



Metropolitan Regional Educational Service Agency

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DATE: July 2024

This memorandum will serve an agreement between **Metropolitan Regional Educational Service Agency (MRESA)** and DeKalb County Schools regarding offering the following MRESA's Professional Standards Commission (PSC) approved endorsement program(s).

*An endorsement cohort supports 25 candidates on average.

Endorsement Program	District/Organization Contact Person	Cost To District/Organization
<p>ESOL (4 courses)</p> <p>Courses Offered: <u> 4 </u></p> <p>Anticipated Participants: <u> 90 </u> One course completed Aug.-Nov. 2024 Two courses completed Nov. – April 2025 *Fourth course-Residency – April – May 2025</p>	<p>DeKalb County School District English Learners Dept. Dr. Evelyn Hall 678-676-6602</p>	<ul style="list-style-type: none"> \$350 Per Participant Per Course* <ul style="list-style-type: none"> Residency Course (Course 4) is \$300 Per Participant and offered at district request Four Courses with a Total Per Participant Cost of \$1350* Teacher Candidate Cohorts (3) consisting of 30 participants = total of 90 = 121,500.00 A minimum of 12 participants must be guaranteed financially District/Organization may contract for a cohort smaller than 12 with a guaranteed financial commitment of \$16,200 MRESA will contract with and pay instructors Books and required resources may be paid by individual participant or district
<p>*If a candidate registers for and begins a course, the course fee is applied *If a candidate withdraws from the program, the course fee will not be required for additional courses unless the minimum participant requirement is impacted</p> <p>PLEASE NOTE: To support the MRESA and District/Organization agreement, program Intent to Offer and Cohort Plan of Delivery documents must be completed by the district contact person or district defined instructor and submitted to the MRESA Program Coordinator Two (2) Weeks prior to the beginning of each course at minimum.</p> <p>ESOL Coordinator: Rita Gimenez; rita.gimenez@mresa.org</p>		
Endorsement Instructor	Instructor Email	Phone Number(s)
<p>Please indicate below how your system should be invoiced for this endorsement:</p> <p><input type="checkbox"/> Please invoice our system for this entire amount now.</p> <p><input type="checkbox"/> Please invoice our system at the end of each course.</p>		

*Residency is provided on this agreement at request of district

In support of all collaborative Endorsement Program offerings, MRESA agrees to:

- Provide leadership and structure for the requested endorsement program(s).
- Provide the endorsement application packets to each eligible participant.
- Review and approve instructors identified by the system.
- Conduct a comprehensive evaluation of the endorsement programs' effectiveness.
- Maintain ongoing training and support for instructors.
- Provide final recommendation for endorsement candidates to the PSC.
- Complete required PSC documents for system to send to the PSC on behalf of the participants in order for them to receive their endorsement.

In support of all collaborative Endorsement Program offerings COOPERATING SCHOOL SYSTEM/ORGANIZATION agrees to:

- Implement endorsement program as approved by the PSC.
- Verify eligibility requirements for candidates as stipulated by the endorsement program.
- Identify and provide appropriate meeting sites with technology access.
- Complete paperwork needed for MRESA to provide the PSC documents. (Copies of certifications, assurances, signatures, etc.)
- Work with school leadership to assure support for the participants' comprehensive involvement in the endorsement program.
- Identify potential instructors to be approved by MRESA and submit resumes and quality documentation for potential instructors.
- Ensure that instructors attend MRESA's instructor training session.
- Provide required instructor supplies and resources.
- Provide a system contact person for each endorsement offered. This individual will be responsible for communicating with MRESA regarding endorsement program requirements and other pertinent issues regarding the offering of said endorsement program.
- Pay MRESA the amount designated to cover the cost of the program as offered by the system.
- Commit to provide all of the courses of the endorsement program to allow the enrolled candidates to complete the requirements of the endorsement for certification.
- Submit Program "Intent to Offer" and "Cohort Plan of Delivery" documents to the MRESA Program Coordinator two weeks prior to the first class for each course.

I have read the above *Memorandum of Agreement* and understand my responsibilities as a partner in this agreement.

School System Representative

Metro Regional Educational Service Agency (MRESA) Representative