

MEMORANDUM OF AGREEMENT

**KING COUNTY DEPARTMENT OF COMMUNITY AND HUMAN SERVICES
CHILDREN YOUTH AND YOUNG ADULTS DIVISION
AND
SEATTLE COLLEGES
SEATTLE CENTRAL COLLEGE
LEARNING CENTER SEATTLE**

THIS MEMORANDUM OF AGREEMENT entered into by and between Seattle Central College (SCC), hereinafter referred to as SCC, and King County Children Youth and Young Adult Division hereinafter referred to as CYYAD, is to authorize collaborative service delivery to out of school youth receiving services at Learning Center Seattle hereinafter referred to as LCS

WHEREAS, CYYAD and SCC have agreed to serve at risk youth who have dropped out of high school or who have low basic skills by assisting them in attaining educational and professional-technical training goals and in obtaining and retaining a livable wage.

NOW THEREFORE, it is agreed to as follows:

- A. The CYYAD's Site Director and Director shall work with the SEATTLE CENTRAL Dean of Transitional Studies to coordinate the operation of the LCS Program to ensure the delivery of services that meet and align with Seattle Central College, Seattle Public School District, Workforce Investment Opportunity Act (WIOA), Division of Vocational Rehabilitation (DVR), King County's initiative, Best Starts for Kids, and King County performance goals and practices.
- B. SEATTLE CENTRAL and CYYAD shall work together to operate the LCS program that provides the following to disengaged youth (who have dropped out of high school or are not expected to graduate from high school by the age of 21: SEATTLE COLLEGES instruction, Open Doors support services, and access to college courses reimbursed by Seattle Public School's District through an Open Doors dual credit program supported by the Office of Superintendent of Public Instruction.
- C. SEATTLE CENTRAL and CYYAD shall work together to educate LCS students about Secondary and post- secondary options through centered, appropriate advising to support them in entering and completing post-secondary certificate and degree programs, and in accessing all campus resources and programs, including but not limited to Advising and Counseling, Financial Aid and other financial assistance programs for targeted students, the High School Completion Program, and Students Accessibility Services.
- D. The SEATTLE CENTRAL Technology Support Services (TSS) staff and the King County (KC) information technology staff shall work together to ensure that LCS's student, faculty and CYYAD staff computers and printers operate effectively with up-to-date Microsoft Office software, internet connectivity, and operable PC set-ups and printers. All LCS staff and faculty computers shall have connectivity to the King.

SEATTLE CENTRAL COLLEGE RESPONSIBILITIES

- A. SEATTLE CENTRAL will employ enough part-time faculty to work at LCS depending on enrollment need. The schedule of all faculty will be determined by the LCS Site Director and the SEATTLE CENTRAL Dean of Transition Studies.
- B. SEATTLE CENTRAL shall employ faculty to teach courses and provide classroom space that ensures successful transitions to college level courses (e.g., LCS 101, LCS 098, LCS 099). The schedule of all faculty shall be determined by the SEATTLE CENTRAL Dean of Transitional Studies in partnership with the KC Site Director based on Office Superintendent of Public Instruction requirements.
- C. SEATTLE CENTRAL shall provide adequate office space, internet and telephone connections for LCS program staff and faculty, program space for storage (e.g., the book library), and a welcoming meeting space for students.
- D. SEATTLE Colleges shall give access to CTC link and Starfish to levels necessary to successfully complete work for CYYAD staff. This includes case managers, PPM3, AS3 positions.
 - 1. Access to quarterly grades, students class schedules, and classes rosters
 - 2. Access to query reports for class registration/enrollment and LCS budget reports.

*BTS Administrative staff and/or Business office will provide budget reports as requested.

- 3. Access to starfish for appointment logs
- 4. Access to ctcLink to look up students' financial information. Access to add/remove LCS student groups (SHS1 and RLCS) for tuition waiver and tracking.

*Seattle Central Registrar/Assistant Registrar will collaborate with LCS Director and AS3 to apply and remove student groups (tuition waiver and LCS group RLCS)

*North Seattle college would set up a data sharing agreement.

- 5. Site Director and admin staff will work with the financial aid office to submit requests for LCS item types each quarter.
- 6. Provide keycard access for classrooms, office and meeting spaces.
- 7. Provide access to Site Director and AS3 positions to 25live to make reservations.
- 8. Site Director and AS3 will work with BTS administrative staff to get support with making purchases under the Learning Center Seattle Procurement card.

All program partners will be required to complete a FERPA training. Site Director and AS3 (admin staff) will continue to work with financial aid, cashier, registration, advising and other departments on campus to ensure students are receiving the same support and services.

- E. SEATTLE Colleges shall continue to give access to Open Doors funding up to \$300 per student enrolled that is drawn from Open Doors funding through the item types currently being used by LCS students.
- F. The SEATTLE CENTRAL TSS responsibilities shall be as follows:
 - 1. Troubleshoot and remedy any operational, hardware or software issues associated with workstations and printers for staff and faculty based at LCS and college assigned student computers,
 - 2. Purchase through the LCS budget, any hardware or software needed by the SEATTLE CENTRAL Faculty,
 - 3. Provide technical assistance and troubleshooting related to any hardware issues associated with workstations and printers used by King County staff based at LCS. If the situation cannot be resolved or if new equipment or software is required, it shall be the responsibility of the King County IT staff.
 - 4. Provide access for approved LCS staff to the SEATTLE CENTRAL email, intranet, campus curriculum websites, and student information (CTC link) systems, SEATTLE Colleges PeopleSoft system and any other case management system.
 - 5. Access to college systems will be by permission of TSS and subject to following the practices and guidance of TSS and adhering to state FERPA and other applicable requirements,
 - 6. Involve KC IT professionals as needed to complete the above tasks and to ensure that staff access to KC networks and databases is not disrupted,
 - 7. Cooperate with KC IT professionals as they provide support to LCS staff in relation to access to KC IT systems and databases & technical hardware and software that support of KC staff, and

III. KING COUNTY CHILDREN YOUTH AND YOUNG ADULTS' RESPONSIBILITIES

- A. In Partnership with SEATTLE CENTRAL, CYYAD shall employ adequate Case Managers (1:75 ratio) and provide LCS program management (PPM3), Administrative Support (AS3) that ensures high quality services to support LCS students to and through a post-secondary education. This will be dependent on the enrollment needs of the program. This shall include agreed upon service levels, support service dollars to bridge emergent needs, paid internships through WIOA, DVR funds, BSK funds, and access to King County DCHS services such as housing services.
- B. The CYYAD staff assigned to the LCS program shall provide services to

meet all grant goals including WIOA and DVR goals assigned to SEATTLE CENTRAL as a partner in the King County Out-of-School Youth Consortium (OSY) and shall ensure that WIOA and DVR funds allocated for SEATTLE CENTRAL are spent exclusively in the service of WIOA and DVR clients enrolled in SEATTLE COLLEGES programs via LCS.

C. The KC IT responsibilities shall be as follows:

1. Troubleshoot and remedy any operational, hardware or software issues associated with workstations and printers for the four non-faculty KC staff based at LCS (the Site Director, the Student Support Specialists, and the Administrative Services Specialist). The SEATTLE CENTRAL TSS staff shall aid in the day-to-day resolution of simple issues, but the KC IT staff retain the ultimate responsibility for the IT support of these staff,
2. Purchase through the King County SEATTLE CENTRAL LCS budget, any hardware or software needed by the non-faculty King County staff based at LCS,
3. Provide and maintain access for approved LCS staff to the KC and LCS networks and databases, the VPN connection, KC email system, and LCS shared folders,
4. Involve SEATTLE CENTRAL TSS professionals as needed to complete the above tasks and to ensure that staff access to SEATTLE CENTRAL networks and systems is not disrupted, and
5. Cooperate with SEATTLE CENTRAL TSS professionals as they provide support for LCS staff in relation to staff access to SEATTLE CENTRAL TSS systems and databases and resolution of technical hardware and software issues experienced by any LCS staff.

D. A KC IT staff shall be identified to work with the KC staff providing LCS program support as needed to refine the current LCS/LCS database so data related to all LCS and LCS students can be tracked and so that reports related to monthly student billing, eligibility for billing, student post-secondary retention and progression can be tracked.

8. Assist in the installation of instructional software deemed necessary by the SEATTLE CENTRAL Dean of Transitional Studies or the LCS Site Director to provide basic skills and GED preparation instruction in the LCS program. Subject to approval by TSS for accessibility and other standards.

IV. FUNDING AND COMPENSATION

- A. Total revenue for the LCS program during FY 2024-2025 is projected to be \$900,000. There will be flexibility during the first year in terms of reaching the goal of \$900K.

SEATTLE CENTRAL, CYYAD LCS
2024-2025 MOA

1. CYYAD and SEATTLE CENTRAL shall work together with Seattle Public School District to recruit, enroll, and instruct enough eligible students at LCS to generate at least.
\$900,000 in Seattle School District funds to be allocated to the LCS program budget. This revenue shall cover the following costs:
 - a. Program Director salary and benefits
 - b. Admin staff (including hourly as applicable) salary and benefits
 - c. Faculty to teach LCS GED classes or equivalent courses salary and benefits
 - d. Salary and benefits for case managers
 - e. Books/class materials costs
 - f. \$9,000 in goods and services. Goods and services will be split between the college and King County. Faculty requests will go to the college. Case managers and administrators will submit requests to the county.
 2. Payment to CYYAD in the amount of 50% of revenue produced shall be made by SEATTLE CENTRAL in four quarterly installments. CYYAD shall send quarterly invoices. They shall be sent by CYYAD administrative staff to SEATTLE CENTRAL by January 1, 2025, April 1, 2025, and July 1, 2025, and August 31.
- B. Revenue to SEATTLE CENTRAL shall be generated via a quarterly FTE invoice to Seattle Public School District as outlined in section V, subsection E.
- C. SEATTLE CENTRAL and CYYAD shall cover their own organizational administrative and shared costs associated with the operation of LCS and its integration onto the SEATTLE CENTRAL main campus.
- D. Projected revenue will be forecasted annually and incorporated into Seattle Central annual fiscal budgeting process timeline (each Spring quarter).
- E. Indirect costs shall increase 1% annually to account for annual inflation. If there is an annual loss in the reimbursement rate, indirect costs will not increase for that year.
- F. Costs related to faculty and staff salaries shall increase annually with respective KC or SEATTLE CENTRAL contract changes or State Cost-of-Living Adjustment (COLA)
- G. All revenue gained above expected billed and above costs shall be shared equally between SEATTLE CENTRAL and KC CYYAD. KC CYYAD and SEATTLE CENTRAL agree that all revenue produced in this way shall be used to support the LCS programming.

V. REPORTING AND EVALUATION

- A. SEATTLE CENTRAL shall maintain monthly records regarding the cumulative number of LCS students enrolled and the cumulative number of credits in which they are enrolled at SEATTLE COLLEGES each quarter

SEATTLE CENTRAL, CYYAD LCS
2024-2025 MOA

for invoicing Seattle Public School District. These figures shall be compiled by the SEATTLE CENTRAL Site Director & KC administrative support with assistance, as needed, from the KC program manager.

- B. The SEATTLE CENTRAL LCS Director or designated staff shall prepare billing to Seattle School District.
- C. The CYYAD shall maintain records regarding the number of students enrolled in LCS, in WIOA, DVR, Best Starts of Kids, and in King County and the outcomes for each group.

VI. SPECIAL PROVISION

A. Termination

- 1. Either party may terminate this Agreement at a date prior to the date specified in this Agreement by giving ninety days' written notice to the other party. Termination may only occur at the end or between quarters. In the event of termination of this Agreement, SEATTLE CENTRAL shall be liable for payment for services rendered prior to the effective date of termination.
- 2. Termination due to Change in Funding: If the funds SEATTLE CENTRAL or CYYAD relied upon to establish this Agreement are withdrawn or reduced, or if additional or modified conditions are placed on such funding, the KC or SEATTLE CENTRAL may terminate this Agreement by providing at least 90 days written notice to the other. Termination may only occur at the end or between quarters. The termination shall be effective on the date specified in the notice of termination.

B. Hold Harmless and Indemnification

Each party to this Agreement shall be responsible for its own acts and/or omissions and those of its officers, employees, or agents. No party to this Agreement shall be responsible for the acts and/or omissions of the entities or individuals not party to this Agreement.

This includes the need for CYYAD employees to undergo the necessary training related to the protection of student record data.

C. Disputes

Nothing in this Agreement shall preclude the parties from working to problem-solve issues that arise regarding this Agreement. Either party can request a meeting to address problems and identify remedies consistent with this Agreement.

D. Amendments

Either party may request changes to this Agreement. Proposed changes which are mutually agreed upon shall be incorporated by written amendment to this Agreement.

E. Entire Agreement

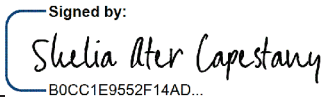
- 1. This Agreement sets forth the entire relationship of the parties to the subject matter hereof, and any other agreement, representation, or understanding, verbal or otherwise, dealing in any manner with the subject matter of this Agreement is hereby deemed to be null and void and of no force and effect whatsoever.
- 2. If any provisions of this Agreement shall be deemed in conflict with any statute or rule of law, such provision shall be deemed modified to be in conformance with said statute or rule of law.

F. Duration

This Agreement shall commence on September 1, 2024, and terminate on August 31, 2025, unless extended or terminated earlier pursuant to the terms and conditions of this agreement.

IN WITNESS HERETO, Seattle Central College and the King County Employment and Education Resources, Department of Community and Human Services, Community Services Division have executed this agreement as of the dates written below:

KING COUNTY:

Signed by:

B0CC1E9552F14AD...

Sheila Ater Capestany
Director
King County Department of Community and
Human Services

8/12/2024

Date

SEATTLE CENTRAL COLLEGE:

 Digitally signed by Bradley Lane
Date: 2024.08.12 09:06:03 -07'00'

President
Seattle Central College

Date

IN WITNESS HERETO, Seattle Central College and the King County Employment and Education Resources, Department of Community and Human Services, Community Services Division have executed this agreement as of the dates written below:

Signature:

Email: johnny.woodsjr@seattlecolleges.edu