

FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # 220150
 Number Assigned by Purchasing Dept.



CONTRACT REVIEW

BOARD MEETING DATE:

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

Must Have Board Approval over \$100,00.00

Date Submitted: 05/23/2022

Name of Contract Initiator: Jennifer Shepard

Telephone #: 9043366951

School/Dept Submitting Contract: Professional Learning

Cost Center # 9009

Vendor Name: Liberty University

Contract Title: Liberty University Student Teaching Agreement & Practicum Articulation Agreement

Contract Type: New Renewal Amendment Extension Previous Year Contract # Do not have #/went through HR

Contract Term: 8/2022-2/2023

Renewal Option(s): Auto Renew

Contract Cost: \$0

BUDGETED FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT

Funding Source: Budget Line # _____

Funding Source: Budget Line # _____

NO COST MASTER (COUNTY WIDE) CONTRACT - SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT

INTERNAL ACCOUNT - IF FUNDED FROM SCHOOL IA FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO SBAO

REQUIRED DOCUMENTS FOR CONTRACT REVIEW PACKAGE (when applicable):

- Completed Contract Review Form
- SBAO Template Contract or other Contract (NOT SIGNED by District / School)
- SIGNED Addendum A (if not an SBAO Template Contract)*

***This Statement MUST BE included in the body of the Contract:**
 "The terms and conditions of Addendum A are hereby incorporated into this Agreement and the same shall govern and prevail over any conflicting terms and/or conditions herein stated."

- Certificate of Insurance (COI) for General Liability & Workers' Compensation that meet these requirements:
 COI must list the School Board of Clay County, Florida as an Additional Insured and 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, vendor/contractor must sign a Release and Hold Harmless Form. If not exempt, vendor/contractor must provide Workers' Compensation coverage].

- State of Florida Workers Comp Exemption (<https://apps.fldfs.com/bocexempt/>) (If Applicable)
- COVID-19 Waiver (If Applicable)
- Release and Hold Harmless (If Applicable)

RECEIVED
MAY 25 2022
PURCHASING

RECEIVED
6/3/2022
SBAO

****AREA BELOW FOR DISTRICT PERSONNEL ONLY ****

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department <u>BTS</u> Review Date <u>5/31/22</u>	Defer to Mr. B: Terms/Conditions on Website listed on pg 1 and On-Site Supervisor guide on Website listed on pg 2. (see Highlights in Contract packet)
School Board Attorney <u>JTB</u> Review Date <u>6/6/22</u>	only need one (1) contract. done *USE 1st Contract once Name is Correct*
Other Dept. as Necessary Review Date	
PENDING STATUS: <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR
FINAL STATUS	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="font-size: 2em; font-weight: bold; color: blue;"> <input checked="" type="checkbox"/> APPROVED </div> <div> DATE: <u>6/13/22</u> </div> </div>

Public Schools and Liberty University Student Teaching Agreement

THIS AGREEMENT ("Agreement") made this 30 day of June, 2022 (the "Effective Date"), by and between LIBERTY UNIVERSITY, INC. ("Liberty") and School Board of Clay County, Florida ("Public School"), on behalf of itself and its affiliates and subsidiaries, if any;

Liberty's Student Teacher Program is approved by the Virginia Department of Education, and as part of Liberty's formal, educational course of studies require clinical/occupational experiences of students, and desires to assign certain of its students to one or more of Public School's facilities to obtain such clinical/occupational experience; and

Public School, in service to the community and to promote high standards of preparation and training for students, is willing to provide the necessary facilities for clinical/occupational experiences;

NOW, THEREFORE, in consideration of the foregoing premises and mutual covenants and promises contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

The duties and responsibilities of Liberty, Public School and Student found within the Liberty Student Teaching Program are hereby incorporated by reference into this agreement. It can be found at www.liberty.edu/education/field-experience/host-educator-training/.

Student Teachers are to complete placements at the end of the degree program. The length of placement shall cover the entire span of a 15 week semester. Student Teachers shall complete a minimum of 150 Direct Teaching Hours. Direct Teaching hours include, but are not limited to, classroom teaching, tutoring, and group instruction. Non- Instructional hours including observation, bus duty, cafeteria duty, and coaching are recorded separately. A Student Teacher candidate shall submit a completed application and meet all requirements prior to an application being approved to be considered for a student teaching position, including following the Public School system's requirements regarding background checks. All Student Teachers shall have Professional Liability Insurance and provide evidence of this as part of their application process. The Student Teacher shall abide by both Liberty's and Public School's rules and regulations.

The Student Teacher is to conduct herself/himself in a professional manner. Failure to abide by this provision shall be grounds for removal from the program. The Student Teacher shall not act as a substitute teacher in the absence of the Cooperating Teacher.

Public School shall help facilitate and provide an environment where Student Teachers can fulfill the requirements of the Student Teacher Program. Public School shall have sole discretion in determining whether to allow a placement for each Student Teacher.

Liberty and Public School shall assume joint responsibility to educate Cooperating Teachers of the duties and obligations of working with a Student Teacher. County School Board shall work with Liberty to identify properly qualified and certified teachers to serve as a Cooperating Teacher from within the school system under whose direct supervision the Student Teacher will teach.

The Cooperating Teacher shall:

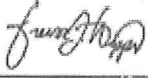
- a. Have three years teaching experience
- b. Be licensed in the subject area of the student teacher's placement
- c. Must not be a relative of the student teacher

The Cooperating Teacher shall provide feedback to the Student Teacher throughout the placement. Cooperating Teacher shall complete two assessments online, which will evaluate the Student Teacher's competency areas during the field placement. Cooperating Teacher shall be sent an email containing the links to the required assessments. A stipend will be offered to the Cooperating Teacher. A stipend request form must be completed by the Cooperating Teacher at the beginning of the placement as all stipends are sent directly to the Cooperating Teacher at the end of the placement after all required paperwork has been completed.

Liberty shall contact the school system to make the placement request only after Liberty approves the Student Teacher candidate's application. Liberty shall assign a local On-Site Supervisor who shall serve as a Liberty representative and observe the Student Teacher. The On-Site Supervisor will complete the observation form while observing two lessons per placement. A Liberty Supervisor will be assigned to work via email with the On-Site Supervisor, Cooperating Teacher, and Student Teacher. Cooperating Teacher and Public School faculty shall notify the On-Site Supervisor of any concerns or problems within 48 hours of any problems arising during the placement.

It is mutually agreed by and between the parties that the period covered by this agreement shall be from August 22, 2022 to August 22, 2023, inclusive, and supersedes all previous contracts between the parties. This agreement will automatically renew unless cancelled or revised by either party at least 30 days prior to the end of the term.

Liberty University, Inc.

By:  Digitally signed by
Trevor L. Hipps
Date: 2022.05.18
08:37:38 -04'00'

Printed Name: Trevor Hipps
Title: Contract Administrator
Date: 5/18/2022

By: School Board of Clay County,
Florida

Printed Name: _____
Title: _____
Date: _____