

**Memorandum of Understanding
between Michigan State University
and Grand Rapids Public Schools
for the
Grand Rapids Community Teachers Program**

Dated: Aug 1, 2024

I. Introduction

This Memorandum of Understanding (“MOU”) is intended to summarize the principal terms of the cooperation planned between the College of Education of Michigan State University (MSU), Department of Teacher Education (TE), and Grand Rapids Public Schools (GRPS), (each a “Party” and collectively, the “Parties”) for developing a pathway for high school students enrolled in Grand Rapids Public Schools to become certified teachers through high school dual enrollment at MSU and either 1) completion of coursework at Grand Rapids Community College (GRCC) then completing any remaining degree coursework at MSU or 2) completion of four years of degree coursework at MSU including completing a teaching internship in GRPS during their fourth year as part of the requirements of the MSU-GRPS Community Teachers Program (the “Program”).

II. Purpose

To support and develop the “Program,” establishing each Party’s roles and responsibilities to ensure successful recruitment and retention of high school students interested in pursuing a career in Education and facilitating the transition from teacher candidate to in-service GRPS teacher.

III. Effective Dates

This Memo of Understanding (hereafter, the “Agreement”) will be effective from the date of signatures until one or all ‘Parties’ communicate they will no longer be bound by the stipulations noted in the ‘Agreement’. Termination of this agreement will be valid with 180-day advanced written notice of termination sent to all ‘Parties’. Additionally, the ‘Parties’ agree to uphold the provisions of this agreement for any student currently participating in the program, to allow for the completion of their degree. This agreement will be reviewed annually for any changes or modifications, by January 31st each year.

IV. Parties/Responsibilities

a. MSU

i. Program Oversight

- A. Teacher Education Department designee and representative from the Dean’s office for program planning, implementation and evaluation.

- B. Provide course instructors for foundational teacher education courses for dual enrollment of GRPS high school students.
 - C. Provide placement coordination and field instructors during internship.
 - D. Provide program coordination for students and GRPS administration
 - E. Provide Program details and course requirements to GRPS counselors for assisting students in scheduling courses at GRCC for transfer to MSU.
- ii. Funding
- A. Instructor costs and curriculum development for entry level teacher education courses.
 - B. Administrative costs (planning, mentoring, advising)
 - C. Dual Enrollment costs for 2024-2025 academic year (AY) cohort (High school – 6 dual enrollment credits and 4 years of college). Future cohort funding to be determined during the first year of the program ('24-'25).
- iii. Academic Advising
- A. Provide assistance with application to MSU, new student orientation, potential meetings with students and parents about transition to MSU for students attending MSU directly after high school graduation.
 - B. Provide assistance and guidance to GRPS counselors for issues or questions that may arise for students in the Program related to courses at MSU.
- iv. Admissions Criteria
- A. Students intending to attend MSU immediately after GRPS graduation need a letter of recommendation from a GR Community Teacher Program staff member. This letter must provide evidence of their readiness to handle the academic challenges at MSU. While participation in the GR Community Teacher Program does not guarantee admission to MSU, students must select a major in the College of Education for preferred admissions consideration.
 - B. Students apply to the baccalaureate program using the MSU Office of Admissions application form. Students apply when applications open each fall on Nov. 1. A list of GRCTP will be provided to admissions. Students must have a cumulative grade point average of 2.50 or higher and earn a 2.00 or higher in each of the required program courses.
- v. Marketing
- 1. Joint creation and approval of marketing materials for the Program (e.g., recruitment, media)
- vi. Support Mechanisms
- A. Provide recruitment representatives and advisors during early courses, in the transition to MSU and while enrolled at MSU. This will include assisting students with completing the application for admission to MSU, involvement in discussion with students and parents concerning the program and providing support for completion of financial aid applications each year while enrolled at MSU.

- B. Support teacher candidates while enrolled at GRCC with monthly meeting with graduate assistants, including while they are at GRCC, to maintain their connection to the program, MSU and their cohort.
 - C. Provide MSU Community Teacher Program teacher candidates with highly effective mentor teachers during their internship year.
 - D. Provide coordination with MSU's TRIO program and students. Academic Advising (Optional), Peer Mentoring Program (Recommended), Tutoring Services, Academic Success Workshops, Community Events, Cultural Awareness Activities*, and Financial Coaching Support.
 - vii. Transition Support
 - A. Assist with applications to the Program, GRCC and/or MSU
- b. GRPS
 - i. Recruitment
 - A. Identify GRPS high school students that wish to become a teacher and participate in the GR Community Teachers Program.
 - B. Collaborate with MSU on the preparation of materials and marketing for the Program
 - C. Joint planning, coordination, and oversight meetings
 - ii. Funding
 - A. Administrative Costs (planning, mentoring, advising)
 - iii. Academic Advising
 - A. Consulting with MSU Student Affairs Office (SAO) to share 4-year plans (MSU or Transfer from GRCC).
 - iv. Marketing
 - 2. Joint creation and approval of marketing materials (e.g., recruitment, media)
 - v. Transition Support
 - A. Assist with applications to the Program, GRCC and/or MSU
 - vi. Support Mechanisms
 - A. Collaborate with MSU Program Coordinator to provide mentors for the duration of the Program, based on specific needs of the students
 - B. Coordinate with MSU to provide bi-monthly cohort support meetings.
 - vii. Facilities
 - A. Provide classroom spaces for MSU foundational courses for the Program.
 - B. Provide rooms for Program meetings, as needed.
 - viii. Approvals/Student Data Access
 - 1. Parties will agree to share program data (enrollment, completion etc.)
 - ix. Possible Employment
 - A. Interns will receive an offer, commitment, or contract with GRPS upon the completion of this program and effective demonstration of instructional practice in the classroom. Students will also be expected to teach at GRPS upon completion of the program for a minimum of three years.

V. Implementation Timelines

The Parties intend to implement the Program in Fall 2024 with a first cohort of GRPS seniors and the

A. Program will progress along the following timeline:

i. Year 1

- Recruit 15 GRPS high school seniors (Cohort 1) to dually enroll in MSU’s foundational teacher education courses.
- Cohort 1 applies to and gains admission through MSU/Grand Rapids Community Teachers Program to either GRCC or MSU

ii. Year 2

- Recruit Cohort 2
- Cohort 2 applies to and gains admission through MSU/Grand Rapids Community Teachers Program to either GRCC or MSU
- Cohort 1 begins taking classes at GRCC

iii. Year 3

- Recruit Cohort 3
- Cohort 3 applies to and gains admission through MSU/Grand Rapids Community Teachers Program to either GRCC or MSU
- Cohort 2 begins taking classes at GRCC
- Cohort 1 continues taking classes at GRCC

iv. Year 4

- Recruit Cohort 4
- Cohort 4 applies to and gains admission through MSU/Grand Rapids Community Teachers Program to either GRCC or MSU
- Cohort 3 begins taking classes at GRCC
- Cohort 2 continues taking classes at GRCC
- Cohort 1 continues taking classes at MSU
- Cohort 1 engages in internship plus MSU classes (in GRPS)

v. Year 5

- Recruit Cohort 5
- Cohort 5 applies to and gains admission through MSU/Grand Rapids Community Teachers Program to either GRCC or MSU
- Cohort 4 begins taking classes at GRCC
- Cohort 3 continues taking classes at GRCC
- Cohort 2 continues taking classes at MSU

VI. Policies and Legal Indemnities

A. Program Revisions

Both MSU and GRCC agree to notify each other promptly of revisions to the respective programs and changes in accreditation status.

B. Indemnification

Each Party assumes responsibility for any claims, actions, causes of action, costs, expenses, and losses (including attorneys' fees) resulting from or caused by its acts or omissions or the acts or omissions of its employees pursuant to this Agreement

C. Nondiscrimination

Both institutions subscribe to a policy of equal opportunity and will not discriminate on the basis of race, color, gender, age, height, weight, marital or familial status, ethnicity, religion, national origin, disability, or other legally protected characteristics.

D. General Terms

This Agreement constitutes the entire understanding between the Parties, and supersedes all prior agreements, understandings, proposals, and/or discussions, whether written or oral, between the Parties on this subject matter. Any changes to the Agreement must be in writing and signed by both GRCC and MSU. There are not third-party beneficiaries to the Agreement.

E. Review and Termination

The term of this agreement shall be five years from the last date of the signature below and shall be automatically renewed unless either Party gives at least 180 days' written notice of its intention not to renew. The agreement may otherwise be terminated by either Party with a minimum of 180 days' written notice. Students enrolled in the GRPS program and admitted to the Teacher Education program at termination or non-renewal of this Agreement will have the opportunity to complete the MSU Teacher Education program within four years of their admission.

VII. Other Provisions

A. Compliance

Each Party shall be solely responsible for ensuring its own compliance with federal, state, and local laws, rules, and regulations.

B. Applicable Law

This Agreement will be governed by the laws of the State of Michigan, without regard to its choice of laws or conflict of law provisions. All disputes under this Agreement shall be resolved in the federal and state courts of the State of Michigan, and the Parties to this Agreement hereby consent to the jurisdiction of the federal and state courts of the State of Michigan.

C. Notice

Notices required under this Agreement shall be in writing and shall be sent registered mail or certified mail, return receipt requested. Such notices shall be addressed to the Parties at the addresses listed in the Contact for this Agreement section below.

D. No Partnership

The Parties agree that neither Party is an employee of the other, and that both Parties are separate legal entities. Both Parties agree that the services and obligations under this Agreement do not create a Partnership, as that term is defined by Michigan business entity law, and that neither Party has any right to bind the other Party hereto

any obligation(s) or indebtedness. The Parties also agree that the employees and students of GRPS are not employees, agents, and/or representatives of MSU, and that the employees and students of MSU are not employees, agents, and/or representatives of GRPS. Each Party will be responsible for all employment rights and benefits of their own employees(s), including without limitation: (i) federal, state, and local income and employment taxes and social security contributions; (ii) workers' compensation, health benefits, vacation pay, holiday pay, , retirement, disability benefits, and other health and welfare benefits, plans, or programs.

E. Assignment

The Parties may not assign or subcontract any rights or obligations under this Agreement.

F. Dispute Resolution

If a dispute arises under this Agreement, the Parties agree to first try to resolve the dispute with the help of a mutually agreed-upon mediator. Any costs and fees (other than attorney fees, which shall be paid by the Party incurring them) associated with the mediation shall be shared equally by the Parties.

G. Severability and Waiver

If any provision, term, or clause of this Agreement is found to be invalid or unenforceable by any court of law, such invalidity or unenforceability shall not affect the validity of all other provisions, terms, or cluses in the Agreement. The failure of either Party to enforce any of the provisions of this Agreement shall in no way be construed as a waiver of such provisions, nor affect any rights to enforce any provisions of the Agreement in the future.

H. Force Majeure

Neither Party shall be liable for any loss or delay resulting from any event which is beyond reasonable control, including without limitation, acts of God, flood, fire, natural disaster, war or military hostilities, or labor stoppage, provided that the Party claiming force majeure promptly notifies the other Party as soon as such event occurs.

J. Headings

The paragraph headings used in this Agreement are for convenience only and shall not be used in any way to interpret, construe, or govern this Agreement.

K. Counterparts

The Agreement may be executed in two or more counterparts, and all counterparts thus executed shall constitute one binding agreement.

Contacts for this Agreement:

Michigan State University	Grand Rapids Public Schools
Name: Gail Richmond Ph.D.	Name: Dr. Karl Nelson
Title: Professor & Associate Chairperson of Undergraduate Education	Title: Executive Director PK-12 Instructional Leadership
Department: Teacher Education	Department: Office of the Superintendent
Address: Michigan State University 620 Farm Lane 319 Erickson Hall East Lansing, MI 48824	Address: Grand Rapids Public Schools 1331 Martin Luther King Jr. St SE Grand Rapids MI 49506
Phone: (517) 432-4854	Phone: (616) 819-5484
Email: gailr@msu.edu	Email: nelsonk@grps.org
Name: Kimberly Arsenault Ph.D	
Title: Grand Rapids Community Teachers Program (GRCTP) Director	
Department: Teacher Education	
Address: Michigan State University 620 Farm Lane Erickson Hall East Lansing, MI 48824	
Phone: (517) 353-5091	
Email: arsenaul@msu.edu	

Signatures for this Agreement:

Michigan State University	Grand Rapids Public Schools
Name: Thomas D. Jeitschko, Ph.D.	Name: Dr. Leadriane Roby
Title: Interim Provost and Executive Vice President for Academic Affairs	Title: Superintendent of Schools
Department: Office of the Provost	Department: Office of the Superintendent
Address: Michigan State University 426 Auditorium Road East Lansing, MI 48824	Address: Grand Rapids Public Schools 1331 Martin Luther King Jr. St SE Grand Rapids MI 49506
Phone: (517) 355-6550	Phone: (616) 819-2193
Email: jeitschko@msu.edu	Email: robyl@grps.org

Name: Jerlando F.L. Jackson, Ph.D.	
Title: Dean and MSU Foundation Professor of Education	
Department: College of Education	
Address: Michigan State University 620 Farm Lane	
501 Erickson Hall,	
East Lansing, MI 48824	
Phone: (517) 355-1734	
Email: jflj@msu.edu	