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## MEMORANDUM

**TO:** Board of Directors  
**DATE:** November 3, 2015  
**FROM:** Jean Shumate  
**RE:** Everett Community College Interagency Agreement for *College in the High School*  
**TYPE:** Action Required

The Interagency Agreement between Stanwood-Camano School District and Everett Community College for *College in the High School* is attached for your review. The agreement provides qualified high school students the opportunity to concurrently earn college credit and high school credit for qualified advanced high school courses deemed equivalent to EvCC college courses from September 15, 2015 through June 30, 2016. The following courses have been approved:

Calculus I	Kathy Redfern	Full Year
Intro to Chemistry	Susan Britain	Full Year
Intro to Chemistry	Susan Hauenstein	Full Year
English Composition I	Jeanne Kelly	Second Semester Only
English Composition I	Ella Blackwood	Second Semester Only
English Composition I	Denise Eichler	Second Semester Only
Intro to Literature	Jeanne Kelly	First Semester Only
Intro to Literature	Ella Blackwood	First Semester Only
Intro to Literature	Denise Eichler	First Semester Only
German II	Claudia Holum	Full Year
German III	Claudia Holum	Full Year
Calculus I	Kathy Redfern	First Semester Only
Calculus I	John Swanson	First Semester Only
Calculus II	Kathy Redfern	Second Semester Only
Calculus II	John Swanson	Second Semester Only
Pre-calculus I & II: Algebra & Trigonometry	John Swanson	Full Year
Concepts & Connections	Kathy Redfern	Full Year
Concepts & Connections	Susan Britain	Full Year
Spanish III	John Restrepo	Full Year

### RECOMMENDATION:

***That the Board approves the Everett Community College Interagency Agreement for "College in the High School" for the 2015-16 School Year.***



**INTERAGENCY AGREEMENT  
BETWEEN  
Everett Community College  
AND  
Stanwood School District**

**THIS AGREEMENT** is made and entered into by and between **Everett Community College**, hereinafter referred to as "COLLEGE," and the Stanwood School District, hereinafter referred to as the "District".

**IT IS THE PURPOSE OF THIS AGREEMENT** to provide: a collaborative College in the High School program (CHS), pursuant to RCW 28A.600.290 that offers qualified high school students the opportunity to concurrently earn college credit and high school credit for qualified advanced high school course(s) deemed equivalent to EvCC college course(s). The program's success will require ongoing collaboration and communication between College and high school faculty. The list of approved courses for this year's program is attached to this agreement.

**THEREFORE, IT IS MUTUALLY AGREED THAT:**

**STATEMENT OF WORK**

**A. The conditions of this agreement are:**

1. In order for high school students to be eligible and enrolled in the "College in the High School" program (CHS), they must subscribe to and be accountable for all regular EvCC policies and regulations regarding student performance, entrance assessment, course prerequisites, or placement by Compass test. Students are subject to the CHS program refund, withdrawal and course add/drop policies.
2. All CHS courses taken by high school students must be college level, listed on the college's Associate in Arts and Sciences - Direct Transfer Agreement (AAS - DTA) degree excluding Applied Elective B courses, included in the college's catalog, and taught as part of the college curriculum. The CHC course(s) must use the same grading and transcription policies that apply to courses in the regular curriculum.
3. High school students will pay a fee of \$210 for each five-credit course, \$126 for a three-credit course, and \$84 for a two-credit course in CHS. See B.11 below for fee waiver requirements and eligibility.
4. EvCC will not consider enrollments in the CHS eligible for state support and will therefore not count them as FTE's. The District will consider the students as regular state-supported high

school FTE's and will provide the necessary approval for the students to enroll concurrently in EvCC courses.

**B. EvCC will have the responsibility to:**

1. Designate the Director of College in the High School to be the CHS administrator (Karen Landry).
2. Approve the academic credentials of each new high school teacher. Each teacher must meet the minimum qualifications established for EvCC adjunct faculty. Minimum qualifications vary among academic subject areas.
3. Assign an EvCC instructor (EvCC mentor) to work with each high school teacher to articulate the course including but not limited to:
  - outline, learning objectives and syllabus
  - textbook and other teaching materials
  - assessment criteria and tools (e.g. papers, portfolios, quizzes, exams, labs, etc.)
  - academic rigor and content is at college level throughout the course
  - courses reflect the pedagogical, theoretical and philosophical orientation of EvCC academic department
  - grading criteria and standards
  - teaching observation and/or interview
  - expectations of the teacher
4. The EvCC policies on academic freedom will apply to the teaching and learning processes.
5. Conduct an annual meeting and new teacher orientation in the fall to review program policies and procedures with high school teachers and EvCC mentors.
6. Require high school teacher to complete discipline-specific professional development activity annually. Discipline-specific professional development is available to all teachers through the CHS program. Attending an outside professional development activity must be pre-approved by the EvCC department chair. A summary of the activity must be completed and submitted to the college by June 1 of each year.
7. Make available written guidelines on program policies and procedures (available at [www.EverettCC.edu/CHS](http://www.EverettCC.edu/CHS))
8. Award college credit to high school students who enroll and successfully complete the CHS course(s). The credit in the approved course(s) may be applied to an Associate in Arts and Sciences - Direct Transfer Agreement (AAS - DTA) degree if the student attends EvCC after graduation from high school. EvCC cannot guarantee that four-year colleges and universities will accept college credits earned in the CHS program. Each high school student is responsible for communicating with a transfer institution(s) prior to enrolling in CHS if s/he chooses to do so.
9. Provide high school teachers with program information and registration processes, and provide written instructions/deadlines for all processes.
10. Provide registration methods (both online and in-person) for high school students to register and pay. High school teachers or other high school staff and administrators are not allowed to accept CHS registrations or payments.

11. Provide a fee waiver for up to 5 credits per term (10 credits maximum per year) per student for students who qualify for free or reduced lunch. \$300,000 is allocated for 11 school districts in the EvCC service area and will be awarded to students on a first come, first serve basis. Students must apply for admission, submit proof of approval for free and reduced lunch, and meet course prerequisite and compass testing requirements.
12. Conduct a student opinion evaluation of each high school teacher during the first term and every fourth term thereafter. The results and feedback will be shared with the high school teacher after the term is completed.
13. Offer high school students and teachers participating in CHS use of the EvCC library, writing center, and tutoring services.
14. Provide ongoing collegial interaction to address course content, course delivery, assessment, evaluation, and/or research in the development in the field.
15. Maintain student records and transcripts.
16. Provide the District a list of approved courses and high school teachers that will serve as an Addendum to this agreement.
17. Compensate each participating high school teacher \$43 per student per five-credit class registration (prorated as necessary). High school teachers will be paid through the EvCC payroll system.
18. Include high school teachers as part of the AFT Everett Higher Education Local 1873, AFT, AFL/CIO.
19. Everett Community College assures the District that its agency complies with all state and federal guidelines and/or regulations and does not discriminate on the basis of race, creed, color, national origin, sex, sexual orientation, marital status, age, veteran status, or disability. This is in accordance with Title VI of the 1964 Civil Rights Act; Section 504 of the Rehabilitation Act, 1973, as amended; Americans with Disabilities Act, July 26, 1990, P.L. 101-336; and Title IX of the Education Amendments of 1972, as amended.

**C. The District will have the responsibility to:**

1. Identify interested and qualified high school teachers, and refer them to the EvCC CHS administrator.
2. Allow EvCC faculty mentor access to high school teachers and to conduct a teaching observation.
3. Require high school teachers to meet with the designated EvCC mentors and provide evidence of the following, including but not limited to, as part of the approval process and ongoing course evaluation:
  - outline, learning objectives and syllabus
  - textbook and other teaching materials
  - assessment sample, criteria and tools (e.g. papers, portfolios, quizzes, exams, labs, etc.)
  - proof of academic rigor and content is at college level throughout the course

- courses reflect the pedagogical, theoretical and philosophical orientation of EvCC academic department
  - grading criteria and standards
  - teaching observation and/or interview
  - expectations of the teacher
4. Require approved teachers to meet with the designated EvCC mentors annually to review the course curriculum including but not limited to the list identified in C.3. above.
  5. Notify the college should an approved teacher resign or otherwise vacate the position; any new high school teacher is then subject to the same approval process. **Note:** Student teachers are not approved to teach in a College in the High School approved course. Should a student teacher be assigned to teach the approved course, the course will not be made available to students to earn EvCC credit.
  6. Notify the college should a teacher have an absence lasting more than 10 days.
  7. Notify the college should there be a change in the curriculum; changes to approved curriculum would be subject to the same approval process.
  8. Provide the rooms, labs, instructional equipment, supplies and texts for each of the approved high school courses.
  9. Require the high school teachers to communicate the program information/registration process and deadlines to the students and parents.
  10. Require the high school teachers to attend the fall orientation meeting at EvCC and to participate in discipline-specific professional development activities and/or events.
  11. Require the high school teacher(s) to follow established procedures and meet deadlines set by EvCC for the program.
  12. Require the high school teachers to submit grades for registered students in accordance with EvCC grading policy and grade posting deadlines.
  13. Assure compliance with federal and state laws concerning reasonable accommodations for disabled students, the development of the individualized educational program, and student safety.
  14. Serve as primary employer of the high school teacher with all associated benefits of a full-time employee of the District.
  15. Comply with Dual-credit Reporting Requirements as outlined RCW28A.600.280.
  16. Comply with program rules as outlined in RCW28A.600.290.

This agreement solely sets forth the contractual rights of the parties and does not create any other rights of action as a result of this agreement. Additionally, each party agrees that it shall be responsible for the negligence of its own officers, employees and agents, and that neither party shall be considered the other's agent. This agreement is subject to cancellation or revision upon written notification by either EvCC or the District.

### **PERIOD OF PERFORMANCE**

Subject to its other provisions, the period of performance of this Agreement shall commence on **9/15/15**, or date of execution, whichever comes later, and be completed on **6/30/16** unless terminated sooner as provided herein.

### **RECORDS MAINTENANCE**

The parties to this Agreement shall each maintain books, records, documents and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the service(s) described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

### **RIGHTS IN DATA**

Unless otherwise provided, data which originates as a result of this Agreement shall be owned by the party producing the data. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights.

### **AGREEMENT ALTERATIONS AND AMENDMENTS**

This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

### **TERMINATION**

Either party may terminate this Agreement upon 30 days' prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

### **TERMINATION FOR CAUSE**

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

### **DISPUTES**

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, agreement terms and applicable statutes and rules and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

**GOVERNANCE**

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- a. Applicable state and federal statutes and rules;
- b. Statement of work; and
- c. Any other provisions of the agreement, including materials incorporated by reference.

**ASSIGNMENT**

The work to be provided under this Agreement, and any claim arising there under, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

**WAIVER**

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

**SEVERABILITY**

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Agreement are declared to be severable.

**ALL WRITINGS CONTAINED HEREIN**

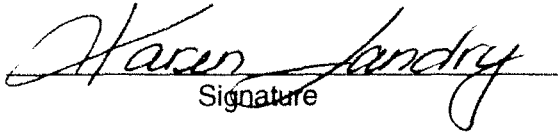
This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

**CONTRACT MANAGEMENT**

The program manager for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement.

Contract Manager for DISTRICT is:	Contract Manager for the COLLEGE is:
Name: Christine Del Pozo Address 7400 272 <sup>nd</sup> St. NW City, State, Zip Stanwood, WA 98292 Phone 360-629-1300 Email: cdelpozo@stanwood.wednet.edu	Name: Karen Landry Address: 2333 Seaway Boulevard City, State, Zip: Everett, WA 98203 Phone: 425-267-0153 Fax 425-259-8299 Email klandry@everettcc.edu

IN WITNESS WHEREOF, the parties have executed this Agreement.

  
Signature

Karen Landry  
Director  
Everett Community College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Dr. Jean Shumate  
District Superintendent  
Stanwood School District

\_\_\_\_\_  
Date



STANWOOD HIGH SCHOOL

Course	#	Title	First	Last	Semester
MATH&	151	Calculus I	Kathy	Redfern	Full Year
CHEM&	121	Intro to Chemistry	Susan	Britain	Full Year
CHEM&	121	Intro to Chemistry	Susan	Hauenstein	Full Year
ENGL&	101	English Composition I	Jeanne	Kelly	Second Semester Only
ENGL&	101	English Composition I	Ella	Blackwood	Second Semester Only
ENGL&	101	English Composition I	Denise	Eichler	Second Semester Only
ENGL&	111	Intro to Literature	Jeanne	Kelly	First Semester Only
ENGL&	111	Intro to Literature	Eli	Blackwood	First Semester Only
ENGL&	111	Intro to Literature	Denise	Eichler	First Semester Only
GERM&	122	German II	Claudia	Holum	Full Year
GERM&	123	German III	Claudia	Holum	Full Year
MATH&	151	Calculus I	Kathy	Redfern	First Semester Only
MATH&	151	Calculus I	John	Swanson	First Semester Only
MATH&	152	Calculus II	Kathy	Redfern	Second Semester Only
MATH&	152	Calculus II	John	Swanson	Second Semester Only
MATH&	141 & 142	Precalculus I & II: Algebra & Trig	John	Swanson	Full Year
PHYS	102	Concepts & Connections	Kathy	Redfern	Full Year
PHYS	102	Concepts & Connections	Susan	Britain	Full Year
SPAN&	123	Spanish III	John	Restrepo	Full Year