



South Washington County Schools

Keith Jacobus, Ph.D., Superintendent

District Service Center

7362 E. Point Douglas Rd. S.

Cottage Grove, MN 55016

Phone: 651-425-6300 Fax: 651-425-6318

ADMINISTRATIVE REPORT

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

FROM: Dr. Kevin Witherspoon, Director of Human Resources

DATE: 9/28/17

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

RECOMMENDED BOARD ACTION: Approval

DATE FOR BOARD ACTION: 10/5/17

REPORT

The University of St. Thomas and South Washington County Schools, ISD #833, have a student teaching placement partnership that provides student teacher placement experiences in various classrooms throughout ISD 833.

After periodic review of placements in our district, The University of St. Thomas is requesting that this collaborative relationship remain in place for the next three years, ending on August 31, 2020.

The administration recommends approval of this agreement.



AGREEMENT FOR CLINICAL PLACEMENTS
BETWEEN
UNIVERSITY OF ST. THOMAS
AND
S. WASHINGTON COUNTY

This Agreement is made effective as of September 1, 2017 (the “Effective Date”), between the University of St. Thomas, 2115 Summit Avenue, St. Paul, MN 55105 (“University”), and S. Washington County 833 7362 E Point Douglas Rd S Cottage Grove, MN 55016 (“Host Institution”).

University, through its School of Education, works to prepare designated University students (“Teacher Candidates”) for teaching positions in K – 12 educational institutions. Host Institution has an interest in assuring the availability of a qualified pool of applicants to teach in such institutions. Accordingly, University and Host Institution wish to collaborate to provide student teaching or similar clinical and field experiences for Teacher Candidates training to become K – 12 teachers.

The parties therefore agree as follows:

- 1. Clinical Placement Program.** During the Term (as defined below), designated Teacher Candidates will be placed in student teaching or similar clinical and field experiences at Host Institution (the “Program”) as further detailed in this Agreement. The number and identity of Teacher Candidates participating in the Program and the nature of their participation will be as agreed by University and Host Institution from time to time consistent with the learning objectives for the Program and the availability of Host Institution resources to support Teacher Candidates in achieving the learning objectives. Teacher Candidates will be required, at a minimum, to comply with Host Institution background check requirements in order to participate in the Program, and Teacher Candidates whose background check results do not meet Host Institution’s minimum standards will not be accepted by Host Institution for placement in the Program.
- 2. University Responsibilities.** University will:
 - a. Designate a University liaison to coordinate University’s activities with respect to the Program and a faculty supervisor (“Faculty”) to supervise Teacher Candidates’ learning in the Program.
 - b. Determine and communicate learning objectives for Teacher Candidates’ participation in the Program to Host Institution and the Teacher Candidates.
 - c. Coordinate the Teacher Candidates’ participation in the Program and evaluate Teacher Candidates’ performance in the Program. While University may consult with Host Institution regarding Teacher Candidates’ performance in the Program at University’s discretion, University will have sole authority to make determinations about the academic credit and grades assigned to Teacher Candidates who participate in the Program.
 - d. Timely make agreed payments to Host Institution, if applicable, for Teacher Candidate participation in the Program.
 - e. Inform Teacher Candidates of the following Teacher Candidate obligations for participation in the Program:
 - (i) That the Teacher Candidate will observe the hours set for the Program, be regular in attendance, and follow the procedures established by University and Host Institution for notifying University and Host Institution personnel of necessary absences.

(ii) That the Teacher Candidate will accept and perform assigned responsibilities within the Host Institution.

(iii) That the Teacher Candidate will comply with all Host Institution policies, procedures, rules and emergency protocols applicable to Teacher Candidates in the Program, including but not limited to background check requirements to be completed prior to participating in the Program (“Host Institution Rules and Requirements”). Teacher Candidates are responsible to pay for the required background checks.

(iv) That the Teacher Candidate will comply with all applicable privacy requirements relating to Host Institution students, parents/guardians and personnel, in accordance with applicable law and Host Institution Rules and Requirements.

3. Host Institution Responsibilities. Host Institution will:

a. Designate a Host Institution liaison to coordinate Host Institution’s activities with respect to the Program and a mentor teacher to supervise Teacher Candidates’ activities at Host Institution.

b. Maintain sole responsibility for the education and safety of Host Institution students and personnel involved in the Program.

c. Assure that Teacher Candidates accepted into the Program have access to learning opportunities in the Program that are appropriate to fulfill the learning objectives communicated by University to Host Institution.

d. Accommodate designated Teacher Candidates and Faculty at Host Institution facilities during the Program and permit Teacher Candidates and Faculty in the Program to use Host Institution resources as reasonable and necessary to fulfill the learning objectives of the Program.

e. Conduct an orientation for Teacher Candidates participating in the Program, including at a minimum notice of all Host Institution Rules and Requirements.

f. When requested by University, provide feedback to University regarding Teacher Candidates’ fulfillment of learning objectives for the Program.

4. Removal of Teacher Candidates. A Teacher Candidate’s participation in the Program may be terminated at any time (a) with the mutual consent of Host Institution and University, (b) unilaterally by Host Institution for material noncompliance by the Teacher Candidate with Host Institution Rules and Requirements, and (c) unilaterally by University for any reason.

5. Term; Termination. This Agreement will commence on the Effective Date and continue through August 31, 2020 (the “Term”), unless renewed by the mutual written agreement of the parties or earlier terminated by either party upon ninety (90) days’ written notice to the other party. If any Teacher Candidates are participating in the Program at the time of termination of this Agreement, both parties will continue fulfill their obligations under this Agreement until such Teacher Candidates complete their participation in the Program unless University and Host Institution agree otherwise in writing.

6. Miscellaneous.

a. **Relationship.** Nothing in this Agreement is intended or will be construed to constitute a partnership between, or joint venture by, University and Host Institution or to

constitute either University or Host Institution as the agent of the other. Teacher Candidates who participate in the Program are not employees of Host Institution. Host Institution employees who are involved in the Program are not employees of University.

b. **Governing Law; Venue.** This Agreement will be governed by the laws of the State of Minnesota, without reference to the conflicts of law provisions thereof, with venue in the federal or state courts located in Hennepin or Ramsey County.

c. **Assignment.** Neither party will assign this Agreement, or its rights or duties under this Agreement, without the prior written consent of the other party.

d. **Entire Agreement; Amendments.** This Agreement supersedes all prior agreements and understandings between the parties with respect to the subject matter of this Agreement. No amendments to this Agreement will be valid unless in writing and signed by authorized representatives of both parties.

e. **Counterparts.** This Agreement may be executed in counterparts and will have the same effect as if the signatures on the counterparts were on a single copy of this Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their respective authorized officers.

S. WASHINGTON COUNTY

UNIVERSITY OF ST. THOMAS

Dr. Keith Jacobus Date
Title:



Richard Plumb, Ph.D.
Executive Vice President and Provost



Bruce Gleason, Ph.D.
Director of Partnerships & Community
Engagement; College of Education, Leadership &
Counseling

