



CONTRACT ROUTING FORM

BCSD Finance Policy and Procedures require that all contracts be approved by the Superintendent, Chief Financial Officer, Director of Procurement, or In-house Legal staff, as applicable. To obtain contract approval, submit the original contract or agreement, with all terms and conditions, along with a completed routing form to the Fund Manager (if using 2xx, 3xx, 8xx, or 9xx funds), or Procurement Office (for all other funds). Once approved by Procurement, the contract and signed routing form will then be reviewed for legal approval. Once executed, the contract will be maintained by the Communications Office. A copy will be provided to the requestor, who will be responsible for forwarding it to the vendor along with the purchase order/pcard authorization.

The routing form must be complete prior to submission.

SUMMARY OF CONTRACT TERMS TO BE COMPLETED BY THE SCHOOL OR DEPARTMENT INITIATING THE CONTRACT	
Vendor Name on Contract: Teach Right USA MOU	Date to be returned to School/Dept:
Representative Name: Tracey Williams	Email: twilliams@teachrightusa.org
Purpose of Contract (include school plan reference): Alternative Teaching Certification Program	
Contract Effective Date: 06/29/2026	Contract Expiration Date: 06/29/2029
Initial Value of Contract: \$0.00	Potential Value of Contract: \$0.00
Are all attachments included? ☒ Yes ☐ No	
Type of Contract: ☒ New ☐ Renewal ☐ Amendment: (Attach copy of contract to be amended)	
TO BE COMPLETED BY THE SCHOOL OR DEPARTMENT INITIATING THE CONTRACT	
Initiator's Signature (If applicable): <i>Pamela Richardson</i>	Date: 06/29/2026
Account Number to be Charged: Account Number Not Needed	
CONTRACT CHECKLIST – TO BE COMPLETED BY THE INITIATING DEPARTMENT	
The Originating Department has read the contract and all attachments.	☒
Any documents that are referenced are attached.	☒
All terms and conditions have been verified and those agreed to by the School/Department are included.	☒
Contract term dates are included.	☒
All payment terms and schedules are specific including any reimbursable expenses.	☒
A conflict of Interest does not exist between this Contract and any other District responsibilities.	☒
The beneficiary of the contract is not a relative or close friend of the requestor/approver.	☒
If applicable, IT has authorized that software is compatible – please attach confirmation email.	☐
If applicable, Office of Federal Programs has authorized that this expenditure is consistent with the funding source requirements.	☐
APPROVALS REQUIRED	
Principal's Signature Verifying Available Funds: <i>Natalie Locklear</i>	Email: <i>@bcstdschools.net</i> locklea@bcstdschools.net
School/Dept: HR	
As the responsible Department Head / Principal, or authorized signatory for the Contract's originating department, I certify that I am satisfied with the business terms and the description of goods, services, payment amounts, and terms to be provided to or from the School District and I recommend that the School District enter into this contract /agreement.	
Signature: <i>Natalie Locklear</i>	Printed Name: Natalie Locklear
Phone : 843-899-8620	Date: 06/29/2026
Fund Manager/Supervisor Approval:	Date:
Procurement Approval: <i>Lisa Ackerman</i>	Date: 6/30/26
Administrative Approval (contracts exceeding \$50,000):	Date:
Superintendent Approval (contracts exceeding \$100,000):	Date:
Legal Services: <i>Janet Turner, Paralegal</i>	Date: 7/27/266
Procurement and/or Fund Manager/Supervisor Notes or Comments: No cost	



Memorandum of Understanding

TEACH RIGHT USA ALTERNATIVE TEACHER CERTIFICATION PROGRAM and

This Memorandum of Agreement ("Agreement") is entered into as of June 1, 2026.

Teach Right USA, a South Carolina-based nonprofit educational organization with its principal office located at 1201 Main Street, Suite 2500, Columbia, SC 29201 ("TRUSA"),

And

Berkeley County School District

Together, the "Parties."

1. PURPOSE

This Agreement establishes the terms and conditions under which TRUSA will provide its state-approved Alternative Teacher Certification Program ("Program") to eligible individuals employed by the Berkeley County School District.

2. SCOPE OF SERVICES

- Provide a 36-month, state-approved alternative certification program aligned to SCDE requirements.
- Deliver ten (10) online modules during the first year and monthly professional development sessions.
- Provide six additional literacy modules for candidates in elementary and early childhood education, aligned with South Carolina Literacy Competencies (SCLC).
- Assign a Teach Right USA Supervisor/Coach for each candidate.
- Offer Adept 4.0 formative evaluations, support, and personalized remediation as needed.
- Communicate regularly with school leadership on candidate progress.
- Conduct an in-person orientation session annually in Columbia, SC.
- Issue a \$500 stipend to each school-based mentor supporting a candidate.

3. SCHOOL RESPONSIBILITIES

- Nominate eligible teacher candidates and support them in enrolling in the TRUSA Program.
- Provide candidates with a school-based mentor, eligible to receive the \$500 stipend.
- Grant the TRUSA Supervisor/Coach access to observe and evaluate candidates per ADEPT 4.0 guidelines.
- Ensure school leaders collaborate with TRUSA on candidate progress and support.

4. TUITION AND PAYMENT

- The standard tuition is \$7000 per candidate, covering the full 36-month program.
- District A may qualify for discounts for multiple enrollees or as a partner district.
- **TRUSA offers payment plans to individual candidates** if the school does not contribute.
- Title II reimbursement may be applicable for the school district based on federal fund eligibility.

5. TERM AND TERMINATION

This Agreement shall commence on the Effective Date and continue for three (3) years, unless extended or terminated earlier...

6. CONFIDENTIALITY

Each Party shall maintain the confidentiality of all personally identifiable information (PII) in accordance with FERPA and applicable state laws.

7. NONDISCRIMINATION

Both parties shall comply with all federal and state nondiscrimination laws...

8. INDEMNIFICATION

Each party agrees to indemnify, defend, and hold harmless the other party...

9. DISPUTE RESOLUTION

In the event of a dispute, the Parties agree to engage in good-faith efforts to resolve the matter informally...

10. GENERAL PROVISIONS

This document constitutes the full agreement between the Parties...

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

Teach Right USA

By: _____

Name: Tracey Williams

Title: Executive Director

Date: _____

District Representative

By: _____

Name: Natalie Lockman

Title: Director of Human Resources

Date: 06/29/2026

APPROVED

By Jan Turner at 7:35 am, Jul 27, 2026

**ADDENDUM TO MEMORANDUM OF UNDERSTANDING
BETWEEN TEACH RIGHT USA AND
BERKELEY COUNTY SCHOOL DISTRICT**

IN CONSIDERATION of the mutual promises by Teach Right USA ("Teach Right USA") and Berkeley County School District (the "District") in connection with Memorandum of Understanding between the parties ("MOU"), the parties agree to the following changes to the MOU as follows:

1. Section 4 (Tuition and Payment) is hereby amended to add the following language: "Payment shall be made by the District within 30 days of the District's receipt of invoice. In the event of early termination, any pre-paid tuition for any candidate shall be reimbursed to the District based on a prorated rate for the remaining length of the 36-month program."
2. Section 8 (Indemnification) is hereby struck in its entirety and replaced with the following language: "Teach Right USA agrees to indemnify, defend, and hold harmless the District."
3. Section 11 titled "Governing Law" shall be added and shall state the following: "This Agreement and all matters relating to this Agreement will be governed by the laws of South Carolina without giving effect to any choice or conflict of law rules. Any claim relating to this Agreement shall be instituted in the state or federal courts located in Berkeley County, South Carolina and each party irrevocably submits to the exclusive jurisdiction of such courts. The parties agree to waive any rights to a jury trial."
4. All remaining terms of the MOU remain in full force and effect. Capitalized terms used but not defined in this Addendum shall have the same meaning as ascribed to them in the MOU.
5. Notwithstanding the foregoing, in the event of a conflict between the MOU and this Addendum, the provisions within this Addendum shall govern.

IN WITNESS WHEREOF, the parties hereto have caused this Addendum to be executed by their authorized representatives, effective as of the last date set forth below.

TEACH RIGHT USA

BERKELEY COUNTY SCHOOL DISTRICT

By: Tracey Williams

By: Jan Turner-----

Its: Executive Director

Its: Paralegal_____

Date: 7/24/2026

Date: 7/23/26_____

APPROVED

By Jan Turner at 7:35 am, Jul 27, 2026