

Designated School Partner Collaboration Agreement

This Designated School Partner Collaborative Agreement (the "Agreement") is made this 13th day of December, 2022 (the "Effective Date") by and between **Regents of the University of Minnesota through its [College of Education and Human Service Professions]** ("University") and the **ISD 709 School District, Piedmont Elementary School** ("Designated School Partner").

WHEREAS, the University and the Designated School Partner would like to work collaboratively to align theory and practice for the purpose of continuous improvement and shared accountability.

WHEREAS, the University and the Designated School Partner are entering into this Agreement for the purpose of meeting the designated school partnership requirements as provided in the Minnesota Administrative Rule for the Professional Educator Licensing and Standards Board 8705.1010 Subp. 2 Standards for designated school partnership.

NOW THEREFORE, in consideration of the mutual promises herein contained, the parties enter into the Agreement as follows:

1. DUTIES AND RESPONSIBILITIES OF THE UNIVERSITY

A. *Data Shared.* The University may share with the Designated School Partner summary candidate efficacy and survey data as permitted under Minnesota Statutes, section 13.05, subdivision 7. Possible sources may include aggregate data used for program evaluation, such as:

- Minnesota Teacher Licensure Exam (MTLE) aggregate scores
- Education Teacher Performance Assessment (edTPA) aggregate scores
- Summative Student Teaching Evaluations aggregate scores

Common Survey data may include:

- Exit Survey (Teacher candidate feedback at the end of the program)
- Transition to Teaching Survey (Teacher candidate feedback -one year out)
- Supervisor Survey (Employer feedback on candidate - one year out)

B. *Solicitation of Feedback and Recommendation from Candidates.* The University will solicit feedback and recommendations from candidates regarding clinical experiences with the Designated School Partner through a clinical experience survey. The survey will be administered following each experience.

C. *Solicitation of Feedback and Recommendation from Supervisors.* The University will solicit feedback and recommendations from supervisors regarding clinical experiences with the Designated School Partner through a clinical experience survey. The survey will be administered following each experience.

D. *Solicitation of Feedback and Recommendation from Cooperating Teachers.* The University will solicit feedback and recommendations from cooperating teachers regarding clinical experiences with the Designated School Partner through a clinical experience survey. The survey will be administered following each experience.

2. DUTIES AND RESPONSIBILITIES OF THE DESIGNATED SCHOOL PARTNER

A. *Data Shared.* The Designated School Partner is authorized and will share with the candidate and University aggregate data regarding student achievement progress as permitted under Minnesota Statutes, section 13.05, subdivision 7. This summary data may include:

- MCA scores
- student/parent surveys

- ACCESS scores
- Disaggregated student academic performance in Math and Reading as reported in the School Report Card.
- Attendance data
- ISS and OSS data

3. MUTUAL TERMS AND CONDITIONS

- A. *Meetings.* The parties mutually agree to meet a minimum of two times per year to engage in ongoing collaboration to:
- discuss, design, and evaluate academic collaboration strategies to mutually support meeting their strategic planning goals;
 - review data including but not limited to data collected under MN Rules 8705.1010 Standard 3 and Standard 7, as applicable;
 - assess feedback from candidates, supervisors, and cooperating teachers;
 - evaluate the effectiveness of the partnership to meet mutually beneficial short-term and long-term goals; and
 - determine if changes are needed to the design and implementation of the teacher preparation programs.
- B. *Confidentiality.* Subject to the Minnesota Government Data Practices Act the parties acknowledge that, as a result of this Agreement, each may have access to certain confidential and proprietary information of the other. The parties agree to hold such confidential and proprietary information in confidence and shall not use or disclose such information, either by publication or otherwise, to any person without the prior written consent of the other party, except as may be required by law. This provision shall survive the termination of this Agreement. Each party shall protect the confidentiality of student records as dictated by the Family Educational Rights and Privacy Act ("FERPA") and shall release no information absent written consent of the student candidate unless required to do so by law or as dictated by the terms of this Agreement.
- C. *Termination of Agreement.* The University or the Designated School Partner may terminate this Agreement for any reason upon thirty (30) days' written notice, with or without cause. This Agreement may be terminated immediately, with written notice to the other party, if either party terminates the clinical experience affiliation agreement.
- D. *Nondiscrimination.* The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act.
- E. *Governing Law.* This Agreement is governed by and interpreted in accordance with the laws of the State of Minnesota, without regard to its principles of conflicts of law. All disputes regarding this Agreement shall be resolved in the state courts located in Minneapolis, Minnesota.
- F. *Modification of Agreement.* This Agreement shall only be modified in writing signed by both parties.
- G. *Entire Agreement.* This Agreement represents the entire understanding between the parties regarding the designated school partner collaboration. No other prior or contemporaneous oral or written understandings or promises exist in regards to this relationship.

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the Effective Date.

UNIVERSITY OF MINNESOTA
DULUTH

ISD-709 DULUTH

By: Jill Pinkney Pastrana By: John Magas

Name: Jill Pinkney-Pastrana

Name: John Magas

Title: Dean

Title: Superintendent

Date: 12/16/2022

Date: 12/13/22

UNIVERSITY OF MINNESOTA
DULUTH

ISD-709 DULUTH

By: Eric D. Torres

Name: Eric D. Torres

Title: Department Head

Date: 12/13/2022

By: Jennifer Bobbe

Name: Jennifer Bobbe

Title: Principal

Date: 12-13-2022



Western Governors University

4001 South 700 East, Suite 700, SLC, UT 84107

STUDENT TEACHING LETTER OF AGREEMENT

Tier 1: Primary Partner

This Student Teaching Letter of Agreement (Agreement) is made between Western Governors University, a Utah nonprofit corporation (WGU), and Duluth Public School District ("District"), and is effective as of the date of the signature below ("Effective Date").

Thank you for working with Western Governors University (WGU) for the placement of student teachers. Our goal is to establish a relationship of collaboration that benefits your district/school and WGU Teacher Candidates, and that allows us to work together for continuous improvement. We look forward to working together for the benefit of your future educators.

WGU is regionally accredited by the Northwest Commission on Colleges and Universities (NWCCU), and the WGU Teacher Education programs are further accredited by the Council for the Accreditation of Educator Preparation (CAEP) and the Association for Advancing Quality in Educator Preparation (AAQEP). WGU represents that each Teacher Candidate assigned to the District for Student Teaching is validly enrolled in an approved WGU credentialing program and meets the District's background requirements.

A. Mutual Expectations

A Primary Partner is a district/school where WGU places Teacher Candidates for a Field Experience with Cooperating Teachers, with an aim to co-construct a mutually beneficial arrangement for clinical preparation and the continuous improvement of Teacher Candidates, and to share accountability for Teacher Candidate outcomes. The school administrator and Cooperating Teacher will have the opportunity to provide critical feedback to inform program improvement through surveys at the end of each cohort.

B. Definitions

For the purposes of this Agreement, capitalized terms will have the following meanings:

- Teacher Candidate refers to a student enrolled in a WGU program leading to an education credential.
- Cooperating Teacher (or host teacher) refers to a District employee who is the teacher-of-record in the classroom where the Teacher Candidate is assigned. A Cooperating Teacher may or may not be a Clinical Supervisor.
- Clinical Supervisor refers to a present or former employee of District, retired educator, or any other individual meeting the criteria of "supervisor" established by WGU for this position, and engaged by WGU or District, to supervise a Teacher Candidate's progress during a minimum of six observations. WGU shall be responsible for the selection, assignment, training, and compensation of Clinical Supervisors. WGU welcomes nominations of Clinical Supervisors by the District/school.
- Preclinical Experience refers to the active participation by a Teacher Candidate in a wide range of in-classroom experiences in order to develop the skills and confidence necessary to be an effective teacher and prepare for Student Teaching. Students reflect on and document at least 75 hours of in-classroom observations (15 hours of which must involve direct engagement with students in a classroom) leading up to Student Teaching.
- Student Teaching (or demonstration teaching) refers to the greater of the then-current WGU full-time and continuous requirement of 12 weeks (16 weeks for special education) or the State's and/or District's minimum requirement for Student Teaching. Student Teaching shall satisfy all applicable WGU and State requirements.
- Field Experience refers collectively to the Preclinical Experience and Student Teaching.

C. Cooperating Teacher Standards

District, with the input of WGU, will provide the Teacher Candidate with a Student Teaching assignment in a school and classes of District under the direct supervision and instruction of a Cooperating Teacher that meets the following minimum requirements:

- Holds a teaching credential or license for the subject area and/or grade level being taught;
- Has a minimum of three years of teaching experience, five years preferred, with two or more years teaching in the placement school and/or District, and have strong evaluations;
- Evidence of positive impact on student learning in the classroom as demonstrated by ratings at or above effective when a state, district, or school provides such ratings;
- Successfully and with positive impact mentored student teachers, colleagues, and/or other adults;
- Competently uses technology for communicating via email and completing online evaluation forms; and
- Consistently models the dispositions and ethical considerations expected of WGU Teacher Candidates:
 - Caring and considerate
 - Affirming of diversity and cross-culturally competent
 - Reflective practitioner
 - Equitable and fair
 - Committed to the belief that all students can learn
 - Collaborative
 - Technologically proficient
 - Professional leadership

D. WGU Responsibilities

WGU will:

- Select qualified Teacher Candidates who have been prepared with the appropriate educational background, knowledge, skills, and professional disposition to participate in Field Experience.
- Pay an honorarium per Teacher Candidate, either directly to the Cooperating Teacher or to the District, for the Cooperating Teacher's services. The Cooperating Teacher may also receive professional development hours connected to the successful completion of WGU Cooperating Teacher training.
- Require Teacher Candidates to have completed a background check acceptable to District prior to participating in Field Experience activities.
- Provide opportunities for feedback regarding improvement of WGU Teacher Candidate preparation.
- Provide professional development training to Cooperating Teachers regarding WGU processes and procedures.
- Maintain an online site for support, resources, and training for Cooperating Teachers.
- Facilitate a cohort seminar in which Teacher Candidates will participate with a community of peers to receive support during Student Teaching and the final performance assessment.

E. District Responsibilities

District, or school administrator, will:

- Nominate one or more qualified Cooperating Teacher(s) by providing a completed copy of the Student Teacher Acceptance Form to the WGU Field Placement Team.

- Allow the Clinical Supervisor access to the host school and classroom for the specific purpose of observing Teacher Candidates.
- Provide Teacher Candidates with any District policies and procedures to which they are expected to adhere to during the Field Experience and while on District premises.
- Through the involvement of the Cooperating Teacher, participate with the Clinical Supervisor and Teacher Candidates in two evaluations: one mid-way through Student Teaching, and a Final Evaluation at the end of Student Teaching. WGU shall be responsible for the format of the evaluations.
- Provide Teacher Candidates opportunities to observe, assist, tutor, instruct, implement effective teaching strategies, and conduct research, as appropriate, during the Field Experience.
- Provide, when possible, opportunities for Teacher Candidates to use technology to enhance student learning and monitor student progress and growth.
- Provide, when possible, opportunities for Teacher Candidates to experience working with diverse student populations including English Language Learners and Students with Exceptional Learning Needs.
- Encourage Cooperating Teachers to participate in WGU’s training, held for each cohort (Fall or Spring) when a new Teacher Candidate is assigned, to understand WGU’s policies, processes, procedures, and how to mentor adult learners.
- Encourage administrators and Cooperating Teachers to participate in WGU’s Feedback Surveys (offered at the end of the Spring and Fall Cohorts) to report on Teacher Candidate quality and preparation and to provide program feedback to WGU for continuous improvement.

F. Additional Terms

- **Term.** This Agreement shall commence on the Effective Date and shall continue for three (3) years from the Effective Date, or until such time as either party gives the other party thirty (30) days advance written notice of its intent to terminate the Agreement; provided, however, that all Teacher Candidates at District as of the date of such notice shall be permitted to complete their Student Teaching.
- **Points of Contact.** Each party shall designate a point of contact between the parties for communication and coordination of Student Teaching. Contact information is set forth following the signature block.
- **Education Records.**
 - District acknowledges that the education records of assigned Teacher Candidates are protected by the Family Educational Rights and Privacy Act (FERPA), and agrees to comply with FERPA and limit access to those employees or agents with a need to know. Pursuant to FERPA, and for the purposes of this Agreement, WGU hereby designates District as a “school official” with a legitimate educational interest in such records.
 - WGU shall instruct Teacher Candidates of the necessity of maintaining the confidentiality of all District student records. District shall not grant Teacher Candidates or WGU employees access to individually identifiable student information unless the affected student’s parent or guardian has first given written consent using a form approved by District that complies with FERPA and other applicable law.
- **Video Recordings.**

During Student Teaching, Teacher Candidates complete a teacher performance assessment, which measures Teacher Candidate readiness to teach. A teacher performance assessment is designed for Teacher Candidates to submit real artifacts—lesson plans, video, and student work samples—to show the authenticity of the local teaching context and the way the Teacher Candidates respond to students when teaching in a real setting. In order to collect artifacts required for a teacher performance assessment, Teacher Candidates may be required to submit video recordings of themselves teaching in the classroom.

Additionally, recordings provide WGU an avenue to evaluate the performance of Teacher Candidates, and the Teacher Candidates with opportunities to evaluate themselves, reflect, and improve their instruction.

WGU provides the following guidelines to Teacher Candidates. District understands that Teacher Candidates are not employees or agents of WGU and that any further precautions regarding the privacy of the District's students should be agreed directly between the District and Teacher Candidates.

Teacher Candidate Guidelines

- Secure appropriate permission from the parents/guardians of your students and from adults who appear in the video recording.
 - To protect confidentiality, remove your name and use pseudonyms or general references (e.g., "the district") for your state, school, district, and cooperating teacher. Mask or remove all names on any typed or written material (e.g., commentaries, lesson plans, student work samples) that could identify individuals or educator preparation programs. During video recording, use only the first names of students.
 - You must follow appropriate protocol to submit recordings to WGU.
 - You may not display the video publicly (i.e., personal websites, YouTube, Facebook).
 - You may not use any part of the recordings for any personal or professional purposes outside of performance evaluation.
 - You must destroy all video recordings once the evaluation is complete.
- **Right to Accept or Terminate a Placement.** District may refuse to accept for placement, or may terminate the placement, of any Teacher Candidate based upon its good faith determination that the Teacher Candidate is not meeting performance standards or is otherwise deemed unacceptable to District. In such cases, District shall notify WGU in writing and shall state the reasons for such decision.
 - **WGU Insurance.** WGU warrants and represents that it provides and maintains general liability insurance with limits of at least \$1,000,000 per occurrence and \$2,000,000 annual aggregate and, upon District's request, shall provide a certificate of insurance as evidence of coverage. WGU shall maintain, at its sole expense, workers' compensation insurance as required by law.
 - **Professional Liability Insurance.** Teacher Candidates will be responsible for procuring and maintaining, at their own expense, professional liability insurance for the duration of the Field Experience with minimum limits of either: (i) \$1,000,000 per occurrence and \$3,000,000 annual aggregate, or (ii) \$2,000,000 per occurrence and \$2,000,000 annual aggregate.
 - **Status of Parties.** Nothing in this Agreement is intended to or shall be construed to constitute an agency, employer/employee, partnership, or fiduciary relationship between the parties. Neither party will have the authority to, and will not, act as agent for or on behalf of the other party or represent or bind the other party in any manner.
 - **Non-Discrimination.** Both parties agree to fully comply with all applicable non-discrimination laws of District's state and municipality, and of the United States. Both parties will accept, assign, supervise and evaluate qualified Teacher Candidates regardless of race, sex, sexual orientation, creed, national origin, age, disability, veteran status, or any other basis protected by law.
 - **Entire Agreement.** This Agreement represents the entire understanding between the parties and supersedes all prior oral or written agreements, and no modification shall be valid unless in writing and signed by both parties. No Teacher Candidate or other third party shall be a beneficiary of, or have any right to enforce the terms of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

WGU

By: Stacey Ludwig Johnson

Title: VP, Academic Operations, Teachers College

DISTRICT

By: [Signature]

Title: Exec. Dir. of Finance, Business Services

Date: 2-27-23

Point of Contact:

Email: tc_outreach@wgu.edu

Phone: 866-889-0132 (Option 1)

For notice purposes:

General Counsel

Western Governors University

4001 South 700 East, Suite 700

Salt Lake City, UT 84107-2533

Point of Contact:

Email: *anthony.bonds@isd709.org*

Phone: *218-336-8739*

For notice purposes:

HR Director Theresa Severance

theresa.severance@isd709.org

CHANGE ORDER

Project Name:	Duluth Public Schools-2022.06-Boardroom AVInstall	Project Manager:
Customer Name:	Duluth Independent School District No. 709 (MN)	Dorean Dyson 469-265-1566 dorean.dyson@cdw.com
CDW Affiliate:	CDW Technologies, LLC	
Drafted By:	Dorean Dyson	
Effective Date:	February 13, 2023	Requesting Party:
Contract#/Change ID:	67076-02	Tony Rakittke

This change order (“**Change Order**” or “**CO**”) is made and entered into this February 13, 2023 (the “**Effective Date**”) by and between the undersigned, CDW Technologies, LLC (“**Seller**” and “**we**”), and Duluth Independent School District No. 709 (MN) (“**Customer**” and “**you**”), and amends that certain Duluth Public Schools-2022.06-Boardroom AVInstall Statement of Work made effective June 24, 2022

CHANGE DESCRIPTION

This Change Order modifies the SOW and any previous Change Orders. The changes are detailed below:

ISD 709 - Board Room - 2022 - CCO - Redesign - 84481

\$0.00 Change order to redesign the system components while maintaining the same intended system functionality. The following equipment will be swapped out in order to allow installation prior to the expected 2024 lead times of the Crestron hardware being replaced.

Crestron Pro4 for Crestron VC-4-PC-3

Crestron DM16x16 and associated TX and RX units for Zee Vee Zypher UHD AV over IP encoders and decoders.

Other additional accessory components have also been included.

ADDITIONAL PRICING

This Change Order will not incur additional fees in addition to those in the Statement of Work.

Services Fees hereunder are **FIXED FEES**, meaning that the amount invoiced for the Services will be \$0.00.

The invoiced amount of Services Fees will equal the amount of fees applicable to each completed project milestone, as specified in Table 1.

Table 1 – Services Fees

Project Milestones	Percentage	Fees
Completion of Work	100%	\$0.00
Totals	0%	\$ 0.00

SIGNATURES

In acknowledgement that the parties below have read and understood this Change Order and agree to be bound by it, each party has caused this Change Order to be signed and transferred by its respective authorized representative.

CDW Technologies, LLC

By: _____
signature

Name: _____

Title: _____

Date: _____

The following Manager has given approval:

Duluth Independent School District No. 709 (MN)

By: Simone Zunic
signature

Name: Simone Zunic

Title: Exec. Dir. Finance, Business Services

Date: 2/13/23

Account Codes for Sound System

2 messages

Wendy Landry <wendy.landry@isd709.org>

Mon, Feb 13, 2023 at 10:29 AM

To: Simone Zunich <simone.zunich@isd709.org>

Cc: Brian Kazmierczak <brian.kazmierczak@isd709.org>

Hi, Simone! Brian asked me to send you the account codes we would like to use for the Sound System in the Commons area.

01 E 225 298 000 401 420 - \$2,000

01 E 225 298 000 401 421 - \$4,000

01 E 225 298 000 401 437 - \$3,600

01 E 225 298 000 401 473 - \$2,400

Thanks!

Wendy

--

Wendy Landry

Secretary

Lincoln Park Middle School

218-336-8880 x3282 | wendy.landry@isd709.org

[3215 W 3rd Street, Duluth, MN 55806](https://www.isd709.org/3215-W-3rd-Street-Duluth-MN-55806)

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Simone Zunich <simone.zunich@isd709.org>

Mon, Feb 13, 2023 at 2:26 PM

To: Wendy Landry <wendy.landry@isd709.org>

Cc: Brian Kazmierczak <brian.kazmierczak@isd709.org>

Thank you!

[Quoted text hidden]