

ADMINISTRATIVE REPORT

DATE: April 20, 2023
TOPIC: 7.10 - Student Teacher Placement Agreement
PRESENTER: Abby Baker, Director of Human Resources
REFERENCE TO POLICY/STATUTE: School Board Policy 903.1 – Student Teacher, Field Experience, Practicum, and Internship Placements

PURPOSE OF REPORT

The School Board recognizes its responsibility to improve the quality of teacher training and the contributions students in educational programs can make to South Washington County Schools. The importance of the teacher training function to the future of education and the need to assure high quality performance in our schools requires student teachers, field experience students, practicum students, and interns to be placed with experienced teachers of demonstrated competence.

University Northwestern St. Paul is requesting an agreement with South Washington County Schools.

RECOMMENDATION

Administration recommends approval of this agreement.





Mutual Agreement for Student Teaching & Field Experiences

This agreement is entered into between the University of Northwestern St. Paul (hereinafter “the University”) and South Washington County Schools District #833 (hereinafter “the District”), Washington County, Cottage Grove, MN.

1. The University agrees that:

- a. It will place at the District only student teachers, methods clinical, and field experience candidates who are eligible for such placement under the University rules and District regulations; and
- b. It will directly pay to the district an amount not to exceed \$20 per placement week for each student teacher placed in the District (e.g. \$240 for 12 weeks), noting that such disbursement is not an expectation for any pre-student teaching methods clinicals or field experiences; and
- c. It will provide regular supervision of candidates placed in the District by qualified University personnel; and
- d. It will cooperate with the District in assessment of the University’s teacher preparation program; and
- e. It will direct all candidates to obtain criminal history checks as per District requirements; and
- f. 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 pertaining thereto.

2. The District agrees that:

- a. It will supply to the student teachers, methods clinical, and/or field experience candidates placed by the University the opportunity to participate in mentoring relationships under the supervision of practicing teachers who:
 - i. Hold current licensure in aligned content areas, and
 - ii. Have a minimum of 2 years of experience for field experience placements, or
 - iii. Have a minimum of 3 years of experience for student teaching placements, and
 - iv. Have been recommended by qualified administrators as demonstrating
 1. Culturally responsive teaching, and
 2. Modeling effective instruction including the use of MN standards;
- b. It will cooperate with the University in the assessment of its teacher preparation program;
- c. It shall provide appropriate supervision of candidates pursuant to rules promulgated by its governing board, as long as such rules do not conflict with any minimum requirements established by PELSB or the University with regard to its teacher preparation program; and
- d. It shall immediately notify the University if there is a change in the employment assignment and/or license status of any teacher supervising a candidate; and
- e. It shall not replace any of its employees nor fill any vacancies normally filled by District employees with University candidates assigned under this agreement (e.g. a candidate shall not act as a substitute teacher without the appropriate PELSB licensure and prior approval from the University’s teacher preparation program); and
- f. It shall consider and treat any candidate placed in the District pursuant to this agreement as an employee for purposes of worker compensation; and

- g. It shall consider and treat any candidate placed at the District pursuant to this agreement as an employee for purposes of liability insurance coverage and the provision of legal counsel; and
- h. It shall reserve the right to deny a placement and/or to terminate a candidate's placement for cause or lack of funding as determined through communication between appropriate District personnel (e.g. host school principal, Human Resources official) and appropriate University personnel (e.g. supervisor, field placement director); and
- i. It shall consider and treat all records and data regarding a candidate, whether such records or data are received from the University or the candidate 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 applicable to records and data regarding any candidate placed in the District pursuant to this agreement as though such statutes and regulations were fully applicable to the District.

3. General provisions:

- a. The terms of this agreement shall commence when signed and dated by a qualified representative of both parties beginning July 1, 2023, and ending June 30, 2026, and
- b. Any amendments to this agreement shall be mutually agreed upon and documented in writing, and
- c. Both parties agree to be bound by the laws and regulations of the state and federal governments, including all provisions in regard to discrimination and the Americans with Disabilities Act and/or Section 504 of the Rehabilitation Act of 1973.

APPROVED:

University of Northwestern St. Paul

Date: April 6, 2023 by _____

Dr. Janet B. Sommers - Provost

Signature & Title

**Independent School District #833
Washington County, Cottage Grove, Minnesota**

Date: _____, 20__ by _____

Signature & Title

Date: _____, 20__ by _____

Signature & Title