



DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

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

Purchasing Services

Michael J. Woodall, CPPO, Purchasing Agent

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

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

352/524-2221 email: mwoodall@pasco.k12.fl.us

September 17, 2013

MEMORANDUM

TO: Honorable School Board Members

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

RE: Office for Human Resources & Educator Quality
Student Teaching Agreements
University of West Florida

The agreement between the School District and the University of West Florida will be at no cost to the District. This agreement gives University of West Florida the opportunity to conduct teacher training programs to obtain student teaching experiences. The District will host teacher candidates in its schools.

At this time, we respectfully request your approval to enter into the agreement with the above-referenced entity. The services and training are outline in the agreement and are attached for your perusal. The agreement will cover the period of September 4, 2013 through June 30, 2014. The attached agreement has been reviewed by the District School Board's Attorney, Ms. Nancy Alfonso on September 4, 2013.

Should you have any questions regarding this matter, please contact Melissa Musselwhite. If you have any purchasing related questions regarding the agreements, please contact me at your earliest convenience.

MJW/dr
Attachment(s)

Date/Time: September 11, 2013 08:27:00



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
Christine E. Pejot, Esq., Director
cpejot@pasco.k12.fl.us

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

September 5, 2013

TO: Michael Woodall, Director of Purchasing

FROM: Patricia Sinclair, Supervisor ^{PS}
Christine E. Pejot, Esq., Director 
Office for Human Resources and Educator Quality

RE: University of West Florida Student Teaching Agreement

The Student Teaching Agreement between University of West Florida 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.

The University of West Florida is accredited by the Southern Association of Colleges and schools Commission on Colleges.



RECEIVED
9/4/2013

Contract # 2014000484

Student Teaching Affiliation Agreement

This Student Teaching Affiliation Agreement ("Agreement") is entered into on this upon Board approval between the University of West Florida, for and on behalf of the University of West Florida Board of Trustees (the "University") 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 students may participate in Student Teaching Internships, Practicums, and Observations at the schools located in the District.

2. Student Placements. The District shall accept Students for placement in Student Teaching Internships, Practicums, and Observations from time to time 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 the University. 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 University's Students be allowed to contact principals, administrators, or teachers to request a specific preferred placement.

c. University's 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. University 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

CONTRACT REVIEWED
AND APPROVED:
AW 9.5.13

- iii. A master's degree or higher in an appropriate educational field.
- b. University supervisors will observe, evaluate, support, and provide feedback to University's Students in field placements.
- c. University 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 will provide 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 will ensure that Students placed in a District clinical field experience shall, at each 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.** University 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. Student shall be grounds for immediate termination of the student's clinical experience. University and District will maintain educational records of University's Students in accordance with the requirements of federal and state laws pertaining thereto, including FERPA

7. As provided for under common law, and to the extent specifically authorized by Section 768.28, Florida Statutes, University of West 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.** During the term of this Agreement, each University Student 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: Mike Woodall
District School Board of Pasco County
7227 Land O' Lakes Blvd.
Land O' Lakes, FL 34638

To: Trudi Gaines
University of West Florida
11000 University Parkway
Pensacola, FL 32514

10. **Term and Termination.** The term of this Agreement begins ^{September 17} August 24, 2013, and ends on August 23, 2014. Subject to termination in accordance with the provisions hereof, this Agreement shall automatically renew thereafter for additional one year terms. Either party may, upon thirty (30) days written notice to the other party, terminate this Agreement; however, any Student currently involved in an educational experience under this Agreement on the date of termination shall be permitted to complete that experience..

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 IS 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.

University of West Florida

District School Board of Pasco County

By: George B. Ellensby

By: _____

Name: George B. Ellensby

Name: _____

Title: Vice Provost

Title: _____

"University"

"District"

RECEIVED AS TO
LEGALITY
Barbara Smith, Assoc.
GENERAL COUNSEL

CONTRACT REVIEWED
AND APPROVED:
tw 9.5.13