SOUTH WASHINGTON COUNTY SCHOOLS
SCHOOL BOARD
7362 East Point Douglas Rd S.
Cottage Grove, MN 55016

ADMINISTRATIVE REPORT

DATE:	December 11, 2025
TOPIC:	6.9 - 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 of WI Superior is requesting a five-year student teacher agreement with South Washington County Schools.

RECOMMENDATION

a. Administration recommends approval of this agreement.

CONNECTION TO STRATEGIC PRIORITY

a. Student Experience
b. Engagement and Partnerships

UNIVERSITY of WISCONSIN Superior
The Link Center

Career Services ▪ Academic Service-Learning ▪ Regional Outreach
Strategic Partnerships ▪ Internships ▪ Community and Voter Engagement ▪ Employer Relations
Undergraduate Research, Scholarship and Creative Activity

Dear Community Partner:

Thank you for choosing to partner with the Universities of Wisconsin-Superior and the Link Center. The Link Center is a meaningful connection point linking students and the University with the community and beyond. We cultivate a rich network of partnerships, support student career and civic readiness, and provide strategic programming and engagement. The University of Wisconsin-Superior is an anchor institution because of partners like you. Your partnership with the Link Center supports the innovative and collaborative approach to student learning that we prioritize.

As required by Universities of Wisconsin Policy, students need to have a **Partnership Agreement for UW-Superior Students (PASS Agreement)** on file before they begin any undergraduate or graduate internship, student teaching, clinical/practicum, academic service-learning, community-based research, volunteering, or other types of community engagement experiences with an external organization. The attached PASS Agreement protects students and community partners from any risk and liability that could arise while they are working with one another.

To complete the process:

- Please proceed by signing the agreement and following the steps shown in DocuSign.
- You, the community partner, will sign the agreement first, followed by the University's Vice Chancellor of Administration and Finance.
- If this Agreement should be sent to another contact at your organization, please let us know.
- After both parties have signed this agreement, the partnership will become active for the period allotted on the contract. Standard agreements typically span over a three-year period, with contact from the Link Center for renewal as the agreement starts to expire.

We work hard to be a partner of choice in the region and beyond. The impact of this work can be seen in student learning, businesses success, and regional growth. Thank you again for your partnership. If there are any questions or concerns about this Agreement, or if there are other ways you want to partner with the Link Center, please connect with us to proceed.

Sincerely,

Katelyn Baumann

Ms. Katelyn Baumann
Outreach Program Manager, Link Center
University of Wisconsin-Superior
(715) 394-8429 | kbauman3@uwsuper.edu

UNIVERSITY of WISCONSIN Superior

The Link Center

Partnership Agreement for UW-Superior Students (PASS Agreement)

Formerly known as UW-System Affiliation Agreements

This Agreement is between the Board of Regents of the University of Wisconsin System dba the University of Wisconsin-Superior (hereinafter referred to as "University") and

South Washington County Schools, District 833 (hereinafter referred to as "Facility"). In consideration of the mutual benefits to the respective parties, the University and the Facility agree to the terms set forth below.

THE UNIVERSITY AGREES:

1. That each school or college of the University wishing to participate in a clinical education placement program with the Facility will annually provide the Facility with a Program Memorandum, detailing the academic content of the proposed program. Upon acceptance of this Program Memorandum as provided hereafter, it shall become a part of this agreement and shall be incorporated by reference. The Program Memorandum will include discussion of program concepts; the controls which the University and the Facility may exercise or are required to exercise; the rights of the Facility to review the University's program; the number of students to be assigned, the academic qualifications and the schedule of those students; and any other matters pertaining to the specific program content proposed by the department; and
2. To provide the Facility with a listing of students who will be participating in the program and to update that listing periodically.
3. UW-Superior agrees to run the required Criminal Background Check (CBC), and its students are responsible to pay any fees associated with the CBC.

THE FACILITY AGREES:

1. To review any Program Memorandum concerning a clinical education program submitted by a school or college of the University. Upon review, the Facility will notify the school or college of its acceptance or rejection of the academic program proposal; and
2. Not to accept students as participants in the program unless the student is certified as a program participant in writing by the appropriate coordinator of a particular University school or college.

THE UNIVERSITY AND THE FACILITY JOINTLY AGREE:

1. The parties shall not discriminate in their training or education of any person or in the conditions of training or education or in other actions taken as a result of this Agreement by reason of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation, or national origin. Each party will make reasonable accommodations to assure

accessibility to training programs for persons with disabilities;

2. That during the term of this Agreement, the State will indemnify University employees, officers, and agents (students in required training, a credit program, or for graduation) against liability for damages, errors, and omissions, arising out of their activities while acting within the scope of their respective employment or agency, pursuant to §895.46(1) and §893.82, Stats.;
3. That the Facility will indemnify its employees, officers and agents against liability for damages, errors, and omissions arising out of their activities while acting within the scope of their respective employment or agency;
4. By executing this agreement, neither the University nor the Facility waives any constitutional, statutory or common law defenses, nor shall the provisions of agreement create any rights in any third party; and
5. Intentionally struck.

TERM OF AGREEMENT:

This agreement shall be for a term of 5 years, commencing on January 1, 2026. It may be terminated solely by written notice, one year in advance, by either party to the designated agent of the other as shown below.

FOR THE UNIVERSITY:	**FOR THE FACILITY:**
UW-Superior	Facility: South Washington County Schools
Attn: Vice Chancellor Admin/Finance	Attn: HR Specialist – Certified/Licensed group
P.O. Box 2000	Address: 7362 E Point Douglas Rd S
Superior, WI 54880	Cottage Grove, MN 55016

Program Memoranda presented by the University and accepted by the Facility shall be for a term of no longer than one year. They may be renewed upon mutual agreement. Such Program Memoranda do not require the specific approval of either party provided they contain provisions relating solely to program arrangements and content.

Any fully executed Program Memoranda shall be incorporated by reference and become a part of this agreement if not inconsistent in any manner with this agreement.

FOR THE UNIVERSITY:	**FOR THE FACILITY:**
Signature of Authorized Official Date	Signature of Authorized Official Date
Jeff Kahler Vice Chancellor Admin/Finance	Name and Title (type or print)