

(ATTACHMENT 2) ACTION ON THE AWARD OF EXCEPTION-TO-BID CONTRACTS

Contract Requisition Number:CR069785
Contract Number:C033285
Vendor Number:V013063

MILWAUKEE BOARD OF SCHOOL DIRECTORS PROFESSIONAL SERVICES CONTRACT

This Contract is being entered into this 1st day of February 2025, by and between **Alverno College** (“Contractor”) and Milwaukee Board of School Directors (“MPS”).

1. SCOPE OF SERVICES

Contractor shall specifically perform the following tasks:

- I. Contractor shall perform the following:
 - a. In collaboration with MPS, offer the Contractor’s Higher Learning Commission (HLC) accredited and Wisconsin Department of Public Instruction (DPI) approved undergraduate and graduate teacher licensure endorsement program to MPS employees at the rate of \$325 per credit plus a one-time comprehensive program fee of \$500 per participant. Every student requires an examination of prior coursework. There may be instances where students will be required to take courses to establish basic skills, requisite grade point average, or content knowledge depth and breadth for secondary education and art licensure. Expenses for books, materials, and background checks vary from semester to semester and are not included in this fee or tuition. Contractor will make every effort to minimize book and material costs. Approved licensure tracks will include:

Undergraduate Tracks at Alverno

Alverno Para to Bachelors with Bilingual K-9, ESL
Alverno Para to Bachelors with K-9
Alverno Para to Bachelors with EC (Birth to 3rd)
Alverno Para to Bachelors with EC (Birth to 3rd) + Special Ed
Alverno Para to Bachelors with K-9 + Special Education
Alverno Para to Bachelors with Bilingual EC, ESL

Graduate Tracks at Alverno (Courses listed in Exhibit A)

Alverno Masters Bilingual K-9, ESL
Alverno Masters Special Education K-12
Alverno Masters Special Education K-12 with Bilingual, ESL
Alverno Masters Elementary K-9
Alverno Masters Secondary Content Area (math, science, English, social studies, and art)
Alverno Masters Secondary Content Area (math, science, English, social studies, and art) with ESL and Bilingual

- b. Provide Contractor faculty and adjunct instructors appropriately credentialed to teach the curriculum, their evaluation tools, training and on-going continuous support needed to effectively deliver Contractor’s courses to the participants enrolled in Contractor’s Bachelor of Science or Master of Arts in education program.
- c. Administer all hiring, record keeping, and payroll requirements for adjunct instructors including but not limited to keeping record of credentials and administering any necessary background checks.
- d. Provide the program with all facilities and resources to conduct instruction.
- e. Promote, with the support and assistance of the MPSU/HR Representative, the Programs by scheduling informational meetings virtually and/or at multiple MPS locations during teacher-convenient hours.
- f. Provide admissions, registration, orientation and advising for MPS employees enrolling in the identified Bachelor and Master of Arts in Education programs. Contractor will work with MPS employees to enroll in both the undergraduate and graduate programs and provide transcript review to ensure appropriate transfer credits are applied and that qualifications for the program requirements are met before enrollment. If MPS employees already hold initial licensure, Contractor will provide MPS employees with the opportunity to enroll in the urban education licensure sequence to meet the requirements of the Master of Arts in Education.
- g. Provide MPS with academic information of MPS employees enrolled in the program in accordance with FERPA guidelines.
- h. Contractor’s Program Director will maintain regular communication with the MPSU/HR Representative and attend monthly collaborative meetings to provide feedback and status reports.

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- i. Evaluate instructors at the conclusion of each course and provide feedback for improved instruction when necessary.
 - j. Collaborate with MPS in providing appropriate practicum experiences, which will lead to candidate's eligibility to securing individual licensure.
 - k. Collaborate with MPS to ensure that Program candidates will be prepared to succeed in state-mandated assessments.
 - l. Manage any mandated reporting requirements and provide information necessary for periodic progress reports and site visits as needed. Such information may include, but not be limited to, course completion rates, graduation rates, attendance, certification rates, faculty information and demographic data of participants.
 - m. Collaborate with MPS in creation of continuous quality improvement process that is supported by data collected with each cohort.
 - n. Any press releases or public dissemination of information about this Contract shall require prior written notice and approval of MPS's Executive Director of Communications & Outreach.
 - o. Contractor's courses will be delivered on a schedule created by the Contractor, in conjunction with MPS to ensure accordance with term start and end dates and allowing employees to work toward Program completion in an expeditious manner.
 - p. Contractor shall commit to all of its students to teach out the program they are enrolled in through the MPS partnership. We reserve the right to change curriculum in order to meet the standards set forth by the federal government, state government and our accrediting agencies as well as reasonable revisions to meet the needs of student learning.
 - q. If the contract is severed by either party, MPS is responsible for covering each currently enrolled partnerships' student's remaining tuition costs at the agreed upon tuition rate included in the contract.
 - r. If for some reason the Contractor can no longer offer its programs, the Contractor will ensure that students are able to transfer to an accredited and DPI approved teacher licensure program to complete their requirements for graduation
- II. MPS shall perform the following:
- a. Work in cooperation with Contractor to establish an MPS-sponsored delivery of its Programs, allow qualified MPS employees the opportunity to participate in Contractor's Programs, led by Contractor faculty at a fixed cost per credit.
 - b. Work with Contractor to identify the best schedule to both accommodate participant schedules and allow cohorts to work toward Program completion in an expeditious manner.
 - c. Identify qualified applicants who enroll in the identified Bachelor and Master of Arts in Education program in order to provide optimal learning environment for MPS participant cohorts. If candidates already hold initial licensure, Contractor will provide participants with the opportunity to enroll in the urban education licensure sequence to meet the requirements of the Master of Arts in Education.
 - d. Identify for Contractor prospective adjunct instructors from within MPS. To be considered for the positions, those qualified MPS staff members must have:
 - i) A minimum of a Master's Degree, current licensure and appropriate certification in the field in which s/he will be teaching;
 - ii) A minimum of three years of experience in the field in which s/he will be teaching;
 - iii) A curriculum vita for submittal to Contractor;
 - iv) Official transcripts listing degrees earned BA or BS, MA or MS, and Ph.D., as applicable for submittal to Contractor;
 - v) Successful completion of background check administered by Contractor.
 - e. Coordinate Contractor's informational meetings at multiple MPS locations or virtually during teacher-convenient hours, which coordination shall include securing facilities, at no cost to Contractor, promoting attendance, and serving as a liaison for MPS inquiries about the Program.

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- f. MPSU Manager will maintain regular communication with Contractor's Program Director and attend monthly collaborative meetings to provide feedback and status reports.
- g. Support any practicum requirements by securing appropriate MPS sites using the Contractor's criteria, ensuring that all MPS practicums meet the minimum qualification requirements set forth by the State and Contractor.
- h. Any press releases or public dissemination of information about this addendum to this Contract shall require prior written notice and approval by the Contractor's Executive Director of Marketing and Communications.
- i. MPS agrees that all intellectual property rights in and to all documents, work product, and other materials and information that are delivered to MPS or MPS employees by Contractor under or in connection with this Contract or prepared by or on behalf of Contractor in the course of performing the Services shall be and remain exclusively the property of the Contractor. No intellectual property is being transferred or licensed by Contractor to MPS hereunder, in whole or in part.
- j. Assist any Contractor program evaluation by sharing MPS demographic information and relevant data.

Contractor shall provide, at its own expense, all personnel, supplies, and equipment required to perform the services under this Contract. Unless otherwise indicated, all services are in-person.

2. TERM

This Contract shall be in effect on 02/01/2025 through 01/31/2028.

No work shall commence before a Contractor receives a fully executed Contract and has been given approval to proceed. Any work performed by the Contractor prior to obtaining a fully-executed Contract with approval to proceed shall not be compensated pursuant to this Contract. Any continuation of the Contract beyond this term must be set forth in writing and signed by the original signatories to the Contract.

3. COMPENSATION

Total compensation under this Contract shall not exceed \$2,000,000.00, payable at a rate of \$325.00 per credit and a one-time fee of \$500.00 fee for every student.

MPS reserves the right to determine in its sole discretion whether services have been adequately and fully delivered; to withhold payment until services are fully and adequately delivered; or to disallow a pro rata share of payments for services not fully and adequately delivered.

Milwaukee Public Schools does not pay in advance for services. No payment shall be made until a properly submitted invoice is approved. Invoices shall be submitted to:

MPS- Human Resources Services
ATTN: Dana Berlin- Interim Senior Director
5225 W. Vliet St
Milwaukee, WI, 53208

A properly submitted invoice must include a detailed description of the dates and times worked, the tasks performed, the quantity of services provided, and shall be quantified according to the units, rates, and services defined in Contract. As a matter of practice, MPS attempts to pay all invoices in 30 days. It is mutually agreed that State Prompt pay law does not apply to this Contract. In the event MPS does not pay an invoice within 30 days, no interest shall accrue on the payment due to contractor.

Unless otherwise specified, MPS shall not pay invoices submitted more than 60 days after actual work. In the case of grant funding, no payments shall be made after grant close out. Final invoices must be marked as such.

4. NON-APPROPRIATION OF FUNDS

This Contract is contingent upon the appropriation of sufficient funds by appropriate MPS officials. If funds are not appropriated, Contractor agrees to take back any commodities furnished under the Contract, terminate any services supplied to MPS under the Contract, and relieve MPS of any further obligations under the Contract.

5. NON-DISCRIMINATION

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In the performance of work under this Contract, Contractor shall not discriminate in any way against any employee or applicant for employment on the basis of a person's sex, race, age, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, disability, or socio-economic status. This prohibition includes but is not limited to employment; promotions, demotions and transfers; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeships. Contractor is required to include a similar provision in all subcontracts to this Contract.

If MPS determines Contractor has violated this non-discrimination policy, MPS may terminate this Contract without liability for undelivered services or materials. MPS may also deem the Contractor ineligible to participate in future contracts with MPS.

6. INDEMNITY

Notwithstanding any references to the contrary, Contractor assumes full liability for all of its acts or omissions in the performance of this Contract, as well as the acts or omissions of its subcontractors. Contractor shall indemnify and hold harmless MPS, its agents, officers and employees against all liabilities, losses, judgments, decrees, costs, and expenses that may be claimed against MPS as a result of granting of this Contract to said Contractor, or that may result from the carelessness or neglect of said Contractor, its agents, or employees. If judgment is recovered against MPS in suits of law or equity for any reason, including by reason of the carelessness, negligence, or acts or omissions of the Contractor, against such persons, firms or corporations carrying out the provisions of the Contract for the Contractor, the Contractor assumes full liability for such judgment, not only as to any monetary award, but also as to the costs, attorneys' fees or other expenses resulting therefrom.

In accordance with applicable laws, MPS shall be responsible for defending and paying judgments on behalf of its officers, employees and agents while acting within the scope of their employment or agency for any claims that may arise out of MPS's negligence for acts, policies, or directives that affect the activities covered by this Contract.

7. BACKGROUND CHECKS

Contractor will conduct, at Contractor's expense, a criminal information records background check, (hereinafter referred to as "background check"), through the Wisconsin Department of Justice and other appropriate states' agencies, on all current and potential administrators, board members, officers, and employees who have, or who are anticipated to have, "direct, unsupervised contact" with MPS students in the performance of this Contract.

An out of state background check should be completed in the state(s) in which the individual resided for at least six months within the last two years and was eighteen years or older at the time.

Contractor will submit to MPS's Department of Employment Relations (DER), (via mail to Milwaukee Public Schools Background Checks, Attn: Department of Employment Relations, Room 116, 5225 West Vliet Street, Milwaukee, WI 53208, or via email at 564@milwaukee.k12.wi.us), all completed background checks. Such records will be reviewed and MPS will notify Contractor of any individual(s) who, based on MPS standards, are unfit and should not have contact with MPS students. All determinations made by MPS with regards to whether an individual is fit to provide services pursuant to this Contract are made in MPS's sole discretion.

The following will each be a material failure to comply with the terms of this Contract and cause for immediate termination of this Contract by MPS: failure to perform background checks as outlined in this Section 7; failure to submit background checks to MPS as outlined in this Section 7; allowing services to be provided by an individual who has not be subjected to a background check; and allowing services to be performed by an individual who has been determined to be unfit by MPS as outlined in this Section 7.

8. INSURANCE AND PROOF OF FINANCIAL RESPONSIBILITY

Contractor understands and agrees that financial responsibility for claims or damages to any person, or to Contractor's employees and agents, shall rest with the Contractor. Contractor and its subcontractors shall affect and maintain any insurance coverage, including, but not limited to, Workers' Compensation, Employers' Liability, General Liability, Contractual Liability, Automobile Liability and Umbrella Liability to support such financial obligations. The indemnification obligation, however, shall not be reduced in any way by existence or non-existence, limitation, amount or type of damages, compensation, or benefits payable under Workers' Compensation laws or other insurance provisions.

The minimum limits of insurance required of the Contractor by MPS shall be:

Workers' Compensation	Statutory Limits
Employers' Liability	\$100,000 per occurrence

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General Liability	\$1,000,000 per occurrence/\$2,000,000 aggregate
Auto Liability	\$1,000,000 per occurrence
Umbrella (excess) Liability	\$1,000,000 per occurrence

The Milwaukee Board of School Directors shall be named as an additional insured under Contractor's and subcontractors' general liability insurance and umbrella liability insurance. Evidence of all required insurances of Contractor shall be submitted electronically to MPS via its third-party vendor, EXIGIS Risk Management Services. Waivers and exceptions to the above limits will be in the sole discretion of MPS and shall be recorded in the EXIGIS system, which records are incorporated into this Contract by reference. The certificate of insurance or policies of insurance evidencing all coverages shall include a statement that MPS shall be afforded a thirty (30) day written notice of cancellation, non-renewal or material change by any of Contractor's insurers providing the coverages required by MPS for the duration of this Contract.

9. SHIPPING /TAXES

If goods are provided pursuant to this Contract, please note that MPS is exempt from Federal Excise and Wisconsin Sales Taxes. All vendor quotes, bids and invoices must include delivery FOB destination to the MPS location receiving the goods and freight must be prepaid. This means any freight, shipping, processing, handling or like charges must be part of a unit price. Any separate line items for freight, shipping, processing, handling or like charges listed on an invoice will be deleted and NOT PAID.

All textbook purchases shall be governed by the terms and conditions in the Milwaukee Board of School Directors' Textbook Contract, which provides that textbooks shipped to MPS or its schools must be done at no additional charge to MPS or its schools.

MPS reserves the right to reject any items that do not conform to the bid, quote or Purchase Order. All return freight charges associated with the rejected materials shall be borne by the vendor.

10. IRREPARABLE HARM

It is mutually agreed the breach of this Contract on Contractor's part shall result in irreparable and continuing damage to MPS for which money damages may not provide adequate relief. Therefore, the breach of this Contract on Contractor's part shall entitle MPS to both preliminary and permanent injunctive relief and money damages insofar as they can be determined under the circumstances.

11. TERMINATION BY CONTRACTOR

Contractor may, at its option, terminate this Contract upon the failure of MPS to pay any amount, which may become due hereunder for a period of sixty (60) days following submission of appropriate billing and supporting documentation. Upon said termination, Contractor shall be paid the compensation due for all services rendered through the date of termination including any retainage.

12. TERMINATION BY MPS - BREACH BY CONTRACTOR

If Contractor fails to fulfill its obligations under this Contract in a timely or proper manner, or violates any of its provisions, MPS shall thereupon have the right to terminate it by giving five (5) days written notice before the effective date of termination of the Contract, specifying the alleged violations, and effective date of termination. The Contract shall not be terminated if, upon receipt of the notice, Contractor promptly cures the alleged violation with five (5) days. In the event of termination, MPS will only be liable for services rendered through the date of termination and not for the uncompleted portion, or for any materials or services purchased or paid for by Contractor for use in completing the Contract.

13. TERMINATION BY MPS

MPS further reserves the right to terminate this Contract at any time for any reason by giving Contractor written notice by Registered or Certified Mail of such termination. MPS will attempt to give Contractor 20 days' notice, but reserves the right to give immediate notice. In the event of said termination, Contractor shall reduce its activities hereunder, as mutually agreed to, upon receipt of said notice. Upon said termination, Contractor shall be paid for all services rendered through the date of termination, including any retainage. This section also applies should the Milwaukee Board of School Directors fail to appropriate additional monies required for the completion of the Contract.

14. INDEPENDENT CONTRACTOR

Contractor agrees and stipulates that in performing this Contract, it is acting as an Independent Contractor, and that no relationship of employer and employee, partnership or joint venture is created by this Contract. Contractor has exclusive control over work hours, location, and other details of such services, and MPS's sole interest is to ensure that said service shall be

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performed and rendered in a competent, safe, efficient, timely and satisfactory manner in accordance with the terms of this Contract.

Contractor has the sole obligation to provide for and pay any contribution or taxes required by federal, state or local authorities imposed on or measured by income. Contractor specifically covenant not to file any complaint, charge, or claim with any local, state or federal agency or court in which Contractor claims to be or to have been an employee of MPS during the period of time covered by this Contract and that if any such agency or court assumes jurisdiction of any complaint, charge or claim against MPS on Contractor's behalf, Contractor will request such agency or court to dismiss such matter. MPS shall not be charged any obligation or responsibility whatsoever of extending any fringe benefits which may be extended to MPS employees, including any insurance, or pension plans.

Contractor further agrees that MPS is not to be charged with the obligation or responsibility of extending any fringe benefits such as hospital, medical and life insurance, or pension plans which may be extended to employees of MPS from time-to-time and further agree to indemnify and hold harmless MPS and all its employees, officers and agents from any liability for personal injuries, including death, or for damage to or loss of personal property, which might occur as a result of the performance of the services provided for under this Contract.

15. ASSIGNMENT LIMITATION

This Contract shall be binding upon and inure to the benefit of the parties and their successors and assigns; provided, however, that neither party shall assign its obligations hereunder without the prior written consent of the other.

16. PROHIBITED PRACTICES

- A. Contractor during the period of this Contract shall not hire, retain or use for compensation any member, officer, or employee of MPS to perform services under this Contract, or any other person who, to the knowledge of Contractor, has a conflict of interest.
- B. Contractor hereby attests it is familiar with MPS's Code of Ethics, providing in pertinent part, "[a]n employee of Milwaukee Public Schools may not accept any gift or gratuity in excess of \$25.00 annually from any person, persons, group or any firm which does business with or is attempting to do business with MPS."
- C. No person may enter into this Contract for services that the MPS employee would otherwise perform as an employee.
- D. No current or former MPS employee may perform services on a professional services contract without the prior written consent of the MPS Chief Human Capital Officer or his/her designee.
- E. If the Contract is for apparel for \$5,000.00 or more, the Contractor agrees to provide only items manufactured by responsible manufacturers. Contractor is required to include a similar provision in all subcontracts to this Contract.

17. LIVING WAGE REQUIREMENT

Contractor shall comply with, and ensure its subcontractors performing work under this Contract comply with, Milwaukee Board of School Directors' Administrative Policy 3.09(17), which requires that employees be paid a "living wage."

18. NOTICES

Notices to either party provided for in this Contract shall be sufficient if sent by Certified or Registered mail, postage prepaid, addressed to the signatories on this Contract, or to their designees.

19. WAIVER

The waiver or failure of either Party to exercise in any respect any rights provided for in this Contract shall not be deemed a waiver of any further right under this Contract.

20. INTEGRATION / SEVERABILITY

This Contract and its exhibits and addenda, if any, constitute the entire Contract among the Parties with respect to the subject matter hereof and supersede all prior proposals, negotiations, conversations, discussions and Contracts among the Parties concerning the subject matter hereof. No amendment or modification of any provision of this Contract shall be effective unless the same shall be in writing and signed by both Parties.

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The District shall not be bound by any terms and conditions included in of Contractor's packaging, service catalog, brochure, technical data sheet or other document which attempts to impose any conditions at variance with or in addition to the terms and conditions contained herein.

If any term or provision of this Contract should be declared invalid by a court of competent jurisdiction or by operation of law, the remaining terms and provisions of this Contract shall be interpreted as if such invalid Contracts or covenants were not contained herein.

21. CHOICE OF LAW & FORUM

The state courts of Wisconsin shall be the sole forum for all disputes arising of this Contract. The validity, construction, enforcement and effect of this Contract shall be governed solely by the laws of the State of Wisconsin.

22. TIMING

Time is of the essence in this Contract.

23. CERTIFICATION REGARDING DEBARMENT OR SUSPENSION

Contractor certifies that neither Contractor or its principals; its subcontractors or their principals; the sub-recipients (if applicable) or their principals are suspended, debarred, proposed for debarment, voluntarily excluded from covered transactions, or otherwise disqualified by any federal department or agency from doing business with the Federal Government pursuant to Executive Orders 12549 and 12689. Contractor specifically covenants that neither the Contractor or its principals, its sub-contractors or their principals, or the sub-recipients (if applicable) or their principals are included on the Excluded Parties List System ("EPLS") maintained by the General Services Administration ("GSA").

24. FORCE MAJEURE

MPS will not be liable to pay Contractor for any work that the Contractor is unable to perform due to act of God, riot, war, civil unrest, flood, earthquake, outbreak of contagious disease or other cause beyond MPS's reasonable control (including any mechanical, electronic, or communications failure, but excluding failure caused by a party's financial condition or negligence).

25. STUDENT DATA

Contractor acknowledges that student data is protected by both federal and state law. *See* Wis. Stat. § 118.125; 20 U.S.C. § 1232g(b); 34 C.F.R. § 99.1 *et seq.* If MPS determines that Contractor has disclosed any student record information in violation of either federal or state law, without prejudice to any other rights or remedies the MPS may have, MPS shall be entitled to immediately terminate this and every other existing Contract without further liability. Moreover, MPS may bar Contractor from future MPS contracts for varying periods up to and including permanent debarment.

26. NON-DISCLOSURE

Absent prior written consent of the person listed in Section 3 or his/her designee, Contractor shall not: (1) disclose, publish, or disseminate any information, not a matter of public record, that is received by reason of this Contract, regardless of whether the Contractor is or is not under contract at the time of the disclosure; or (2) disclose, publish, or disseminate any information developed for MPS under this Contract. Contractor agrees to take all reasonable precautions to prevent any unauthorized use, disclosure, publication, or dissemination of the same information.

All information and any derivatives thereof, whether created by MPS or Contractor under this Contract remains the property of MPS and no license or other rights to such information is granted or implied hereby. For purposes of this Contract, "derivatives" shall mean: (i) for copyrightable or copyrighted material, any translation, abridgment, revision, or other form in which an existing work may be recast, transformed, or adapted; and (ii) for patentable or patented material, any improvement thereon.

Within ten business days of the earlier of receipt of MPS' written or oral request, or final payment, Contractor will return all documents, records, and copies thereof it obtained during the development of the work product covered by this Contract.

27. MPS LOGO/PUBLICITY

No Contractor shall use the MPS Logo in its literature or issue a press release about the subject of this Contract without prior written notice to and written approval of MPS's Executive Director of Communications & Outreach.

28. ORDER OF PRIORITY

Should Contractor and MPS sign Contractor's Contract in addition to this Contract, the terms set forth in this Contract shall govern in the event of a conflict.

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29. PUBLIC RECORDS

Both parties understand that the Board is bound by the Wisconsin Public Records Law, and as such, all of the terms of this Contract are subject to and conditioned on the provisions of Wis. Stat. § 19.21, *et seq.* Contractor acknowledges that it is

obligated to assist the Board in retaining and producing records that are subject to Wisconsin Public Records Law, and that the failure to do so shall constitute a material breach of this Contract, and that the Contractor must defend and hold the Board harmless from liability under the law. Except as otherwise authorized, those records shall be maintained for a period of seven years after receipt of final payment under this Contract.

30. CONTRACT COMPLIANCE REQUIREMENT

The HUB requirement on this Contract is 0%. The paid student employment requirement of this Contract is 0 hours. The student career awareness requirement for this Contract is 0 hours. Failure to achieve these requirements may result in the application of some or all of the sanctions set forth in Administrative Policy 3.10, which is hereby incorporated by reference.

IN WITNESS WHEREOF, the parties here to have executed this Contract on the day, month and year first above written.

CONTRACTOR (Vendor #:V013063)

MILWAUKEE BOARD OF SCHOOL DIRECTORS

By: _____
Authorized Representative

By: _____
*Janine Adamczyk, Director
Procurement & Risk Management*

Date: _____

Date: _____

Alverno College
P.O Box 343922
Milwaukee, WI, 53234
(414) 382-6431

By: _____
*Eduardo Galvan
Interim Superintendent of Schools*

Date: _____

SSN / FEIN: [REDACTED]

Budget Code: SDV-0-0-ATT-HR-ECTS

By: _____
*Marva Herndon, President
Milwaukee Board of School Directors*

Date: _____

Reviewed by Insurance Compliance:

By: _____

Date: _____

Reviewed by Contract Compliance:

By: *Jiquinna Cohen*

Date: 01.08.2025

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Exhibit A

License to Masters Art Education/Adaptive & Therapeutic Arts

ACADEMIC MAP

Master's in Education
 License 1550 Art Education
 License 1859 Adaptive Art

*Requires undergraduate degree in art, demonstration of content knowledge via Praxis II or equivalent, and placement in / access to both K-8 and high school settings prior to student teaching semester.

FALL (8 week intervals)	Credits
FIRST Interval (August - October)	
AET 695 Prior Learning Art Portfolio Assessment	0 credits
LTM 612 General Methods of Teaching	4 credits
LTM 601 Field Experience Module Registration	0 credits
SECOND Interval (October-December)	
LTM 629 K-9th Grade Developmental Methods	3 credits
LTM 632 Curriculum, Instruction, Assessment	3 credits
LTM 602 Field work <i>20 hours in Art classroom K-12</i>	1 credit
TOTAL	11 credits

WINTERIM	Credits
LTM 631 Teaching Exceptional Learners	3 credits
TOTAL	3 credits

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SPRING (full semester classes)	Credits
AET 622 Art Education Methods (spring only)	3 credits
AET 692 Expressive Arts Seminar (spring only)	3 credits
LTM 603 Field work <i>20 hours in Art classroom K-12</i>	1 credit
TOTAL	7 credits

FALL (full semester classes)	Credits
AET 686 Media & Methods in Art Therapy (fall only) <i>36-40 hours in art room focus on special needs students</i>	3 credits
AET 604 Field Work (field placement in alternative primary/secondary)	1-3 credits
PST 400 Praxis II or equivalent	0 credits
AET 750 Level 6 Pre-Student Teaching Art Portfolio	0 credits
TOTAL	6-7 credits

SPRING	Credits
LTM 641 Student Teaching	3 credits
LTM 675 Student Teaching Seminar	0 credits
TOTAL	3 credits

FALL	Credits
AET 681 Directed Observation/Teaching in Art Therapy <i>250 hours in art classroom with students that have exceptional needs</i>	3 credits
TOTAL	3 credits

FULL PROGRAM TOTAL CREDITS	31-33 credits
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Exhibit A

Grad Education Birth to Third Grade (EBT) Academic Map

Spring Start 2025-2026

Semester 1 – Winterm 2024/Spring 2025

Course Number	Course Name	Notes	Credits
ED601	Orientation		0
LTM601	Field Experience Module Reg		0
LTM 612	General Methods of Teaching	Winterm (12/16-1/12)	4
LTM-608	Literacy in Early/Middle Childhood	Spring Semester	3
LTM-604	Methods of Mathematics	Spring Semester	3
LTM-602	Field Experience Module 1	Spring Semester	1

Total Credits: 11

Semester 2 – Summer 2025

Course Number	Course Name	Notes	Credits
LTM-621	Lit in Early Adolescence/Adolescence	Early Summer	3
LTM-635	Science & Social Studies in Elementary	Early Summer	3
ED-RDG	Foundations for Reading Exam (FORT)		0
PST 400	Praxis II Completed		0
LTM631	Teaching Exceptional Learners	Late Summer	3

Total Credits: 9

Semester 3 – Fall 2025

Course Number	Course Name	Notes	Credits
LTM 632	Curriculum, Instruction & Assessment		3
LTM 628	Early Childhood Curriculum & Field		3
LTM-603	Field Experience Module 1		1
LTM640	Portfolio Assessment		0
AC-636	A Vision of Teaching		0

Total Credits: 7

Semester 4 – Spring 2026

Course Number	Course Name	Notes	Credits
LTM-641	Student Teaching		3
LTM-675	Student Teaching Seminar-LTM		0

Total Credits: 3

Semester 5 – Fall or Summer 2026

Course Number	Course Name	Notes	Credits
LTM-750	Practicum		3

Total Credits: 3

KMS Licensure Field Requirements

The link to the Clinical Guide: <https://tinyurl.com/AlvernoClinicalGuide>

Your school placement must be in the licensure area you are pursuing

Before the semester

- Fill out the Clinical Placement Field and Student Teaching Request Form each semester:
<https://tinyurl.com/AlvernoClinicalPlacementForm>
- Submit Criminal Background Check form <https://tinyurl.com/BackgroundCheckForms>
- Submit On The Job Verification form (If OTJ as para or teacher of record)
<https://tinyurl.com/AlvernoOTJVerification>
- Check your email (whichever you set up as your default in LiveText)
- If it is your first field class, make sure you have registered for the LiveText Field Experience Module (FEM)
- If you are new to fieldwork or need a refresher, please complete the Check for Understanding:
<https://tinyurl.com/ClinicalCheck4Understanding>

Course	Hours Required	Lesson Required	Observations Required	Evaluation Rubric
LTM602	25	4	2	https://tinyurl.com/AlvernoClinicalGuide
LTM603	32	4	2	https://tinyurl.com/AlvernoMidClinicalRubric
LTM631	25	2	zero	https://tinyurl.com/AlvernoNonSupClinicalRubric

(ATTACHMENT 2) ACTION ON THE AWARD OF EXCEPTION-TO-BID CONTRACTS
Exhibit A

Grad Education Kindergarten-Elementary-Middle (KMS) Academic Map
with ELL/Bilingual License

Spring Start 2025-2026

Semester 1 – Winterm 2024/Spring 2025

Course Number	Course Name	Notes	Credits
ED601	Orientation		0
LTM601	Field Experience Module Reg		0
LTM 612	General Methods of Teaching	Winterm (12/16-1/12)	4
LTM-608	Literacy in Early/Middle Childhood	Spring Semester	3
LTM-604	Methods of Mathematics	Spring Semester	3
LTM-602	Field Experience Module 1	Spring Semester	1
EN-340	English Grammar	You can transfer if taken at UG level	3
ED-300	Language Fluency Assessment	Combined with EN-340	0
BIL100	Bilingual Placement Assessment	For Spanish Language	0

Total Credits: 14

Semester 2 – Summer 2025

Course Number	Course Name	Notes	Credits
LTM-621	Lit in Early Adolescence/Adolescence	Early Summer	3
LTM-635	Science & Social Studies in Elementary	Early Summer	3
LTM637	Multiliteracy and English Language Learner		4
ED-RDG	Foundations for Reading Exam (FORT)		0
PST 400	Praxis II Completed		0
LTM631	Teaching Exceptional Learners	Late Summer	3

Total Credits: 13

Semester 3 – Fall 2025

Course Number	Course Name	Notes	Credits
LTM 632	Curriculum, Instruction & Assessment		3
LTM 629	K-9th Grade Developmental Methods		3
LTM-603	Field Experience Module 1		1
LTM633	ELL methods		4
LTM634	Linguistics and Language Culture		3
LTM640	Portfolio Assessment		0
AC-636	A Vision of Teaching		0

Total Credits: 14

Semester 4 – Spring 2026

Course Number	Course Name	Notes	Credits
LTM-641	Student Teaching		3
LTM-675	Student Teaching Seminar-LTM		0
BIL611	Selected Embedded Performance Assessment		4

Total Credits: 7

Semester 5 – Fall or Summer 2026

(ATTACHMENT 2) ACTION ON THE AWARD OF EXCEPTION-TO-BID CONTRACTS**Exhibit A**

Course Number	Course Name	Notes	Credits
LTM-750	Practicum		3

Total Credits: 3

Dual KMS/ELL Licensure Field RequirementsThe link to the Clinical Guide: <https://tinyurl.com/AlvernoClinicalGuide>**Your school placement must be in the licensure area you are pursuing****Before the semester**

- Fill out the Clinical Placement Field and Student Teaching Request Form each semester: <https://tinyurl.com/AlvernoClinicalPlacementForm>
- Submit Criminal Background Check form <https://tinyurl.com/BackgroundCheckForms>
- Submit On The Job Verification form (If OTJ as para or teacher of record) <https://tinyurl.com/AlvernoOTJVerification>
- Check your email (whichever you set up as your default in LiveText)
- If it is your first field class, make sure you have registered for the LiveText Field Experience Module (FEM)
- If you are new to fieldwork or need a refresher, please complete the Check for Understanding: <https://tinyurl.com/ClinicalCheck4Understanding>

Course	Hours Required	Lesson Required	Observations Required	Evaluation Rubric
LTM602	25	4	2	https://tinyurl.com/AlvernoClinicalGuide
LTM603	32	4	2	https://tinyurl.com/AlvernoMidClinicalRubric
LTM631	25	2	zero	https://tinyurl.com/AlvernoNonSupClinicalRubric
LTM633	25		1	https://tinyurl.com/AlvernoEarlyClinicalRubric
LTM637		2	2	https://tinyurl.com/AlvernoMidClinicalRubric

(ATTACHMENT 2) ACTION ON THE AWARD OF EXCEPTION-TO-BID CONTRACTS
Exhibit A

Grad Education Kindergarten-Elementary-Middle (KMS) Academic Map

Spring Start 2025-2026

Semester 1 – Winterm 2024/Spring 2025

Course Number	Course Name	Notes	Credits
ED601	Orientation		0
LTM601	Field Experience Module Reg		0
LTM 612	General Methods of Teaching	Winterm (12/16-1/12)	4
LTM-608	Literacy in Early/Middle Childhood	Spring Semester	3
LTM-604	Methods of Mathematics	Spring Semester	3
LTM-602	Field Experience Module 1	Spring Semester	1

Total Credits: 11

Semester 2 – Summer 2025

Course Number	Course Name	Notes	Credits
LTM-621	Lit in Early Adolescence/Adolescence	Early Summer	3
LTM-635	Science & Social Studies in Elementary	Early Summer	3
ED-RDG	Foundations for Reading Exam (FORT)		0
PST 400	Praxis II Completed		0
LTM631	Teaching Exceptional Learners	Late Summer	3

Total Credits: 9

Semester 3 – Fall 2025

Course Number	Course Name	Notes	Credits
LTM 632	Curriculum, Instruction & Assessment		3
LTM 629	K-9th Grade Developmental Methods		3
LTM-603	Field Experience Module 1		1
LTM640	Portfolio Assessment		0
AC-636	A Vision of Teaching		0

Total Credits: 7

Semester 4 – Spring 2026

Course Number	Course Name	Notes	Credits
LTM-641	Student Teaching		3
LTM-675	Student Teaching Seminar-LTM		0

Total Credits: 3

Semester 5 – Fall or Summer 2026

Course Number	Course Name	Notes	Credits
LTM-750	Practicum		3

Total Credits: 3

(ATTACHMENT 2) ACTION ON THE AWARD OF EXCEPTION-TO-BID CONTRACTS

Exhibit A

KMS Licensure Field Requirements

The link to the Clinical Guide: <https://tinyurl.com/AlvernoClinicalGuide>

Your school placement must be in the licensure area you are pursuing

Before the semester

- Fill out the Clinical Placement Field and Student Teaching Request Form each semester: <https://tinyurl.com/AlvernoClinicalPlacementForm>
- Submit Criminal Background Check form <https://tinyurl.com/BackgroundCheckForms>
- Submit On The Job Verification form (If OTJ as para or teacher of record) <https://tinyurl.com/AlvernoOTJVerification>
- Check your email (whichever you set up as your default in LiveText)
- If it is your first field class, make sure you have registered for the LiveText Field Experience Module (FEM)
- If you are new to fieldwork or need a refresher, please complete the Check for Understanding: <https://tinyurl.com/ClinicalCheck4Understanding>

Course	Hours Required	Lesson Required	Observations Required	Evaluation Rubric
LTM602	25	4	2	https://tinyurl.com/AlvernoClinicalGuide
LTM603	32	4	2	https://tinyurl.com/AlvernoMidClinicalRubric
LTM631	25	2	zero	https://tinyurl.com/AlvernoNonSupClinicalRubric

(ATTACHMENT 2) ACTION ON THE AWARD OF EXCEPTION-TO-BID CONTRACTS
Exhibit A

Grad Secondary Education Academic Map

Spring Start 2025-2026

Semester 1 – Winterm 2024/Spring 2025

Course Number	Course Name	Notes	Credits
ED601	Orientation		0
LTM601	Field Experience Module Reg		0
LTM 612	General Methods of Teaching	Winterm (12/16-1/12)	4
LTM-622	Content area Methods	Spring Semester	4
LTM-602	Field Experience Module 1	Spring Semester	1

Total Credits: 9

Semester 2 – Summer 2025

Course Number	Course Name	Notes	Credits
LTM-621	Lit in Early Adolescence/Adolescence	Early Summer	3
PST 400	Praxis II Completed		0
LTM631	Teaching Exceptional Learners	Late Summer	3

Total Credits: 6

Semester 3 – Fall 2025

Course Number	Course Name	Notes	Credits
LTM 632	Curriculum, Instruction & Assessment		3
LTM 627	Middle School Teaching & Field		4
LTM-603	Field Experience Module 1		1
LTM640	Portfolio Assessment		0
AC-636	A Vision of Teaching		0

Total Credits: 8

Semester 4 – Spring 2026

Course Number	Course Name	Notes	Credits
LTM-641	Student Teaching		3
LTM-675	Student Teaching Seminar-LTM		0

Total Credits: 7

Semester 5 – Fall or Summer 2026

Course Number	Course Name	Notes	Credits
LTM-750	Practicum		3

Total Credits: 3

Secondary Education Field Requirements

The link to the Clinical Guide: <https://tinyurl.com/AlvernoClinicalGuide>

Your school placement must be in the licensure area you are pursuing

Before the semester

- Fill out the Clinical Placement Field and Student Teaching Request Form each semester:
<https://tinyurl.com/AlvernoClinicalPlacementForm>
- Submit Criminal Background Check form <https://tinyurl.com/BackgroundCheckForms>
- Submit On The Job Verification form (If OTJ as para or teacher of record)
<https://tinyurl.com/AlvernoOTJVerification>
- Check your email (whichever you set up as your default in LiveText)
- If it is your first field class, make sure you have registered for the LiveText Field Experience Module (FEM)
- If you are new to fieldwork or need a refresher, please complete the Check for Understanding:
<https://tinyurl.com/ClinicalCheck4Understanding>

Course	Hours Required	Lesson Required	Observations Required	Evaluation Rubric
LTM602	25	4	2	https://tinyurl.com/AlvernoClinicalGuide
LTM603	32	4	2	https://tinyurl.com/AlvernoMidClinicalRubric
LTM631	25	2	zero	https://tinyurl.com/AlvernoNonSupClinicalRubric
LTM622	32	6	2	https://tinyurl.com/AlvernoMidClinicalRubric

(ATTACHMENT 2) ACTION ON THE AWARD OF EXCEPTION-TO-BID CONTRACTS
Exhibit A

Grad Secondary Education With ELL Bilingual Academic Map

Spring Start 2025-2026

Semester 1 – Winterm 2024/Spring 2025

Course Number	Course Name	Notes	Credits
ED601	Orientation		0
LTM601	Field Experience Module Reg		0
LTM 612	General Methods of Teaching	Winterm (12/16-1/12)	4
LTM-622	Content area Methods	Spring Semester	4
LTM-602	Field Experience Module 1	Spring Semester	1
EN-340	English Grammar	You can transfer if taken at UG level	3
ED-300	Language Fluency Assessment	Combined with EN-340	0
BIL100	Bilingual Placement Assessment	For Spanish Language	0

Total Credits: 13

Semester 2 – Summer 2025

Course Number	Course Name	Notes	Credits
LTM-621	Lit in Early Adolescence/Adolescence	Early Summer	3
LTM637	Multiliteracy and English Language Learner		4
PST 400	Praxis II Completed		0
LTM631	Teaching Exceptional Learners	Late Summer	3

Total Credits: 10

Semester 3 – Fall 2025

Course Number	Course Name	Notes	Credits
LTM 632	Curriculum, Instruction & Assessment		3
LTM 627	Middle School Teaching & Field		4
LTM-603	Field Experience Module 1		1
LTM633	ELL methods		4
LTM634	Linguistics and Language Culture		3
LTM640	Portfolio Assessment		0
AC-636	A Vision of Teaching		0

Total Credits: 15

Semester 4 – Spring 2026

Course Number	Course Name	Notes	Credits
LTM-641	Student Teaching		3
LTM-675	Student Teaching Seminar-LTM		0
BIL611	Selected Embedded Performance Assessment		4

Total Credits: 7

Semester 5 – Fall or Summer 2026

Course Number	Course Name	Notes	Credits
LTM-750	Practicum		3

Total Credits: 3

Dual Secondary Education/ELL Licensure Field Requirements

The link to the Clinical Guide: <https://tinyurl.com/AlvernoClinicalGuide>

Your school placement must be in the licensure area you are pursuing

Before the semester

- Fill out the Clinical Placement Field and Student Teaching Request Form each semester: <https://tinyurl.com/AlvernoClinicalPlacementForm>
- Submit Criminal Background Check form <https://tinyurl.com/BackgroundCheckForms>
- Submit On The Job Verification form (If OTJ as para or teacher of record) <https://tinyurl.com/AlvernoOTJVerification>
- Check your email (whichever you set up as your default in LiveText)
- If it is your first field class, make sure you have registered for the LiveText Field Experience Module (FEM)
- If you are new to fieldwork or need a refresher, please complete the Check for Understanding: <https://tinyurl.com/ClinicalCheck4Understanding>

Course	Hours Required	Lesson Required	Observations Required	Evaluation Rubric
LTM602	25	4	2	https://tinyurl.com/AlvernoClinicalGuide
LTM603	32	4	2	https://tinyurl.com/AlvernoMidClinicalRubric
LTM631	25	2	zero	https://tinyurl.com/AlvernoNonSupClinicalRubric
LTM622	32	6	2	https://tinyurl.com/AlvernoMidClinicalRubric
LTM633	25		1	https://tinyurl.com/AlvernoEarlyClinicalRubric
LTM637		2	2	https://tinyurl.com/AlvernoMidClinicalRubric

(ATTACHMENT 2) ACTION ON THE AWARD OF EXCEPTION-TO-BID CONTRACTS

Exhibit A

SPED Education Academic Map for Kindergarten-12th grade Cross-Categorical License

Spring Start 2024-2025

Semester 1/Winterm 2024

Course Number	Course Name	Notes	Credits
LTM/SPE 612	General Methods of Teaching	Winterm (12/18-1/19)	4
SPE 601	Field	Spring Semester	0
SPE-614	SPE-614 Foundations of Special Education (Semester 1 first 8wks)	Spring Semester	4
SPE-615	SPE-615 Charac, Assmnt-Lrnrs With Disabilities (Semester 1 second 8wks)	Spring Semester	3

Total Credits: 11

Semester 2 – Summer 2024

Course Number	Course Name	Notes	Credits
SPE-608	Lit in Early Adolescence/Adolescence	Summer	3
SPE-620	Lang & Literacy Dev/Students W/Disabilities	Summer	3
SPE-602	Field	Summer	1
AC-636	A Vision of Teaching	Summer	0
SPE-616	Advocacy & Action	August	3

Total Credits: 10

Semester 3 – Fall 2024

Course Number	Course Name	Notes	Credits
SPE 634	Tchg Adapt-Stds W/Disabilities (First 8weeks)	Fall	3
SPE 635	Community Envir W/Disabilities (Second 8weeks)	Fall	3
SPE 603	Field	Fall	1
AC 640	Portfolio Assessment	Fall	0
	Fort Portfolio needs to be completed by this semester		
	Praxis II or equivalent needs to be completed by this semester		

Total Credits: 7

Semester 4 – Spring 2025

Course Number	Course Name	Notes	Credits
SPE-641	Student Teaching		3
SPE-675	Student Teaching Seminar		0

Total Credits: 3

Semester 5 – Fall or Summer 2025

Course Number	Course Name	Notes	Credits
SPE-750	Practicum		3

Total Credits: 3

Dual KMS/ELL Licensure Field Requirements

The link to the Clinical Guide: <https://tinyurl.com/AlvernoClinicalGuide>

Your school placement must be in the licensure area you are pursuing

Before the semester

- Fill out the Clinical Placement Field and Student Teaching Request Form each semester:
<https://tinyurl.com/AlvernoClinicalPlacementForm>
- Submit Criminal Background Check form <https://tinyurl.com/BackgroundCheckForms>
- Submit On The Job Verification form (If OTJ as para or teacher of record)
<https://tinyurl.com/AlvernoOTJVerification>
- Check your email (whichever you set up as your default in LiveText)
- If it is your first field class, make sure you have registered for the LiveText Field Experience Module (FEM)
- If you are new to fieldwork or need a refresher, please complete the Check for Understanding:
<https://tinyurl.com/ClinicalCheck4Understanding>

Course	Hours Required	Lesson Required	Observations Required	Evaluation Rubric
SPE-602	25	4	2	https://tinyurl.com/AlvernoClinicalGuide
SPE-603	32	4	2	https://tinyurl.com/AlvernoMidClinicalRubric
SPE-601	25	2	zero	https://tinyurl.com/AlvernoNonSupClinicalRubric
https://tinyurl.com/AlvernoEarlyClinicalRubric				
https://tinyurl.com/AlvernoMidClinicalRubric				