Concord University

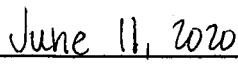


Date



Superintendent


School System



Date

MEMORANDUM OF UNDERSTANDING

This memorandum of understanding (MOU) is made on this 20th day of February, 2020, and is the result of a collaborative effort between Fayette County Board of Education and the Concord University Department of Education to address the substitute teacher shortage.

The program for which this agreement is designed is to be known as Concord University's *Pre-Professional Substitute Program* and shall be referred to as (PPSP) throughout the remainder of this document.

Purpose

The purpose of PPSP is twofold.

First, it will allow teacher residents who are completing the second semester of their yearlong residency and who have been admitted to Concord University's PPSP to be hired as a substitute teacher in the public schools of Fayette County.

Second, it will assist with the problem of the substitute teacher shortage

Terms and Conditions

The following terms and conditions apply to the stakeholders participating in the *Pre-Professional Substitute Program* (PPSP).

Concord University Department of Education:

1. Screen applications for yearlong residents desiring to participate in PPSP. The resident must be approved by Concord University Education faculty in order to participate in PPSP. Approval will include, but is not limited to, the stipulations set forth by the West Virginia Department of Education for student teaching. The resident must have passed all Praxis tests, completed and successfully passed a background check by the state approved agency and process, and have a 2.75 GPA.
2. Communicate and work with public school leadership to identify qualified candidates for the PPSP.
3. Communicate expectations to the residents in the PPSP.
4. Hold residents accountable to the expectations.
5. Monitor the residents and identify concerns and challenges and intervene when necessary.
6. Communicate frequently with public school administration and mentor teachers to address concerns.
7. Remove residents from PPSP who are not meeting the requirements of the program.

Concord University resident applying to be hired as a pre-professional substitute:

1. The resident must have the written approval of the principal of the school where he/she is completing his/her placement in order to substitute at that school.

2. The resident will be allowed to substitute only in the school where he/she is assigned for the yearlong residency.
3. The resident may substitute a maximum of 15 days during his/her final semester unless extenuating circumstances apply and prior approval is granted.
4. The resident may substitute in any class or content area in his/her assigned school.
5. The resident will provide the service of a substitute teacher by adhering to all school policies and procedures and will to the best of his/her ability deliver effective instruction. He/she will be responsible for the assigned duties of the teacher and will perform those duties with professionalism and ethical behavior.

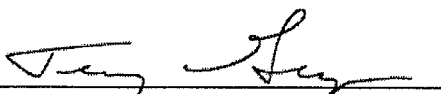
County Schools:

1. Upon Fayette County Board of Education approval, the resident will be hired as a substitute teacher participating in the PPSP.
2. Fayette County will hire the pre-professional substitute to substitute only in their placement school during the second semester of the yearlong residency.
3. Fayette County will hire the pre-professional substitute as needed for a maximum of 15 days (unless otherwise noted and prior approval has been granted) during the final semester of their yearlong residency.
4. The pre-professional substitute will be compensated at regular substitute pay.
5. The pre-professional substitute will know at least 24 hours in advance when they will be substituting in any classroom other than their placement room. This will prevent the resident from neglecting planned instruction in their placement classroom and causing an undue hardship on the mentor teacher.

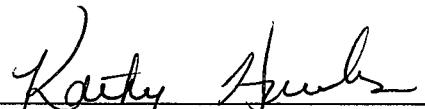
Summary of Key Factors in PPSP

Type	Number of days	Location and Field	Pay
Pre-Professional Substitute	15 (unless otherwise determined)	Placement school only	Regular substitute pay

This agreement will take effect upon approval from Fayette County Board of Education and will extend to May 9, 2020 (resident's graduation day).



 Superintendent



 Concord Coordinator of Clinical Experiences

February 20, 2020

 Date

Feb 25, 2020

 Date



DEPARTMENT OF EDUCATION

**School System and Institution of Higher Education
Memorandum of Understanding
For Teacher Candidate Early Field and Clinical Experiences**

This agreement made on the 1st day of June, 2020 by and between **Concord University** and the **Greenbrier County School System** is for the purpose of setting forth the responsibilities of the Institution of Higher Education and the School System Board of Education relating to the placement of teacher candidates for early field experiences and clinical experiences (student teaching) in the public school setting. The effective dates of this agreement shall be from July 1, 2020 to June 30, 2021, or until termination is requested by either entity.

I. The Institution of Higher Education

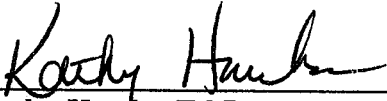
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- B. Affirms that all teacher candidates will be placed at teaching stations following the school system's procedure for securing proper placements and selection of professionally certified cooperating teachers.
- C. Affirms that all teacher candidates placed have met the course work required at the level appropriate for clinical or student teaching experience(s).
- D. Affirms that the teacher candidates will be properly supervised by Institution of Higher Education personnel.
- E. Affirms that Institution of Higher Education personnel will consult with proper school system administrators and teachers on the progress or lack of progress of teacher candidates during the clinical or student teaching experience(s).
- F. Affirms that teacher candidates will abide by all regulations of the school system.
- G. Affirms that teacher candidates have been instructed about employee confidentiality and confidentiality of student records and will fully comply with County practices as outlined in public school policies.
- H. Affirms that any compensation or tuition waiver for principals and/or teachers of cooperating schools is provided throughout the school system unless otherwise agreed.

- I. Affirms that it will assist the teacher candidates in obtaining a Student Teaching Permit from the West Virginia Department of Education, Office of Certification and Professional Preparation.

II. The School System Board of Education

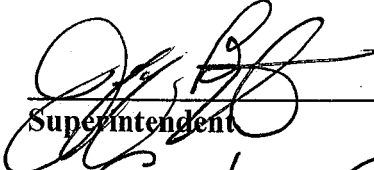
- A. Affirms that it will permit teacher candidates who are approved by the Board and who obtain their Student Teaching Permit from the West Virginia Department of Education, Office of Certification and Professional Preparation, to practice teach and become involved in other educational activities.
- B. Affirms that it will place all teacher candidates (both clinical and student teaching) on the Board's agenda and make their presence and assignment(s) in the school system a part of the board minutes, hereby recognizing their official acceptance in the school system as being placed.
- C. Provides adequate counseling/in-service for teacher candidates by addressing school system and building policy to enhance the teacher candidate's knowledge of the system and the rules, regulations under which all employees must comply in carrying out their regular duties.
- D. Affirms that it will cooperate with the personnel from the Institution of Higher Education in the selection of the site(s) and station(s) for the teacher candidates, both clinical and student teaching.
- E. Affirms that if a conflict shall arise during a teacher candidate's clinical or student teaching experience, that appropriate Institution of Higher Education personnel will be contacted to resolve said problem in an amenable manner, with minimal trauma to students, the teacher candidate and staff members.

This agreement is signed by both parties and shall become effective as dated below.



Kathy Hawks, Ed.D.
Coordinator of Clinical Experiences
Department of Education
Concord University

June 1, 2020
Date



Superintendent
Crematoria County Schools
School System

6/11/2020
Date



DEPARTMENT OF EDUCATION

**School System and Institution of Higher Education
Memorandum of Understanding
For Teacher Candidate Early Field and Clinical Experiences**

This agreement made on the 1st day of June, 2020 by and between **Concord University** and the **McDowell County School System** is for the purpose of setting forth the responsibilities of the Institution of Higher Education and the School System Board of Education relating to the placement of teacher candidates for early field experiences and clinical experiences (student teaching) in the public school setting. The effective dates of this agreement shall be from July 1, 2020 to June 30, 2021, or until termination is requested by either entity.

I. The Institution of Higher Education

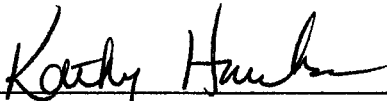
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- I. Affirms that it will assist the teacher candidates in obtaining a Student Teaching Permit from the West Virginia Department of Education, Office of Certification and Professional Preparation.

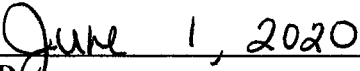
II. The School System Board of Education

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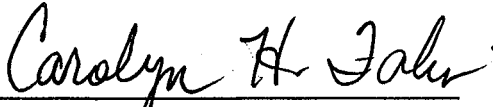
This agreement is signed by both parties and shall become effective as dated below.




Kathy Hawks, Ed.D.
Coordinator of Clinical Experiences
Department of Education
Concord University



Date



Superintendent
McDowell County
School System



Date

MEMORANDUM OF UNDERSTANDING

This memorandum of understanding (MOU) is made on this sixteenth day of December 2019, and is the result of a collaborative effort between McDowell County Board of Education and the Concord University Department of Education to address the substitute teacher shortage.

The program for which this agreement is designed is to be known as Concord University's *Pre-Professional Substitute Program* and shall be referred to as (PPSP) throughout the remainder of this document.

Purpose

The purpose of PPSP is twofold.

First, it will allow teacher residents who are completing the second semester of their yearlong residency and who have been admitted to Concord University's PPSP to be hired as a substitute teacher in the public schools of McDowell County.

Second, it will assist with the problem of the substitute teacher shortage

Terms and Conditions

The following terms and conditions apply to the stakeholders participating in the *Pre-Professional Substitute Program* (PPSP).

Concord University Department of Education:

1. Screen applications for yearlong residents desiring to participate in PPSP. The resident must be approved by Concord University Education faculty in order to participate in PPSP. Approval will include, but is not limited to, the stipulations set forth by the West Virginia Department of Education for student teaching. The resident must have passed all Praxis tests, completed and successfully passed a background check by the state approved agency and process, and have a 2.75 GPA.
2. Communicate and work with public school leadership to identify qualified candidates for the PPSP.
3. Communicate expectations to the residents in the PPSP.
4. Hold residents accountable to the expectations.
5. Monitor the residents and identify concerns and challenges and intervene when necessary.
6. Communicate frequently with public school administration and mentor teachers to address concerns.
7. Remove residents from PPSP who are not meeting the requirements of the program.

Concord University resident applying to be hired as a pre-professional substitute:

1. The resident must have the written approval of the principal of the school where he/she is completing his/her placement in order to substitute at that school.

2. The resident will be allowed to substitute only in the school where he/she is assigned for the yearlong residency.
3. The resident may substitute a maximum of 15 days during his/her final semester unless extenuating circumstances apply and prior approval is granted.
4. The resident may substitute in any class or content area in his/her assigned school.
5. The resident will provide the service of a substitute teacher by adhering to all school policies and procedures and will to the best of his/her ability deliver effective instruction. He/she will be responsible for the assigned duties of the teacher and will perform those duties with professionalism and ethical behavior.

County Schools:

1. Upon McDowell County Board of Education approval, the resident will be hired as a substitute teacher participating in the PPSP.
2. McDowell County will hire the pre-professional substitute to substitute only in their placement school during the second semester of the yearlong residency.
3. McDowell County will hire the pre-professional substitute as needed for a maximum of 15 days (unless otherwise noted and prior approval has been granted) during the final semester of their yearlong residency.
4. The pre-professional substitute will be compensated at regular substitute pay.
5. The pre-professional substitute will know at least 24 hours in advance when they will be substituting in any classroom other than their placement room. This will prevent the resident from neglecting planned instruction in their placement classroom and causing an undue hardship on the mentor teacher.

Summary of Key Factors in PPSP

Type	Number of days	Location and Field	Pay
Pre-Professional Substitute	15 (unless otherwise determined)	Placement school only	Regular substitute pay

This agreement will take effect upon approval from McDowell County Board of Education and will extend to May 9, 2020 (resident's graduation day).

Carolyn H. Faler
Superintendent

Kathy Huns
Concord Coordinator of Clinical Experiences

12-16-19
Date

12-16-19
Date

**School System and Institution of Higher Education
Articles of Agreement
For Teacher Candidate Clinical Experiences and Student Teaching**

This agreement made on the 1st day of March 2020, by and between Concord University and Mercer County Public Schools will set forth responsibilities relating to the placement of teacher candidates for clinical experience and student teaching in the public schools during the 2020-2021 fiscal year. This agreement shall be effective from July 1, 2020, through June 30, 2021.

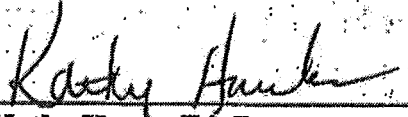
I. The Institution of Higher Education

- A. Affirms that all teacher candidates are bona fide students of the institution requesting placement in the county.
- B. Affirms that all teacher candidates will be placed at teaching stations following the school system's procedure for securing proper placements and selection of professionally certified cooperating teachers.
- C. Affirms that all teacher candidates placed have met the minimum course work required at the level appropriate for clinical or student teaching experience(s), have obtained a WVDE Student Teacher Permit prior to placement and have submitted Permit and Results of Background Check to Mercer County Board of Education prior to placement.
- D. Affirms that the teacher candidates will be properly supervised, a minimum of five (5) visits, by Institution of Higher Education personnel.
- E. Affirms that Institution of Higher Education personnel will consult with proper school system administrators and teachers on the progress or lack of progress of teacher candidates during the clinical or student teaching experience(s).
- F. Affirms that teacher candidates will abide by all regulations of the school system.
- G. Affirms that teacher candidates have been instructed about employee confidentiality and confidentiality of student records and will fully comply with county practices as outlined in Mercer County Policies J-4, BFH, and G-24 section 3.1.7.
- H. Affirms that any compensation or tuition waiver for principals and/or teachers of cooperating schools is provided throughout the school system unless otherwise agreed.

II. The School System Board of Education.

- A. Affirms that it will permit teacher candidates as approved by the Board to practice teach and become involved in other educational activities.
- B. Affirms that it will place all teacher candidates (both clinical and student teaching) on the Board's agenda and make their presence and assignment(s) in the school system a part of the board minutes, hereby recognizing their official acceptance in the school system as being placed.
- C. Provides adequate counseling/in-service for teacher candidates by addressing school system and building policy to enhance the teacher candidate's knowledge of the system and the rules and regulations under which all employees must comply in carrying out their regular duties.
- D. Affirms that it will cooperate with the personnel from the Institution of Higher Education in the selection of the site(s) and station(s) for the teacher candidates, both clinical and student teaching.
- E. Affirms that if a conflict shall arise during a teacher candidate's clinical or student teaching experience, that appropriate Institution of Higher Education personnel will be contacted to resolve said problem in an amenable manner, with minimal trauma to students, the teacher candidate and staff members.

This agreement is signed by both parties and shall become effective when approved by the Mercer County Board of Education.



Kathy Hawks Ed. D.
Coordinator of Clinical Experiences
Division of Education and
Human Performance
Concord University



Superintendent, MCS

2/18/2020
Date

3/5/20
Date

MEMORANDUM OF UNDERSTANDING

This memorandum of understanding (MOU) is made on this third day of January, 2020 and is the result of a collaborative effort between Mercer County Board of Education and the Concord University Department of Education to address the substitute teacher shortage.

The program for which this agreement is designed is to be known as Concord University's *Pre-Professional Substitute Program* and shall be referred to as (PPSP) throughout the remainder of this document.

Purpose

The purpose of PPSP is twofold.

First, it will allow teacher residents who are completing the second semester of their yearlong residency and who have been admitted to Concord University's PPSP to be hired as a substitute teacher in the public schools of Mercer County.

Second, it will assist with the problem of the substitute teacher shortage

Terms and Conditions

The following terms and conditions apply to the stakeholders participating in the *Pre-Professional Substitute Program* (PPSP).

Concord University Department of Education:

1. Screen applications for yearlong residents desiring to participate in PPSP. The resident must be approved by Concord University Education faculty in order to participate in PPSP. Approval will include, but is not limited to, the stipulations set forth by the West Virginia Department of Education for student teaching. The resident must have passed all Praxis tests, completed and successfully passed a background check by the state approved agency and process, and have a 2.75 GPA.
2. Communicate and work with public school leadership to identify qualified candidates for the PPSP.
3. Communicate expectations to the residents in the PPSP.
4. Hold residents accountable to the expectations.
5. Monitor the residents and identify concerns and challenges and intervene when necessary.
6. Communicate frequently with public school administration and mentor teachers to address concerns.
7. Remove residents from PPSP who are not meeting the requirements of the program.

Concord University resident applying to be hired as a pre-professional substitute:

1. The resident must have approval from the MCBOE to substitute in the school in which he/she is assigned.

2. The resident will be allowed to substitute only in the classroom where he/she is assigned for the yearlong residency.
3. The resident may substitute a maximum of 15 days during his/her final semester unless extenuating circumstances apply and prior approval is granted.
4. The resident may substitute in any class or content area in his/her assigned classroom only.
5. The resident will provide the service of a substitute teacher by adhering to all school policies and procedures and will to the best of his/her ability deliver effective instruction. He/she will be responsible for the assigned duties of the teacher and will perform those duties with professionalism and ethical behavior.

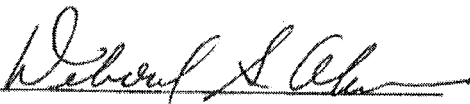
County Schools:

1. Upon Mercer County Board of Education approval, the resident will be hired as a substitute teacher participating in the PPSP.
2. Mercer County Board of Education will hire the pre-professional substitute to substitute only in their placement classroom during the second semester of the yearlong residency.
3. Mercer County Board of Education will hire the pre-professional substitute as needed for a maximum of 15 days (unless otherwise noted and prior approval has been granted) during the final semester of their yearlong residency.
4. The pre-professional substitute will be compensated at regular substitute pay.

Summary of Key Factors in PPSP

Type	Number of days	Location and Field	Pay
Pre-Professional Substitute	15 (unless otherwise determined)	Placement school in assigned classroom only	Regular substitute pay

This agreement will take effect upon approval from Mercer County Board of Education and will extend to May 9, 2020 (resident's graduation day).


 Superintendent


 Concord Coordinator of Clinical Experiences

January 28, 2020
 Date

Jan. 3, 2020
 Date



DEPARTMENT OF EDUCATION

**School System and Institution of Higher Education
Memorandum of Understanding
For Teacher Candidate Early Field and Clinical Experiences**

This agreement made on the 1st day of June, 2020 by and between **Concord University** and the **Monroe County School System** is for the purpose of setting forth the responsibilities of the Institution of Higher Education and the School System Board of Education relating to the placement of teacher candidates for early field experiences and clinical experiences (student teaching) in the public school setting. The effective dates of this agreement shall be from July 1, 2020 to June 30, 2021, or until termination is requested by either entity.

I. The Institution of Higher Education

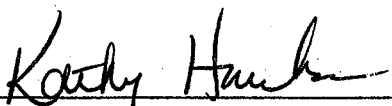
- A. Affirms that all teacher candidates are authenticated students of the institution requesting placement in the county.
- B. Affirms that all teacher candidates will be placed at teaching stations following the school system's procedure for securing proper placements and selection of professionally certified cooperating teachers.
- C. Affirms that all teacher candidates placed have met the course work required at the level appropriate for clinical or student teaching experience(s).
- D. Affirms that the teacher candidates will be properly supervised by Institution of Higher Education personnel.
- E. Affirms that Institution of Higher Education personnel will consult with proper school system administrators and teachers on the progress or lack of progress of teacher candidates during the clinical or student teaching experience(s).
- F. Affirms that teacher candidates will abide by all regulations of the school system.
- G. Affirms that teacher candidates have been instructed about employee confidentiality and confidentiality of student records and will fully comply with County practices as outlined in public school policies.
- H. Affirms that any compensation or tuition waiver for principals and/or teachers of cooperating schools is provided throughout the school system unless otherwise agreed.

- I. Affirms that it will assist the teacher candidates in obtaining a Student Teaching Permit from the West Virginia Department of Education, Office of Certification and Professional Preparation.

II. The School System Board of Education

- A. Affirms that it will permit teacher candidates who are approved by the Board and who obtain their Student Teaching Permit from the West Virginia Department of Education, Office of Certification and Professional Preparation, to practice teach and become involved in other educational activities.
- B. Affirms that it will place all teacher candidates (both clinical and student teaching) on the Board's agenda and make their presence and assignment(s) in the school system a part of the board minutes, hereby recognizing their official acceptance in the school system as being placed.
- C. Provides adequate counseling/in-service for teacher candidates by addressing school system and building policy to enhance the teacher candidate's knowledge of the state and its rules, regulations and policies under which all employees must comply in carrying out their regular duties.
- D. Affirms that it will cooperate with the personnel from the Institution of Higher Education in the selection of the site(s) and station(s) for the teacher candidates, both clinical and student teaching.
- E. Affirms that if a conflict shall arise during a teacher candidate's clinical or student teaching experience, that appropriate Institution of Higher Education personnel will be contacted to resolve said problem in an amenable manner, with minimal trauma to students, the teacher candidate and staff members.

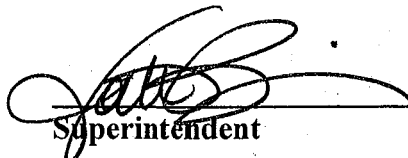
This agreement is signed by both parties and shall become effective as dated below.



Kathy Hawks, Ed.D.
Coordinator of Clinical Experiences
Department of Education
Concord University

June 1, 2020

Date



Superintendent
Monroe

School System
6/30/2020

Date



**CONCORD
UNIVERSITY**

DEPARTMENT OF EDUCATION

**School System and Institution of Higher Education
Memorandum of Understanding
For Teacher Candidate Early Field and Clinical Experiences**

This agreement made on the 1st day of June, 2020 by and between **Concord University** and the **Putnam County School System** is for the purpose of setting forth the responsibilities of the Institution of Higher Education and the School System Board of Education relating to the placement of teacher candidates for early field experiences and clinical experiences (student teaching) in the public school setting. The effective dates of this agreement shall be from July 1, 2020 to June 30, 2021, or until termination is requested by either entity.

I. The Institution of Higher Education

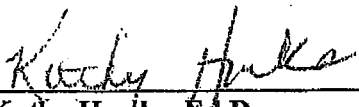
- A. Affirms that all teacher candidates are authenticated students of the institution requesting placement in the county.
- B. Affirms that all teacher candidates will be placed at teaching stations following the school system's procedure for securing proper placements and selection of professionally certified cooperating teachers.
- C. Affirms that all teacher candidates placed have met the course work required at the level appropriate for clinical or student teaching experience(s).
- D. Affirms that the teacher candidates will be properly supervised by Institution of Higher Education personnel.
- E. Affirms that Institution of Higher Education personnel will consult with proper school system administrators and teachers on the progress or lack of progress of teacher candidates during the clinical or student teaching experience(s).
- F. Affirms that teacher candidates will abide by all regulations of the school system.
- G. Affirms that teacher candidates have been instructed about employee confidentiality and confidentiality of student records and will fully comply with County practices as outlined in public school policies.
- H. Affirms that any compensation or tuition waiver for principals and/or teachers of cooperating schools is provided throughout the school system unless otherwise agreed.

- I. Affirms that it will assist the teacher candidates in obtaining a Student Teaching Permit from the West Virginia Department of Education, Office of Certification and Professional Preparation.

II. The School System Board of Education

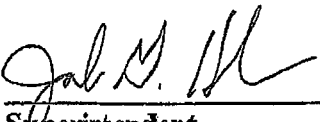
- A. Affirms that it will permit teacher candidates who are approved by the Board and who obtain their Student Teaching Permit from the West Virginia Department of Education, Office of Certification and Professional Preparation, to practice teach and become involved in other educational activities.
- B. Affirms that it will place all teacher candidates (both clinical and student teaching) on the Board's agenda and make their presence and assignment(s) in the school system a part of the board minutes, hereby recognizing their official acceptance in the school system as being placed.
- C. Provides adequate counseling/in-service for teacher candidates by addressing school system and building policy to enhance the teacher candidate's knowledge of the system and the rules and regulations under which all employees must comply in carrying out their regular duties.
- D. Affirms that it will cooperate with the personnel from the Institution of Higher Education in the selection of the site(s) and station(s) for the teacher candidates, both clinical and student teaching.
- E. Affirms that if a conflict shall arise during a teacher candidate's clinical or student teaching experience, that appropriate Institution of Higher Education personnel will be contacted to resolve said problem in an amenable manner, with minimal trauma to students, the teacher candidate and staff members.

This agreement is signed by both parties and shall become effective as dated below.



Kathy Hawks, Ed.D.
Coordinator of Clinical Experiences
Department of Education
Concord University

8/12/20
Date



Superintendent
Putnam County Bd. of Ed.
School System

8/24/20
Date



DEPARTMENT OF EDUCATION

**School System and Institution of Higher Education
Memorandum of Understanding
For Teacher Candidate Early Field and Clinical Experiences**

This agreement made on the 1st day of June, 2020 by and between **Concord University** and the **Raleigh County School System** is for the purpose of setting forth the responsibilities of the Institution of Higher Education and the School System Board of Education relating to the placement of teacher candidates for early field experiences and clinical experiences (student teaching) in the public school setting. The effective dates of this agreement shall be from July 1, 2020 to June 30, 2021, or until termination is requested by either entity.

I. The Institution of Higher Education


- A. Affirms that all teacher candidates are authenticated students of the institution requesting placement in the county.
- B. Affirms that all teacher candidates will be placed at teaching stations following the school system's procedure for securing proper placements and selection of professionally certified cooperating teachers.
- C. Affirms that all teacher candidates placed have met the course work required at the level appropriate for clinical or student teaching experience(s).
- D. Affirms that the teacher candidates will be properly supervised by Institution of Higher Education personnel.
- E. Affirms that Institution of Higher Education personnel will consult with proper school system administrators and teachers on the progress or lack of progress of teacher candidates during the clinical or student teaching experience(s).
- F. Affirms that teacher candidates will abide by all regulations of the school system.
- G. Affirms that teacher candidates have been instructed about employee confidentiality and confidentiality of student records and will fully comply with County practices as outlined in public school policies.
- H. Affirms that any compensation or tuition waiver for principals and/or teachers of cooperating schools is provided throughout the school system unless otherwise agreed.

- I. Affirms that it will assist the teacher candidates in obtaining a Student Teaching Permit from the West Virginia Department of Education, Office of Certification and Professional Preparation.

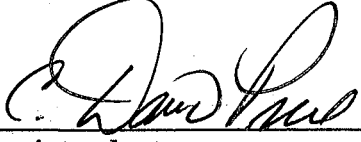
II. The School System Board of Education

- A. Affirms that it will permit teacher candidates who are approved by the Board and who obtain their Student Teaching Permit from the West Virginia Department of Education, Office of Certification and Professional Preparation, to practice teach and become involved in other educational activities.
- B. Affirms that it will place all teacher candidates (both clinical and student teaching) on the Board's agenda and make their presence and assignment(s) in the school system a part of the board minutes, hereby recognizing their official acceptance in the school system as being placed.
- C. Provides adequate counseling/in-service for teacher candidates by addressing school system and building policy to enhance the teacher candidate's knowledge of the system and the board and regulations under which all employees must comply in carrying out their regular duties.
- D. Affirms that it will cooperate with the personnel from the Institution of Higher Education in the selection of the site(s) and station(s) for the teacher candidates, both clinical and student teaching.
- E. Affirms that if a conflict shall arise during a teacher candidate's clinical or student teaching experience, that appropriate Institution of Higher Education personnel will be contacted to resolve said problem in an amenable manner, with minimal trauma to students, the teacher candidate and staff members.

This agreement is signed by both parties and shall become effective as dated below.


Kathy Hawks, Ed.D.
Coordinator of Clinical Experiences
Department of Education
Concord University

June 1, 2020
Date


Superintendent
Releigh County
School System

6/23/2020
Date

COVID – 19 Addendum

This addendum to 2020-2021 MOU (the "Agreement"), dated June 1, 2020 by and between The Board of Education of the County of Raleigh (the "Contractor"), hereby bind the Parties as follows:

Due to the critical shortages of substitute teachers and virtual teachers for WV Virtual School due to COVID-19, flexibilities have been provided to allow clinical experience students to serve in these positions. Superintendent Burch has been granted authority to waive policy that permits student teachers/teacher residents to serve as substitute and virtual teachers in lieu of clinical experience hours.

Attachments:

- Policy Flexibilities
- Legal Interpretations
- Guidance as to the supervision and support the Pk-12 school and the EPP will provide to the pre-service teacher serving in the role of a restricted substitute.

Choice of Law. This Addendum shall be governed by and construed in accordance with the laws of the State of West Virginia.

Waiver. The failure of either party to the Agreement to insist upon the performance of any of the terms and conditions of the Agreement, or the waiver of any breach of any of the terms and conditions of the Agreement, shall not be construed as thereafter waiving any such terms and conditions, but such terms and conditions shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.

IN WITNESS WHEREOF, the undersigned have caused this Addendum to be fully executed and delivered as of the day and year first above written.

District:

By: Larry D. Ford
Its Board President

Contractor:

By: Dr. Kathy Hawks KH
Its Coordinator of Clinical Experiences



**CONCORD
UNIVERSITY**

DEPARTMENT OF EDUCATION

**School System and Institution of Higher Education
Memorandum of Understanding
For Teacher Candidate Early Field and Clinical Experiences**

This agreement made on the 1st day of June, 2020 by and between **Concord University** and the **Summers County School System** is for the purpose of setting forth the responsibilities of the Institution of Higher Education and the School System Board of Education relating to the placement of teacher candidates for early field experiences and clinical experiences (student teaching) in the public school setting. The effective dates of this agreement shall be from July 1, 2020 to June 30, 2021, or until termination is requested by either entity.

I. The Institution of Higher Education


- A. Affirms that all teacher candidates are authenticated students of the institution requesting placement in the county.
- B. Affirms that all teacher candidates will be placed at teaching stations following the school system's procedure for securing proper placements and selection of professionally certified cooperating teachers.
- C. Affirms that all teacher candidates placed have met the course work required at the level appropriate for clinical or student teaching experience(s).
- D. Affirms that the teacher candidates will be properly supervised by Institution of Higher Education personnel.
- E. Affirms that Institution of Higher Education personnel will consult with proper school system administrators and teachers on the progress or lack of progress of teacher candidates during the clinical or student teaching experience(s).
- F. Affirms that teacher candidates will abide by all regulations of the school system.
- G. Affirms that teacher candidates have been instructed about employee confidentiality and confidentiality of student records and will fully comply with County practices as outlined in public school policies.
- H. Affirms that any compensation or tuition waiver for principals and/or teachers of cooperating schools is provided throughout the school system unless otherwise agreed.

- I. Affirms that it will assist the teacher candidates in obtaining a Student Teaching Permit from the West Virginia Department of Education, Office of Certification and Professional Preparation.

II. The School System Board of Education

- A. Affirms that it will permit teacher candidates who are approved by the Board and who obtain their Student Teaching Permit from the West Virginia Department of Education, Office of Certification and Professional Preparation, to practice teach and become involved in other educational activities.
- B. Affirms that it will place all teacher candidates (both clinical and student teaching) on the Board's agenda and make their presence and assignment(s) in the school system a part of the board minutes, hereby recognizing their official acceptance in the school system as being placed.
- C. Provides adequate counseling/in-service for teacher candidates by addressing school system and building policy to enhance the teacher candidate's knowledge of the system and the rules and regulations under which all employees must comply in carrying out their regular duties.
- D. Affirms that it will cooperate with the personnel from the Institution of Higher Education in the selection of the site(s) and station(s) for the teacher candidates, both clinical and student teaching.
- E. Affirms that if a conflict shall arise during a teacher candidate's clinical or student teaching experience, that appropriate Institution of Higher Education personnel will be contacted to resolve said problem in an amenable manner, with minimal trauma to students, the teacher candidate and staff members.

This agreement is signed by both parties and shall become effective as dated below.



Kathy Hawks, Ed.D.
Coordinator of Clinical Experiences
Department of Education
Concord University

June 1, 2020
Date



Superintendent

Summers County
School System

July 30 / 2020
Date

COVID – 19 Addendum

This addendum to 2020-2021 MOU (the "Agreement"), dated June 1, 2020 by and between The Board of Education of the County of Summers (the "Contractor"), hereby bind the Parties as follows:

Due to the critical shortages of substitute teachers and virtual teachers for WV Virtual School due to COVID-19, flexibilities have been provided to allow clinical experience students to serve in these positions. Superintendent Burch has been granted authority to waive policy that permits student teachers/teacher residents to serve as substitute and virtual teachers in lieu of clinical experience hours.

Attachments:

- Policy Flexibilities
- Legal Interpretations
- Guidance as to the supervision and support the Pk-12 school and the EPP will provide to the pre-service teacher serving in the role of a restricted substitute.

Choice of Law. This Addendum shall be governed by and construed in accordance with the laws of the State of West Virginia.

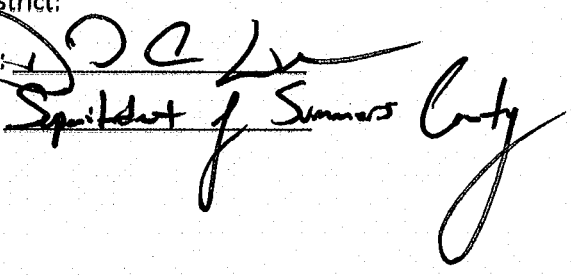
Waiver. The failure of either party to the Agreement to insist upon the performance of any of the terms and conditions of the Agreement, or the waiver of any breach of any of the terms and conditions of the Agreement, shall not be construed as thereafter waiving any such terms and conditions, but such terms and conditions shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.

IN WITNESS WHEREOF, the undersigned have caused this Addendum to be fully executed and delivered as of the day and year first above written.

District:

By:

Its



Superintendent of Summers County

Contractor:

By: Dr. Kathy Hawks

Its Coordinator of Clinical Experiences



**CONCORD
UNIVERSITY**

DEPARTMENT OF EDUCATION

**School System and Institution of Higher Education
Memorandum of Understanding
For Teacher Candidate Early Field and Clinical Experiences**

This agreement made on the 1st day of June, 2020 by and between **Concord University** and the **Wyoming County School System** is for the purpose of setting forth the responsibilities of the Institution of Higher Education and the School System Board of Education relating to the placement of teacher candidates for early field experiences and clinical experiences (student teaching) in the public school setting. The effective dates of this agreement shall be from July 1, 2020 to June 30, 2021, or until termination is requested by either entity.

I. The Institution of Higher Education

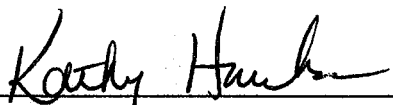
- A. Affirms that all teacher candidates are authenticated students of the institution requesting placement in the county.
- B. Affirms that all teacher candidates will be placed at teaching stations following the school system's procedure for securing proper placements and selection of professionally certified cooperating teachers.
- C. Affirms that all teacher candidates placed have met the course work required at the level appropriate for clinical or student teaching experience(s).
- D. Affirms that the teacher candidates will be properly supervised by Institution of Higher Education personnel.
- E. Affirms that Institution of Higher Education personnel will consult with proper school system administrators and teachers on the progress or lack of progress of teacher candidates during the clinical or student teaching experience(s).
- F. Affirms that teacher candidates will abide by all regulations of the school system.
- G. Affirms that teacher candidates have been instructed about employee confidentiality and confidentiality of student records and will fully comply with County practices as outlined in public school policies.
- H. Affirms that any compensation or tuition waiver for principals and/or teachers of cooperating schools is provided throughout the school system unless otherwise agreed.

- I. Affirms that it will assist the teacher candidates in obtaining a Student Teaching Permit from the West Virginia Department of Education, Office of Certification and Professional Preparation.

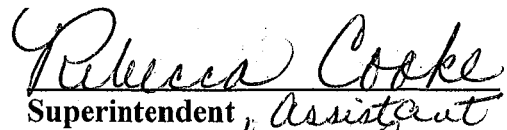
II. The School System Board of Education

- A. Affirms that it will permit teacher candidates who are approved by the Board and who obtain their Student Teaching Permit from the West Virginia Department of Education, Office of Certification and Professional Preparation, to practice teach and become involved in other educational activities.
- B. Affirms that it will place all teacher candidates (both clinical and student teaching) on the Board's agenda and make their presence and assignment(s) in the school system a part of the board minutes, hereby recognizing their official acceptance in the school system as being placed.
- C. Provides adequate counseling/in-service for teacher candidates by addressing school system and building policy to enhance the teacher candidate's knowledge of the system and the rules and regulations under which all employees must comply in carrying out their regular duties.
- D. Affirms that it will cooperate with the personnel from the Institution of Higher Education in the selection of the site(s) and station(s) for the teacher candidates, both clinical and student teaching.
- E. Affirms that if a conflict shall arise during a teacher candidate's clinical or student teaching experience, that appropriate Institution of Higher Education personnel will be contacted to resolve said problem in an amenable manner, with minimal trauma to students, the teacher candidate and staff members.

This agreement is signed by both parties and shall become effective as dated below.


Kathy Hawks, Ed.D.
Coordinator of Clinical Experiences
Department of Education
Concord University

June 1, 2020
Date


Superintendent, Assistant
Wyoming County
School System

June 22, 2020
Date