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Memorandum of Understanding for the Registered Principal Apprenticeship:

- **North Dakota Department of Public Instruction (NDDPI)**
- **North Dakota State University (NDSU)**
- **LEAs**

Section I: Purpose

The purpose of this Memorandum of Understanding (MoU) is to outline roles and responsibilities of parties involved in implementing a Registered Apprenticeship in K-12 Principal Program ("Program"). The North Dakota Department of Public Instruction ("NDDPI") shall serve as program sponsor, <Principal Preparation Program> shall serve as the Related Instruction Provider, and LEAs currently participating in the Program will serve as the apprentice Employers.

Section II: Responsibilities of NDDPI

- A. Sponsor Responsibilities: Responsibilities of NDDPI as program sponsor are fully outlined in the Standards of Apprenticeship 29 § CFR 29.5. NDDPI must conduct, operate, and administer this program in accordance with all applicable provisions of Title 29 Code of Federal Regulations (CFR) part 29, subpart A and part 30, and all relevant guidance issued by the Office of Apprenticeship (OA).

Section III: Responsibilities of LEA

- A. Employment: The Employer shall employ each apprentice in an assistant principal, dean, or an analogous position that facilitates hands-on training in the duties and responsibilities of an executive principal. Apprentices shall be paid according to the Employer's salary schedule for the apprentice position. Apprentices must earn pay increases, which may be according to the Employer's existing salary schedule or according to a new salary schedule created for the principal-apprentice position.
- B. Mentors: The Employer certifies that all apprentices in the program shall be placed alongside a fully certified, high-quality executive principal, who will serve as a clinical mentor. The Employer certifies that any payments provided to assigned mentor principals will be the financial responsibility of the Employer, unless otherwise indicated in a competitive grant program offered through NDDPI.
- C. Activity: The Employer acknowledges that apprentices must engage in administrative activities and training related to the following areas: curriculum, instruction and assessment; equity and cultural responsiveness; ethics and professional norms; mission, vision, and core values; community of care and support for students; professional capacity of school personnel; professional community for teachers and staff; meaningful engagement of families and community; operations and management; and school improvement.

- D. Prohibited Duties: The Employer acknowledges that apprentices will not serve as an executive principal before completion of the apprenticeship program.
- E. Assessing Competencies: The Employer shall assess the apprentice's progress along on-the-job competencies and make final recommendation of competency mastery, as outlined in Appendix A of the Standards of Apprenticeship.

Section IV: Responsibilities of NDSU (EPP)

- A. Related Instruction: The Principal Preparation Program agrees to provide coursework leading to a master's degree and certification to become a principal in North Dakota public schools.
- B. Clinical Experience: The Principal Preparation Program agrees to allow for the apprenticeship Program to satisfy the clinical internship requirements otherwise required for apprentice graduation.
- C. Wraparound Supports: The Principal Preparation Program agrees to provide wraparound support to the apprentice to ensure academic, career, and certification success.
- D. Additional and Replacement Seats: The Principal Preparation Program agrees that the Employer reserves the right to purchase additional seats at the prorated amount per participant, as outlined in the Grow Your Own Principal Grant solicitation. The Employer is also able to replace a candidate at no additional cost into the Program if a previous candidate drops out before graduating.
- E. Communication: The Principal Preparation Program agrees to support and facilitate communication between NCGYO and districts for the purpose of sharing critical information pertaining to the registered principal apprenticeship work or collecting information or data needed by the state.
- F. Assent to Other Terms of Grant Contract: The Principal Preparation Program agrees to all Terms and Conditions outlined in the Grow Your Own Principal Grant solicitation not explicitly acknowledged in this MoU.

Section V: Joint Responsibilities

- A. Full-Time Position: The Employer and the Principal Preparation Program agree to arrange for apprentices to complete all coursework while remaining full-time apprentices. Clinical requirements shall be arranged through the apprentice's full-time position.
- B. Serving as Executive Principal: The Employer and Principal Preparation Program shall ensure that apprentices will not serve as the executive principal during the Program. Apprentices will be able to be an executive principal once all certification and preparation requirements have been satisfied. The Employer is not obligated to immediately place the apprentice as an executive principal upon completion of the Program, but the Employer should make reasonable effort to do so as soon as is practicable.
- C. Recruiting and Enrolling: The Employer and the Principal Preparation Program agree to recruit apprentices from within their local communities, whenever possible.
 - i. The Employer will make apprentice recommendations to the Principal Preparation Program.

- ii. The apprentice-candidate will apply to the Principal Preparation Program, providing all requested application material, which may include a letter of recommendation from the Employer.
 - iii. The Principal Preparation Program will give priority admission to Employer-recommended candidates.
- D. Data Sharing and Reporting: The Employer and the Principal Preparation Program agree to cooperate with each other in providing information necessary to effectively implement the Program. The Employer and the EPP agree to cooperate with NDDPI in supplying data relevant to federal reporting requirements and ongoing program evaluation.

Section VI: Signatures

_____ Date
NDDPI Signatory

Print Name and Title

_____ Date
NDSU Signatory

Print Name and Title

_____ Date
Central Cass Public School District Signatory

Print Name and Title