

FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # 240141
Number Assigned by Purchasing Dept.



CONTRACT REVIEW

BOARD MEETING DATE:
4/4/2024

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

Must Have Board Approval over \$100,000.00

Date Submitted: 02/20/2024

Name of Contract Initiator: Jennifer Shepard Telephone #: 9043366951

School/Dept Submitting Contract: Professional Learning Cost Center # 9009

Vendor Name: University of Central Florida - School of Teacher Education

Contract Title: University of Central Florida Student Teacher Internship Agreement

Contract Type: New Renewal Amendment Extension Previous Year Contract #

Contract Term: In effect for the remainder of the school year: End date 06/30/2024 Renewal Option(s): Option to renew for the 2024-25 school year if mutually agreed upon.

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) - **When using the Addendum A, 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)

_____ Release and Hold Harmless (If Applicable)

RECEIVED
By Elaine at 3:38 pm, Feb 22, 2024

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

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department	No cost
Review Date REVIEWED By Bertha Staefe at 4:11 pm, Mar 04, 2024	
School Board Attorney JPS	Approved.
Review Date 3/7/24	
Other Dept. as Necessary	
Review Date	

PENDING STATUS: YES NO **IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR**

FINAL STATUS **APPROVED**
By Elaine at 3:45 pm, Apr 11, 2024

STUDENT TEACHER INTERNSHIP AGREEMENT

This Student Teacher Agreement (the "Agreement") is hereby entered into this 4th day of April, 2024 ("Effective Date") by and between the School Board of Clay County, Florida ("District") and the University of Central Florida Board of Trustees, for the benefit of the UCF School of Teacher Education (the "University").

RECITALS

WHEREAS, the District recognizes the importance of assisting in the educational development of student teachers and is willing to make its premises available for such purposes; and

WHEREAS, the University wishes to provide its education students with internship teaching experience at the elementary, middle, and/or high school levels as part of the completion of their respective academic program.

NOW, THEREFORE, in addition to the foregoing recitals, the parties agree to the following:

I. Definitions:

The following definitions shall apply to this Agreement:

A. "Intern Teacher" shall refer to a student enrolled in the University's educational program who needs student teaching experience to complete his/her degree.

B. "Supervising Teacher" shall refer to the instructional employee of the District who serves as the instructional leader in the classroom to which the Intern Teacher has been assigned.

C. "Clinical Supervisor" is that person who, as a faculty member of the University, shall be designated by the University to monitor the clinical progress of the Intern Teacher during the course and scope of the internship assignment.

D. "Student Teaching" shall refer to the active participation by an Intern Teacher in the day-to-day duties and responsibility of classroom teaching under the direct supervision of a Supervising Teacher and the Clinical Supervisor.

II. General Provisions:

A. The selection of Supervising Teachers shall be undertaken and determined by the school principal of the school where the Intern Teacher shall be assigned to teach under the overall oversight and approval of the District Superintendent. Supervising Teachers must meet qualification guidelines for state-approved initial teacher certification

programs, as outlined in F.S. 1004.04.

B. Intern Teachers recommended for review by the University shall be subject to appropriate District academic and criminal background screening requirements before commencing. This shall include, if need be, the completion of an on-line application and the

Teacher Insight Survey. Fingerprinting and any other screening costs shall be borne by the University or by the student if so determined by the University.

C. Intern Teachers are not District employees and thus will not be compensated by the District nor will they be eligible for any fringe benefits or statutory rights attendant to employees.

III. District Responsibilities:

A. The District shall provide each participating Intern Teacher with teaching experience in a District school and within classes in the appropriate area of anticipated certification. This shall be done under the direction of a certified Supervising Teacher who shall work with the Intern Teacher in conjunction with the University's Clinical Supervisor.

B. The District shall allow the Clinical Supervisor on-going access to the host school and classroom of the participating Intern Teacher for the specific purpose of observing the Intern Teacher. The Clinical Supervisor shall also be provided with the opportunity to consult with the Supervising Teacher on an ongoing basis in order to evaluate the Intern Teacher's work performance and progress.

C. The District may refuse to accept, or may terminate, any Intern Teacher assigned to the District for Student Teaching based upon a good faith determination that the Intern Teacher is not meeting performance, professional standards and/or expectations, or is deemed otherwise unfit to commence or continue teaching in the classroom. Such refusal will be made in writing to the University.

D. The District shall provide the University through the Clinical Supervisor and the Intern Teacher, with all District policies and procedures to which the Intern Teacher is expected to adhere during the course and scope of the Intern Teacher's assignment with the District.

E. The Supervising Teacher shall provide the Intern Teacher and the Clinical Supervisor evaluative written feedback of the Intern Teacher's performance on a weekly basis or as otherwise agreed to in consultation with the Clinical Supervisor.

F. The Intern Teacher shall be permitted to observe and/or participate in team meetings and school based professional growth opportunities during the course and scope of the Intern Teacher's assignment with the District.

IV. University Responsibilities:

A. University shall be responsible for monitoring and evaluating individual Intern Teacher progress as well as curriculum planning, admission, administration, matriculation requirements, and other issues required by its academic program.

B. The University shall appoint a Clinical Supervisor who shall observe Intern Teachers in the classroom. The Clinical Supervisor will assess the candidate's progress towards mastery of teaching competencies. The Clinical Supervisor may request the District to assist an Intern Teacher in a particular area of anticipated need and competence. The District will review such request to see if feasible to undertake.

C. The University shall be responsible for the overall final evaluation of the Intern Teacher for his/her academic program upon receipt and review of the Supervising Teacher's evaluative reports and feedback.

D. The University shall provide the above certificates of insurance to the District prior to any intern being allowed in the schools.

E. The District does not furnish workers' compensation insurance for Intern Teachers. It is understood that Intern Teachers are not employees of the District.

V. Final Provisions:

A. This Agreement shall become effective on the date hereof and shall continue for the remainder of the school year. It shall be renewed upon mutual agreement of the parties for the next school year unless otherwise terminated.

B. The District acknowledges that the education records of Teacher Interns assigned to the district are protected by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 123g. The Parties agree to comply with the requirements of FERPA and its implementing regulations at 34 C.F.R. Part 99 and to protect the privacy of educational records concerning any Intern Teacher assigned to the District under this Agreement.

C. Both Parties hereto mutually agree, and it is hereby understood, that each Party, as an instrumentality and/or subdivision of the State of Florida, is governed by section 768.28, Florida Statutes, regarding any claims for personal injury or property damage, and as such is only liable or responsible to the extent and limit provided therein.

D. The parties hereto may terminate this Agreement upon ninety (90) day advance written notice to one another.

SCHOOL BOARD OF CLAY COUNTY

UNIVERSITY OF CENTRAL FLORIDA

By: Ashley Gilhousen

By:

Board Chair

Its

Date: _____

Date: _____

Legal Content Approved:



DEPARTMENT OF FINANCIAL SERVICES

Division of Risk Management

STATE RISK MANAGEMENT

TRUST FUND

Policy Number: GL-0221 General Liability
Certificate of Coverage

Name Insured: University of Central Florida

General Liability Coverage provided pursuant to Chapter 284, Part II, Section 768.28, Florida Statutes, and any rules promulgated thereunder.

Coverage Limits:

General Liability: \$200,000.00 each person
\$300,000.00 each occurrence

Inception Date: July 1, 2023

Expiration Date: July 1, 2024