

MEMORANDUM OF UNDERSTANDING

between

THE SCHOOL BOARD OF CLAY COUNTY

and

SAINT LEO UNIVERSITY

THIS MEMORANDUM OF UNDERSTANDING is made and entered into this 24th day of January, 2019 (Effective Date) by and between Saint Leo University (Saint Leo), a private, nonprofit institution of higher education incorporated in the State of Florida, and The School Board of Clay County, Florida, a political subdivision of the State of Florida which operates the schools located in Clay County, Florida.

RECITALS

WHEREAS, SBCC desires to support its classroom assistants, non-instructional employees, and instructors (Paraprofessionals) who are interested in pursuing a bachelor of arts degree in education and becoming state-certified teachers; and

WHEREAS, SBCC believes participation in Saint Leo's teacher education program will increase the number of professional teachers working in the SBCC schools, which will improve the quality of education offered by building upon the foundation of commitment and experience already in place; and

WHEREAS, Saint Leo University (Saint Leo) has a program of teacher education and desires to collaborate with SBCC to provide this education opportunity to the Paraprofessionals employed by SBCC; and

WHEREAS, the education faculty and students of Saint Leo desire to engage with the faculty and students of SBCC for the mutual benefit of both Saint Leo and SBCC (Parties);

NOW THEREFORE, Saint Leo and SBCC mutually agree as follows:

AGREEMENT

- A. Program and Purpose. Saint Leo has created an educational program known as the "Paraprofessional to Professional Program" (PTP). The purpose of the PTP is to provide accredited teacher education courses to Paraprofessionals that will result in those individuals earning their bachelor's degree in elementary or middle grades education and becoming a certified teacher licensed to teach in the State of Florida.

The PTP provides the opportunity for flexible teaching practicum placements, education faculty support and observational critiques, continued mentorship after PTP completion, and

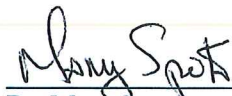
workshops for professional development, including targeted training to meet licensure requirements.

- B. Mode of Delivery and Location. PTP courses will be offered via online, video-conferencing, or on-ground at Saint Leo's Education Center in Jacksonville, Florida. Saint Leo may also offer courses at SBCC facilities.
- C. Term. This MOU shall remain in effect for two years from the Effective Date or until either Party terminates this contract upon sixty (60) days written notice at any time and for any reason. The Parties may revise or modify this Agreement by written amendment when both parties agree to such amendment. In the event of termination, any participating Paraprofessionals shall be permitted to complete the then-current term subject to the applicable terms of this Agreement.
- D. Provision of Courses and Curriculum. Saint Leo will provide academic credit for the PTP courses. Saint Leo will be wholly responsible for the curriculum and grading.
- E. Student Selection and Eligibility. SBCC will establish criteria to select which of its employees working as Paraprofessionals are eligible to be considered for admission into the PTP. In order to be selected for the PTP, the Paraprofessional must meet the admission standards of Saint Leo, as well as the admission criteria of the PTP. All Paraprofessional applicants must submit a completed student application; transcripts from high school and previously attended institutions of higher education; SBCC letter of support; letter of recommendation; and documentation of employment with SBCC. The submission of an application does not guarantee admission to Saint Leo or to the PTP. Upon admission and enrollment, the Paraprofessional will become a student of Saint Leo.
- F. Program Cohort. SBCC will select and offer the opportunity to participate in the PTP to at least ten (10) of its Paraprofessionals twice a year.
- G. Tuition, Textbooks and Fees. Saint Leo agrees to waive the application fee and to discount the tuition by ten percent (10%). This discount does not apply to the cost of textbooks, fees or supplies. This discount will not be addition to or instead of Saint Leo awards, Saint Leo scholarships, or other tuition discounts through other Saint Leo programs, such as the military discount. Each Paraprofessional will be responsible for the purchase of any textbooks and the payment of Saint Leo tuition and fees.
- H. Financial Aid. Eligible Paraprofessionals may apply for federal and state financial aid through Saint Leo's office of financial aid.
- I. Conduct. All Paraprofessionals are required to comply with Saint Leo policies and procedures, as well as federal, state, county, and city laws and regulations. In the event of any violation, Saint Leo will take appropriate disciplinary action, including removal from the PTP if warranted.

- J. Teaching Practicums. SBCC agrees to provide internship opportunities in its schools for Saint Leo students, including Paraprofessionals, enrolled in its teacher education program or PTPP, the scope of which shall be determined by SBCC need and availability.
- K. Designated Representative. Each Party will appoint a designated representative to coordinate the PTP and to work with the faculty of Saint Leo and the Paraprofessionals. The designated representatives will communicate and hold meetings as needed to review and evaluate the PTP.
- L. Nondiscrimination. Each Party agrees that it will not discriminate against any Paraprofessional in violation of any applicable federal, state or municipal laws on the basis of sex, race, religion, national origin, disability, veteran status, or other protected classification.
- M. Independent Entities. This MOU shall not be construed to create a general partnership, joint venture or any other organizational combination of the parties, nor shall it authorize either Party to act as an agent for, or bind the other party in any manner. Saint Leo and SBCC shall be and remain independent entities with respect to the performance of their respective duties and obligations hereunder. There will be no payment of charges or fees between Saint Leo and SBCC.

DATE: 1/25/19

Saint Leo University



Dr. Mary Spoto
Vice President of Academic Affairs

DATE: 02/07/2019

School Board of Clay County



Carol Studdard
School Board Chair