

Memorandum of Understanding
Between
Sunnyvale School District and
California School Employees Association, Chapter 205

January 31, 2019

Re: Scholarships for Classified Employees Pursuing Careers as Teachers and Working to Obtain Teaching Credentials

This Memorandum of Understanding (MOU) is entered by and between the Sunnyvale School District (District) and the California School Employees Association and its Chapter 205 (CSEA), collectively referred to as the Parties.

The Parties agree to a pilot program to partially reimburse tuition costs for selected classified employees who are pursuing careers in teaching and working to obtain teaching credentials. This pilot program will commence with the 2018-19 school year and will conclude with scholarship reimbursements issued during the 2020-21 school year unless extended by the Parties.

1. Unit members who have completed their initial probationary period with the District may apply for tuition reimbursement for classes completed at an accredited college, university, or Santa Clara County Office of Education teacher credential preparation courses for the purpose of preparing them for teaching positions within the District.
2. Minimum requirements for the program which must be specified in the application are the following: 1) proof of completed Bachelor's Degree, 2) Identified plan to enroll in a specific credentialing program with a timeline for completion of coursework, testing and other requirements for a CTC-issued credential and 3) Two recommendation letters.
3. A Committee ("Committee") consisting of two (2) members appointed by CSEA and two (2) members appointed by the District will be formed. Each member receives one vote.
4. The Committee will review each application to determine whether to grant or deny the request for funding and may approve funding in an amount different from that requested in the application. Decisions will be made by majority vote, defined as three or four votes from the Committee members. The Committee may approve applications for up

to \$4000 per year, per participant, for approved coursework tuition reimbursement. The decision of the Committee shall be final and binding, and shall not be subject to the grievance procedure set forth in Article XX.

5. In considering Program applications, the Committee shall consider at least the following:
 - The likelihood that the Applicant will obtain a CTC-issued credential within the timeline specified in the application;
 - The length of time it will take to complete the credential;
 - The available funding for the Program and the extent to which that funding will be available to assist the Applicant and other approved Program Participants to complete the program and receive CTC-issued credentials within the timelines set forth in the approved program Application;
 - The credential type sought by the Applicant; and
 - Recommendations and demonstrated need of the Applicant.
6. For the portion of tuition reimbursed through this program, participants may not receive other reimbursement or financial assistance, including student loans.
7. Requests for reimbursement of tuition costs must be approved in advance by the Committee. Applicants shall submit a brief description of the course(s) content and its applicability to an approved program of study leading to a valid California teaching credential certifying eligibility to serve in positions in the PS-Eighth Grade program. Reimbursements shall not exceed one hundred percent (100%) of actual tuition costs for approved classes at an accredited college, university, or Santa Clara County Office of Education teacher credential preparation courses. Course work at a private university or college will be reimbursed at a rate to be determined by the Committee but no more than equivalent coursework at the University of California. The tuition reimbursement is paid after satisfactory completion of the course(s) with a grade of "C" or better and verification of grade(s) and costs.
8. Effective July 1 of each year, there shall be a maximum fund of \$12,000 available for purposes of implementation of the Program. The funds do not carry over from year to year.

Program commitment requirements:

