



# DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

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

## Purchasing Services

Nicole Westmoreland, MBA, Purchasing Agent

813/ 794-2221 Fax: 813/ 794-2111

727/ 774-2221 TDD: 813/794-2484

352/ 524-2221 e-mail: nwestmor@pasco.k12.fl.us

August 12, 2014

## MEMORANDUM

TO: Honorable School Board Members

FROM: Nicole Westmoreland, Purchasing Agent *NW*

SUBJECT: Approval of Student Teaching Affiliation Agreement

<b>MUNIS Contract Number</b>	2015000194
<b>Department</b>	Office of Human Resources and Educator Quality
<b>Contact Information</b>	Debra Reaves, Purchasing Services, Ext. 42219
<b>Vendor Name</b>	The University of South Florida Board of Trustees
<b>Reference</b>	Student Teaching Affiliation Agreement
<b>Contract Period</b>	Annually
<b>Term Dates</b>	Retroactive from 7/1/2014 – 6/30/2015
<b>Funding Source</b>	N/A
<b>Expenditure Amount</b>	N/A
<b>School Board Attorney Approval</b>	7-31-2014
<b>Other</b>	N/A

Date/Time: August 6, 2014 09:44:00

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The District School Board of Pasco County is System Accredited by AdvancED/Southern Association of Colleges and Schools



## DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

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

Office for Human Resources and Educator Quality  
Lydia Ray, Senior Manager  
lray@pasco.k12.fl.us

Phone: (813)794-2316  
(727)774-2316 or (352)524-2316  
Fax: (813)794-2171 TDD: (813)794-2484

August 12, 2014

To: Nicole Westmoreland, Purchasing Agent

From: Lydia Ray, Senior Manager Human Resources *LR*

Re: Student Teaching Affiliation Agreement – The University of South Florida Board of Trustees

The Student Teaching Affiliation Agreement between The University of South Florida Board of Trustees 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.

We are asking for Board approval for this agreement.



RECEIVED  
7/31/2014 dl

Contract # 2015000194

### Student Teaching Affiliation Agreement

This Student Teaching Affiliation Agreement ("Agreement") is entered into on this 29<sup>th</sup> day of May, 2014 upon Board approval between The University of South Florida Board of Trustees, a public body corporate for its Student Academic Services 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 University of South Florida students may participate in Student Teaching Internships, Practicums, and Observations at schools located in the District.

2. **Student Placements.** The District shall accept University of South Florida 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 University of South Florida 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 (March 11 – July 31, 2014)

Submission of applications for final internships for Spring Semester (October 13 – December 19, 2014)

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

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

4. **University of South Florida Responsibilities.**

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

- i. Three (3) or more years of K-12 Teaching Experience
- ii. Evidence of Clinical Educator Training or commensurate clinical training; and
- iii. A master's degree or higher in an appropriate educational field.



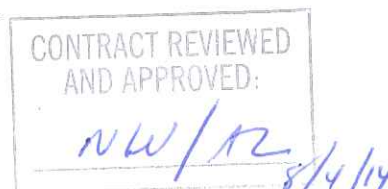
- b. University of South Florida supervisors will observe, evaluate, support, and provide feedback to University of South Florida Students in field placements.
- c. University of South Florida will provide to each cooperating teacher a packet of materials and information regarding policies, expectations, and responsibilities of practicum students and final internships.
- d. University of South Florida will provide University of South Florida 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. University of South Florida will ensure that University of South Florida placed in a District clinical field experience shall, at each University of South Florida 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. University of South Florida 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; and
  - 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.** University of South Florida 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 a University of South Florida 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, University of South Florida 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 the District School Board of Pasco County and which are not caused or materially contributed to by any officer, employee, agent or other representative of the District.

8. **Insurance.** The University is an institution of the State of Florida, and its self- <sup>University of South Florida</sup> *pl*  
insurance limitations are provided by law. The University is provided with comprehensive general liability insurance with limits of coverage of \$200,000 per person, \$300,000 per occurrence, pursuant to the terms and limitations of Florida Statutes, Section 768.28 and Florida Statutes, Chapter 284 Part II. During the term of this Agreement, University of South Florida shall maintain in full force and effect commercial general 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: Nicole Westmoreland  
District School Board of Pasco County  
7227 Land O' Lakes Blvd.  
Land O' Lakes, FL 34638

To: Jeany McCarthy, EdD  
Director of Student Academic Services  
University of South Florida  
4202 E. Fowler Ave., Stop EDU 105  
Tampa, FL 33620

10. **Term and Termination.** The term of this Agreement begins July 1, 2014, and ends on June 30, 2015. 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

CONTRACT REVIEWED  
AND APPROVED:  
*NW/AZ*  
*8/4/14*

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. 52000 e).

In witness whereof, the parties hereto have executed this agreement by their respective duly authorized officials as of the date first above written.

The University of South Florida Board of Trustees,  
a public body corporate

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

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

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

College

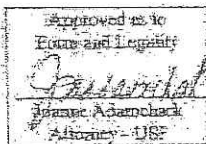
District School Board of Pasco County

By: Lydia Ray

Name: Lydia Ray

Title: Senior Manager Human Resources

"District"



6-17-14

CONTRACT REVIEWED  
AND APPROVED:  
NW/12  
8/14/14