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## South Washington County Schools

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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: 5/03/18

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

RECOMMENDED BOARD ACTION: Approval

DATE FOR BOARD ACTION: 5/10/18

### **REPORT**

The University of Northwestern- St. Paul and South Washington County Schools, ISD #833, have a student teacher/ field experience placement partnership that provides student teacher and field experiences in various classrooms throughout ISD 833.

After periodic review of placements in our district, the University of Northwestern- St. Paul is requesting that this collaborative relationship remain in place for the next two school years, commencing on July 1, 2018, and ending on June 30, 2020.

The administration recommends approval of this agreement.



*MUTUAL AGREEMENT FOR STUDENT TEACHING*

This agreement is entered into between the University of Northwestern—St. Paul (hereinafter "the University") and Independent School District #833 (hereinafter "the District"), Washington County, located at Cottage Grove, MN.

1. The University of Northwestern—St. Paul agrees that:
  1. It will place at the District only student teachers who are eligible for such placement under the University rules, and School Board regulations. All placements will initiate through and be approved by the District's Office of Human Resources.
  - b. It will pay to the District an amount not to exceed \$20 per week for each student teacher placed in the District; i.e., \$200 for 10 weeks.
  - c. It will provide regular student teaching supervision by qualified University Supervisors.
  - d. It will cooperate with the District in the assessment of the Student Teaching Program.
  - e. All records and data received by the University as a result of this agreement will be treated by the University in accordance with the terms of the Minnesota Government Data Practices Act and all federal laws and rules pertinent thereto.
2. The District agrees that:
  - a. It will supply to the student teacher so placed by the 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.
  - b. It will cooperate with the University in the assessment 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 University with regard to the Student Teaching Program.
  - d. It shall immediately notify the 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 District pursuant to this agreement as an employee for purposes of liability insurance coverage and the provision of legal counsel.

- g. 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.
- h. It shall consider and treat all records and data regarding a student teacher, whether such records or data are received from the University or the student teacher or are generated by the District, as records and data subject to the provisions of Minnesota Statutes Section 13.01 et seq. The District 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 District pursuant to this agreement as though such statutes and regulations were fully applicable to the District.

3. General provisions:

- a. The term of this agreement shall commence on July 1, 2018, and end on June 30, 2020.
- b. Any amendments to this agreement shall be in writing.
- c. 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:

UNIVERSITY OF NORTHWESTERN—ST. PAUL

Date April 30, 2018, 2018 By: Lara Bronson

Lara Bronson, Ed.D.  
Assistant Dean, School of Education

INDEPENDENT SCHOOL DISTRICT #833  
WASHINGTON COUNTY, COTTAGE GROVE, MINNESOTA

Date: \_\_\_\_\_, 2018 By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_, 2018 By: \_\_\_\_\_

Title: \_\_\_\_\_