

APPROVED

180175

AGREEMENT / CONTRACT REVIEW FORM

BOARD MEETING DATE: 9.7.17

Sept 26
WHEN BOARD APPROVAL IS REQUIRED DO NOT PLACE
ITEM ON AGENDA UNTIL REVIEW IS COMPLETED

Date Submitted: 8/23/2017

Contact Name (Person Overseeing the Contract): Kathleen "Katie" Moeller

Telephone Number: 904-590-0547

School/Department Submitting Contract: Professional Learning

Vendor Name: The University of North Florida

Contract Title: Memorandum of Understanding, 2017-18 Academic Year, Clay County School Board-University of North Florida

Contract Type: New Renewal Amendment Extension

Date Original Contract Approved:

Prior Year's Pricing:

Contract Term: one year

Renewal Option(s):

Contract Cost: 50% of each teacher's salary **Payment Schedule (Are the payments made monthly, when task is finished, etc):**

Funding Source: Project 1248 - Sprint Project

Strategic Plan Tie-in Explanation: TBD

Background/Discussion/Research/Alternatives:

This is the annual Memorandum of Understanding used to define the relationship between the Clay County School District and the University of North Florida for the two (2) SPRINT teachers.

RECEIVED

AUG 23 2017

CONTRACT REVIEW REQUIRED DOCUMENTS ATTACHED

If more space is needed, please attach Word document.

- Completed Contract Review Form
- Original Contract and all Terms & Conditions that apply with the Contract
- SIGNED SBCC Addendum A *

**This Statement MUST BE written on Original Contract: The terms and conditions included in Addendum A shall be incorporate into this agreement. If there are any conflicts in the language provided in the agreement and that of Addendum A, then the language provided in Addendum A shall prevail.*

Certificate of Insurance (COI) that meet these requirements:

COI must list the School Board of Clay County as Additional Insured and as Certificate Holder. Insurer must be rated as A- or better.

General Liability = \$1,000,000 Each Occurrence & \$2,000,000 General Aggregate.

Auto Liability = \$1,000,000 Combined Single Limit (\$5,000,000 for Charter Buses).

Workers' Compensation = \$100,000 Minimum [If exempt from Workers' Compensation Insurance they must sign a SBCC Release and Hold Harmless Form. If they are not exempt; they must provide Workers' Compensation COI.]

Approvals

Comments

Approver	Approved	Denied	Comments
Superintendent:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Review Date:			
District's Attorney:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Review Date:			
Information & Technology:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Review Date: 8/5/17			
Finance:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Review Date: 8/29/17			
Insurance Certificate:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Review Date: 8/29/17			
Purchasing:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Review Date: 8/30/2017			

MEMORANDUM OF UNDERSTANDING
2017-2018 ACADEMIC YEAR
CLAY COUNTY SCHOOL BOARD-UNIVERSITY OF NORTH FLORIDA

The University of North Florida provides early field experiences, called pre-internships, for those preparing to be teachers. During pre-internship, students are assigned to a school and are actively engaged in a variety of experiences designed to help them understand the real world of the classroom and practice newly acquired teaching skills.

The Clay County Schools and the University of North Florida College of Education and Human Services (COEHS) agree to cooperatively participate in the Field Laboratory Pre-internship Program during the 2017-2018 academic year. This program will provide the Clay County School District with an opportunity to recognize excellence in teaching, provide professional growth for exemplary teachers, and provide assistance in addressing educational issues deemed critical by the school district.

At the same time this program provides an opportunity for the University to improve its partnership program by forging stronger linkages with the participating school system and by providing opportunities for exemplary teachers to work with those preparing to enter the profession.

Participation will involve the following:

- 1) By the **summer 2017** term, the COEHS and officials to be designated by the Clay County School District will **collaboratively** identify two experienced, exemplary teachers to serve as Field Laboratory Clinical Educators for the **2017-2018** academic year.
- 2) During the **2017-2018** academic year, each selected Field Laboratory Clinical Educator will hold a courtesy appointment as an Instructor, participate in a wide variety of professional growth activities, receive training in the areas of clinical supervision, action research, and various instructional strategies that are integrated into the Field Lab model. These teachers and others will constitute a professional cadre who will research, propose, and implement strategies to address identified issues in the district. Each Field Lab teacher will direct pre-interns as they participate in field experiences through the use of on-site observation and on campus seminars. **In addition, they may serve as an instructor in other related courses.** The Field Laboratory Pre-Internship Program will be coordinated collaboratively by the Director of Educational Field Experiences and the appropriate department chairperson(s).
- 3) Each Field Laboratory Clinical Educator will remain a school district employee and not be an employee of the University. The University agrees to reimburse the Clay County School District for one-half of each teacher's salary and benefits for the **2017-2018** contract year. It is understood that Field Laboratory Clinical Educators will work the same number of days specified in their regular contract, but they may require a modified schedule due to differences in the University and district calendars.
- 4) The Field Laboratory Pre-Internship Program will be evaluated by the University and Clay County School District Board staff to determine the impact on the pre-interns, the Field Laboratory Clinical Educators, and the district. Results will be disseminated to the district and to all members of the project.
- 5) **The University of North Florida's College of Education and Human Services and the Clay County School District agree to collaboratively work to develop mutually beneficial field/clinical experiences designed to improve student learning and the preparation of teachers. To this end the parties agree to jointly:**

- a. Establish goals and expectations for teacher candidates, school and university based clinical educators.
 - b. Co select, orient and assess school based and university clinical educators.
 - c. Develop criteria for selection of clinical educators that includes but is not limited to a minimum of three years classroom teaching experience, appropriate state certification, effective or highly effective on annual evaluations, and Clinical Educator Training.
 - d. Provide professional development opportunities to enhance the knowledge and skill set of clinical educators.
 - e. Create multiple performance evaluations and collaboratively utilize them for assessment purposes of candidates and clinical educators.
 - f. Design diverse field/clinical experiences that demonstrate a high degree of depth, breadth, and are of sufficient duration to permit candidates to develop the knowledge, skills, and dispositions to become effective and positively impact student learning.
 - g. Regularly meet to discuss field experiences and make suggestions about the programs that prepare candidates to be effective in their field placements.
 - h. Regularly meet to discuss field experiences and make suggestions about the impact that interns are having on pre-K--12 students.
 - i. Regularly meet to discuss field experiences and make suggestions about the dispositions that candidates demonstrate during their field placements.
- 6) Clay County Schools shall allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received in connection with this Agreement.

University of North Florida

Clay County Public Schools

Diane Yendol-Hoppey, Dean
College of Education and Human Services

Addison Davis
Superintendent of Schools

Earle C. Traynham
Interim Provost

Janice Kerekes
Clay County School Board

Approved as to form and legality:

Office of General Counsel
University of North Florida



DEPARTMENT OF FINANCIAL SERVICES

Division of Risk Management

**STATE RISK MANAGEMENT
TRUST FUND**

Policy Number: AL-0261

Fleet Automobile Liability
Certificate of Coverage

Name Insured: University of North Florida

Automobile Liability Coverage provided pursuant to Chapter 284, Part II, Section 768.28, Florida Statutes, the Florida Vehicle No-Fault Law, and any rules promulgated thereunder.

Coverage Limits:

General Liability: \$200,000.00 each person

\$300,000.00 each occurrence

Personal Injury: \$10,000.00 each person

\$10,000.00 each occurrence

Inception Date: July 1, 2017

Expiration Date: July 1, 2018

A handwritten signature in black ink, appearing to read "Jeff Stewart".

CHIEF FINANCIAL OFFICER



DEPARTMENT OF FINANCIAL SERVICES
Division of Risk Management

STATE RISK MANAGEMENT
TRUST FUND

Policy Number: WC-0261 State Employee Workers' Compensation
and Employer's Liability
Certificate of Coverage

Name Insured: University of North Florida

Coverage Limits:

Coverage A - Compensation coverage is provided to comply with the applicable State Workers' Compensation, Occupational Disease Laws and any rule promulgated thereunder.

Coverage B \$200,000.00 each person
\$300,000.00 each occurrence

Inception Date: July 1, 2017

Expiration Date: July 1, 2018

A handwritten signature in black ink, appearing to read "Jeff Stewart".

CHIEF FINANCIAL OFFICER