



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: 11/8/18

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

RECOMMENDED BOARD ACTION: Approval

DATE FOR BOARD ACTION: 11/15/18

REPORT

Concordia University St. Paul and South Washington County Schools, ISD #833, have a student teacher/ clinical experience placement partnership that provides student teacher and clinical experiences 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 school year, commencing on May 1, 2018 and ending on May 31, 2019.

The administration recommends approval of this agreement.



Mutual Agreement for Administrative Internships

This agreement is entered in to between the College of Education and Science at *Concordia University* 275 Syndicate Street, N. St. Paul, MN 55104 (herein after "College or University") and East Ridge High School (hereinafter "the school"), in Hennepin County, located at 4200 Pioneer Dr Woodbury, MN 55129

1. *Concordia University* agrees that:
 - a. It will place at the School only Administrative Interns who 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' Office of the Superintendent.
 - b. It will provide internship supervision by state qualified College/University designees.
 - c. It will cooperate with the School in the development and implementation of the Administrative Internship program.
 - d. 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 Administrative Intern so placed by the College/University an opportunity to work in a teaching-learning situation under the supervision of a licensed principal who holds a continuing administrative license
 - b. It will cooperate with the College/University in the development and implementation of the Administrative Intern program
 - c. It shall provide appropriate supervision of the Administrative Intern 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 Administrative Internship program
 - d. It shall immediately notify the College/University if there is a change in the licensure status of any principal providing supervision to any Administrative Intern assigned hereunder.
 - e. It shall not replace any of its employees nor fill any vacancies normally filled by an employee with an Administrative Intern assigned under this agreement.
 - f. It shall consider and treat any Administrative Intern placed at the School pursuant to this agreement as an employee for purposes of workers' compensation.
 - g. It shall consider and treat any Administrative Intern 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 consider and treat all records and data regarding an Administrative Intern, whether such records or data are received from the College/University or the administrative intern 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



Concordia
UNIVERSITY • SAINT PAUL

***College of Education and Science
Administrative Internships***

- i. Any Administrative Intern 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 May 1, 2018 and end on May 31, 2019.
 - 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: ISD#

DATE: _____

NAME: _____

TITLE: _____

CONCORDIA UNIVERSITY

DATE: _____

NAME: _____

TITLE: _____