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## South Washington County Schools

Keith Jacobus, Ph.D., Superintendent

**District Service Center**

7362 E. Point Douglas Rd. S.

Cottage Grove, MN 55016

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### **ADMINISTRATIVE REPORT**

TO: Members of the School Board  
Dr. Keith Jacobus, Superintendent

FROM: Dr. Kevin Witherspoon, Director of Human Resources

DATE: June 13, 2019

TOPIC/PURPOSE OF REPORT: Student Teacher Placement Agreement/ Clinical Placement  
Affiliation Agreement

RECOMMENDED BOARD ACTION: Approval

DATE FOR BOARD ACTION: June 20, 2019

### **REPORT**

Concordia University- St. Paul and South Washington County Schools, ISD #833, have a student teacher/ internship placement partnership that provides student teacher and internship placements in various classrooms throughout ISD 833.

After periodic review of placements in our district, Concordia University- St. Paul is requesting that this collaborative relationship remain in place for the next two (2) School Years, commencing on June 3, 2019 and ending on June 30, 2021.

The administration recommends approval of this agreement.



**College of Education**  
**Department of Teacher Education**  
**Mutual Agreement for Student Teaching**

This agreement is entered in to between the College of Education at Concordia University, 1282 Concordia Ave, St Paul, MN 55104 (herein after "College or University") and South Washing ton School District (hereinafter "the school"), located in Cottage Grove, MN.

1. *Concordia University* agrees that:
  - a. It will place at the School only student teachers that are eligible for such placement under State and University rules, and School Board regulations. All placements will initiate through and be approved by the Schools' Human Resources Department.
  - b. It will provide CEU letters and stipends to all cooperating teachers:

Experience Description	Cooperating Teachers Stipend Amount
K-6 Field Experience (Practicum) 5 week "pre-student teaching experience"	150.00
Clinical Experience (Student Teaching) Full Semester-15 weeks	500.00
Clinical Experience (Student Teaching) Partial Semester	33/week
CEUs (per MDE guidelines)	1.5/week

- c. It will provide regular student teaching supervision by state qualified College/University designees.
  - d. It will cooperate with the School in the development and implementation of the Student Teaching program.
  - e. That all records and data received by the College/University as a result of this agreement will be treated by the College/University in accordance with the terms of the Minnesota Government Data Practices Act and all federal laws and rules pertinent thereto.
2. The School agrees that:
  - a. It will supply to the student teacher so placed by the College/University an opportunity to work in a teaching-learning situation under the supervision of a practicing teacher who holds a continuing license and has at least three years total teaching experience. (a Master's degree is desirable.)
  - b. It will cooperate with the College/University in the development and implementation of the Student Teaching Program.
  - c. It shall provide appropriate supervision of the student teacher pursuant to rules promulgated by its board. Such rules may not conflict with any minimum requirements established by the State or the College/University with regard to the Student Teaching Program.



- d. It shall immediately notify the College/University if there is a change in the licensure status of any practicing teacher providing supervision to any student teacher assigned hereunder.
  - e. It shall not replace any of its employees nor fill any vacancies normally filled by an employee with a student teacher assigned under this agreement. Therefore, a student teacher shall not act as a substitute teacher.
  - f. It shall consider and treat any student teacher placed at the School pursuant to this agreement as an employee for purposes of workers’ compensation.
  - g. It shall consider and treat any student teacher placed at the School pursuant to this agreement as an employee for purposes of liability insurance coverage and the provision of legal counsel.
  - h. It shall reserve the right to deny a student teaching opportunity to an applicant and to terminate a student teaching assignment for cause or lack of funding.
  - i. It shall consider and treat all records and data regarding a student teacher, whether such records or data are received from the College/University or the student teacher or are generated by the School, as records and data subject to the provisions of Minnesota Statutes Section 13.01 et seq., Minnesota Rules part 1205.0100 et seq., 20 U.S.C. 1232 g and 34 C.F.R. Section 99.1 et seq. The School shall comply with the provisions of these State and Federal statutes and regulations as applied to records and data regarding any student teacher placed at the School pursuant to this agreement as though such statutes and regulations were fully applicable to the school.
3. General provisions:
- a. The term of this agreement shall commence on June 3, 2019 and end on June 30, 2021
  - b. The School or College/University shall neither assign nor transfer any rights or obligations under this agreement without the prior written consent of the other party.
  - c. Any amendments to this agreement shall be in writing.
  - d. Both parties agree to be bound by the laws and regulations of the State and Federal Governments, including all provision in regard to discrimination and the Americans With Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973.

APPROVED:

School District:

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

*CONCORDIA UNIVERSITY, St. Paul, MN*

DATE: **June 3, 2019** \_\_\_\_\_

Kristin Conrad, Ed.D.  
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