



# DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

Department of Purchasing  
Michael J. Woodall, CPPO, Purchasing Agent  
813/ 794-2221 Fax: 813/ 794-2111  
727/ 774-2221 TDD: 813/ 794-2484  
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[mwoodall@pasco.k12.fl.us](mailto:mwoodall@pasco.k12.fl.us)

October 15, 2013

## MEMORANDUM

TO: Honorable School Board Members

FROM: Michael J. Woodall, CPPO, Purchasing Agent *MJW*

RE: Human Resources Student Teaching Affiliation Agreement  
St. Petersburg College  
Contract # 2014000703

The attached agreement with St. Petersburg College is designed to allow the District School Board of Pasco County to host final interns in its schools. Please reference the attached memo from Ms. Patricia Sinclair, Supervisor of Human Resources, for further information regarding this agreement.

At this time, we respectfully request your approval to enter into this agreement with the above-referenced facility for a period of one year, beginning the date of board approval. There is no cost to the district associated with this agreement. This contract format & content was reviewed and approved by the School District's Attorney, Nancy Alfonso on September 30, 2013.

Should you have any questions regarding this matter, please contact Ms. Patricia Sinclair, Supervisor of Human Resources. If you have any purchasing related questions regarding this agreement, please feel free to contact me at your earliest convenience.

MJW/dp

Attachments

Date/Time: October 9, 2013 09:22:00

(813) 794-2000 • (352) 524-2000 • (727) 774-2000 • [www.pasco.k12.fl.us](http://www.pasco.k12.fl.us)



## **DISTRICT SCHOOL BOARD OF PASCO COUNTY**

Kurt S. Browning, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

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Office for Human Resources and Educator Quality

Patricia Sinclair, Supervisor

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352/ 524-2154

### **MEMORANDUM**

**DATE:** October 1, 2013

**TO:** Michael Woodall, Director, Purchasing Services

**FROM:** Pat Sinclair, Supervisor  
Office for Human Resources & Educator Quality

**RE:** Saint Petersburg College Student Teaching Agreement

The Student Teaching Agreement between Saint Petersburg College and the District School Board of Pasco County Schools has been entered at no cost to the District. The District will host final interns in its schools.

Saint Petersburg College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate and master's degrees.

**Student Teaching Affiliation Agreement**

Contract# 2014000703

This Student Teaching Affiliation Agreement ("Agreement") is entered into on this upon Board approval between St. Petersburg College ("SPC") and the District School Board of Pasco County, located at 7227 Land O' Lakes Blvd., Land O' Lakes, FL 34638 (the "District").

1. **Purpose.** The purpose of this Agreement is to establish the terms and conditions under which SPC students may participate in Student Teaching Internships, Practicums, and Observations at the schools located in the District.

2. **Student Placements.** The District shall accept SPC Students for placement in Student Teaching Internships, Practicums, and Observations on the terms and conditions set forth herein.

3. **Policies Governing Student Placements.**

a. Placements for all clinical field experiences will be arranged by the designated representatives of the District in collaboration with representatives of SPC. SPC Student applications for final internship will be submitted to the District by the appropriate representative according to the dates as agreed upon by the parties:

Submission of applications for final internships for Fall Semester

Submission of applications for final internships for Spring Semester

b. Under no circumstances will SPC Students be allowed to contact principals, administrators, or teachers to request a specific preferred placement.

c. SPC Student applicants for college practicums or final internships cannot be placed in a school in which the applicant has a relative who is an employee or a student.

4. **College or University Responsibilities.**

a. SPC will provide a university supervisor for each practicum student or final intern placed in a District school. Each university supervisor will meet the minimum qualification set forth by the Florida Department of Education which presently include the following:

- i. Three or more years of K-12 Teaching Experience
- ii. Evidence of Clinical Educator Training or commensurate clinical training
- iii. A master's degree or higher in an appropriate educational field.

CONTRACT REVIEWED  
AND APPROVED:  
*rw* 10.1.13



b. SPC supervisors will observe, evaluate, support, and provide feedback to SPC Students in field placements.

c. SPC will provide to each cooperating teacher a packet of materials and information regarding policies, expectations, and responsibilities of practicum students and final internships.

d. SPC will provide SPC Students with a field experience orientation in which they will be informed that they must a) abide by the policies, rules, and regulations of the placement school, b) follow the principles in the Educator's Code of Ethics and Principles of Professional Conduct, and c) recognize the confidential nature of information regarding K-12 students and their records.

e. SPC will ensure that SPC Students placed in a District clinical field experience shall, at each SPC Student's own expense, submit to and pass a fingerprint-based background check as required by Florida Statutes prior to any direct contact with District students under this Agreement and prior to entering District school grounds when students are present.

#### **5. District Responsibilities.**

a. In accordance with applicable Florida Statutes, District cooperating teachers who work with pre-service teachers in practicum or final internship field placements must meet the minimum qualification set forth by the Florida Department of Education which presently include the following:

- i. have three years of K-12 teaching experience
- ii. have a valid teaching certificate in the assigned teaching area
- iii. have evidence of Clinical Educator Training
- iv. demonstrate effective classroom management strategies

b. The District school will make available to the practicum student or final intern the instructional materials required in the classroom in which he/she has been assigned.

c. The District school will provide appropriate orientation for the practicum student or final intern in regard to policies, rules, and regulations for the assigned school and classroom.

d. The District school will provide the practicum student or final intern appropriate feedback, timely evaluations, and scheduled meetings to discuss performance.



6. **Confidentiality.** SPC and the District shall inform Student of federal and state laws governing the confidentiality of District student information, including FERPA. The parties agree that any breach of confidentiality by an SPC Student shall be grounds for immediate termination of the student's clinical experience.

7. As provided for under common law, and to the extent specifically authorized by Section 768.28, Florida Statutes, SPC hereby agrees to indemnify and hold the District harmless from and against all damages of any nature whatsoever which are caused or materially contributed to by the negative acts of any officer, employee, and agent or other representative of SPC and which are not caused or materially contributed to by any officer, employee, agent or other representative of the District.

8. **Insurance.** During the term of this Agreement, SPC shall maintain in full force and effect professional liability insurance in the minimum amount of \$1,000,000 per occurrence and \$2,000,000 aggregate.

9. **Notices.** Notices under this Agreement shall be mailed or delivered to the parties as follows:

To the District: Mike Woodall  
District School Board of Pasco County  
7227 Land O' Lakes Blvd.  
Land O' Lakes, FL 34638

To: St. Petersburg College  
P.O. Box 13489  
St. Petersburg FL 33733-3489

10. **Term and Termination.** The term of this Agreement begins ~~March 1, 2013~~ <sup>Oct. 15, 2013</sup> and ends on ~~July 31, 2016~~ <sup>Oct. 14, 2014</sup>. Either party may, upon thirty (30) days written notice to the other party, terminate this Agreement.

11. **Assignment.** The provisions of this agreement shall inure to the benefit of and shall be binding upon the successors of the parties hereto. Neither this agreement nor any of the rights or obligations hereunder may be transferred or assigned without prior written consent of the other party.

12. **Modification of Agreement.** This Agreement may be modified only by written amendment executed by all parties.

13. **Partnership/Joint Venture/Employment.** Nothing herein shall in any way be construed or intended to create a partnership or joint venture between the parties or to create the relationship of principal and agent between or among any of the parties.

**14. Nondiscrimination.** The parties shall comply with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Americans with Disability Act of 1990 and the regulations related thereto. The parties will not discriminate against any individual including but not limited to employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status, or national origin. This section shall not apply to discrimination in employment on the basis of religion that is specifically exempt under the Civil Rights Act of 1964 (42 U.S.C. §2000 e).

**In witness thereof,** the parties hereto have caused this Agreement to be duly executed and delivered by their respective officials thereunto duly authorized as of the date first above written.

College or University, Incorporated  
County

District School Board of Pasco

By: Anne M. Cooper

By: \_\_\_\_\_

Name: ANNE M. COOPER, SENIOR VICE PRESIDENT

Name: \_\_\_\_\_

Title: 9/10/13

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

College/University

"District"

APPROVED  
AS TO FORM AND CONTENT  
SLG  
COLLEGE ATTORNEY

Approved by: Amc  
On: 8/1/13

CONTRACT REVIEWED  
AND APPROVED:  
9/10-1-13