

B
 BROKEN ARROW PUBLIC SCHOOLS  
*Educating Today*      *Leading Tomorrow*

Contract Committee Review Request  
 MUST BE COMPLETED IN FULL

Date: 7/03/2024

Contract/Agreement Vendor: Missouri Southern State University / Dr. Angie Durborow  
Name of Vendor & Contact Person  
Durborow-A@mssu.edu  
Vendor Email Address

Memorandum of Understanding for Classroom Student Teachers-Field Experience-Practicum Internship

Describe Contract (Technology, program, consultant-prof Development, etc.)  
 Please use Summary below to fully explain the contract purchase, any titles, and details for the Board of Education to review.

Approve Student Intern  
Reason/Audience to benefit  
7/15/2024         
BOE Date      Amount of agreement

Person Submitting Contract/Agreement for Review: Lindsay Drake / Andrea Jackson      ESC/HR

**PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK**

Principal &/or Director or Administrator:

Does this Contract/Agreement utilize technology? YES/NO NO  
 If yes, Technology Admin: \_\_\_\_\_

Cabinet Team Member:

Funding Source: GENERAL      PRJ 180 FUNCT 271 OBJ 340  
Fund/Project      OCAS Coding

<input checked="" type="checkbox"/> <b>Consent</b>  <input type="checkbox"/> <b>Action</b>	Accept and approve the RENEWAL Memorandum of Understanding Agreement between Broken Arrow Public Schools and Missouri Southern State University to provide an opportunity for students to engage in field experience through Practicums at the District level. The MOU will be effective through the end of the fiscal year and may be renewed on an annual basis.  Cost to the District is \$16.45 for criminal background checks per student intern.
--	--

**Summary**      This area must be complete with full explanation of contract

*The Contract/Agreement should be received at least 2 weeks prior to a Board Meeting to ensure placement on the Agenda. The Contract Committee meets most Tuesdays at 8:00a.m. All Contracts/Agreements, regardless the amount, must be first approved by the Contract Committee and then presented to the Board of Education for approval and signature. The item will be placed on Electronic School Board for the board agenda by Janet Brown. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.*



**MISSOURI SOUTHERN**  
STATE UNIVERSITY  
DEPARTMENT OF TEACHER EDUCATION



2017-2020

**Memorandum of Understanding  
Missouri Standards for the Preparation of Educators**

**PK-12 Partner School  
and  
Missouri Southern State University**

**Table of Contents**

<b>Introduction &amp; MoSPE.....</b>	<b>3</b>
<b>Scope of the Agreement.....</b>	<b>3</b>
<b>Statutory Authority and Administrative Rule.....</b>	<b>3</b>
<b>Non-Discriminatory Statement.....</b>	<b>4</b>
<b>Security &amp; Assurances.....</b>	<b>5</b>
<b>Assignment, Placement, and Duration.....</b>	<b>5</b>
<b>Assessment and Evaluation.....</b>	<b>6</b>
<b>Change of Assignment and Termination.....</b>	<b>7</b>
<b>Orientation and Compensation.....</b>	<b>7</b>
<b>Terms &amp; Length of the Agreement.....</b>	<b>8</b>
<b>Signature Page.....</b>	<b>8</b>

**Missouri Standards for the Preparation of Educators Program (MoSPE) Standard 2**

**Introduction & MoSPE**

The Missouri Standards for the Preparation of Educators (MoSPE) was first approved by the Missouri State Board of Education on November 27, 2012, and replaced the Missouri Standards for Teacher Education Programs (MoSTEP). MoSPE was developed by a stakeholder work group of over 120 educators representing PK-12 schools, educator preparation programs, and professional associations. MoSPE was revised and approved by the Missouri State Board of Education in June 2020.

The revision process reorganized MoSPE from six to four standards. The workgroup established the following four standards: 1) Candidate Professional Knowledge and Skills, and Their Application, 2) Candidate Clinical Experiences and Program Partnerships, 3) Candidate Recruitment, Progress, and Retention, and 4) Program Commitment to Quality and Diversity.

### **Scope of the Agreement**

This Memorandum of Understanding (MOU) outlines various aspects of field and clinical experiences for initial and advanced certification programs. The roles and responsibilities of the candidate, the educator preparation program, and the PK-12 schools are outlined in the MOU. The MOU will be reviewed every three years by stakeholders. The MOU establishes a common set of expectations for all field and clinical experiences. PK-12 schools and educator preparation programs may establish higher expectations for candidates, personnel, and programs.

### **Statutory Authority and Administrative Rule for Teacher Candidates and/or Interns**

References to the status of teacher candidates and/or interns can be found in the following statutes and administrative rules:

- Missouri Statutes
  - RSMo 161.092 – Powers and Duties of State Board
  - RSMo 161.097 – Evaluation of Teacher Education Programs
  - RSMo 168.021 – Issuances of Teachers' Licenses
- Missouri Administrative Rules
  - 5 CSR 20-400.330 – Clinical Experience Requirements for Candidates in Professional Education Programs

### **Non-Discriminatory Statement**

The Department of Elementary and Secondary Education does not discriminate based on race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are

accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; fax number 573-522-4883; email [civilrights@dese.mo.gov](mailto:civilrights@dese.mo.gov).

Missouri Southern State University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, students, third parties on campus, and applicants for employment and admissions. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, pregnancy, ancestry, age, disability, genetic information, veteran status, or any other legally-protected class, in employment or in any program or activity offered or sponsored by the University, including, but not limited to, athletics, instruction, grading, the awarding of student financial aid, recruitment, admissions, and housing.

If the teacher candidate is a student with a disability the following provides the responsibilities of the teacher candidate, Missouri Southern State University, and the school to which the candidate has been assigned.

**The teacher candidate:**

- Must meet the Missouri standards for Professional Educators (MoSPE) as measured by the Missouri Educator Evaluation System (MEES).
- Is informed that the MoSPE and MEES standards will not be modified, as candidates must meet teacher certification requirements per the Missouri Department of Elementary and Secondary Education.
- With a disability is strongly encouraged to meet with the Department Chair in Teacher Education and the Disability Services Coordinator at MSSU (Missouri Southern State University) in advance of the placement to discuss reasonable accommodations, disclosure of granted accommodations to the assigned district and health or safety concerns.
- Is informed that P-12 student safety and well-being is the highest priority in school placement settings.
- Shall be made aware that accommodations cannot be granted retroactively, and not all otherwise-granted student accommodations will apply in the professional semester (student teaching) clinical field experience.
- Must be able to carry out the general responsibilities and specific duties for teachers as designated in the job description by the assigned district with or without reasonable accommodation.

**Security & Assurances**

**Background & Security Checks Procedures:** The Department recommends a specific level of security check for each level of Initial and Advanced Certification. The policies of Missouri's

school districts may require meeting a higher standard including the requirement of clearing the FBI fingerprinting.

- Early Level Field Experiences: Missouri Family Care and Safety Registry
- Mid-Level Field & Clinical Experiences: Missouri Family Care and Safety Registry and FBI Fingerprinting, background checks and Substitute Certification
- Culminating Clinical Experiences: FBI Fingerprinting, background checks and Substitute Certification

**Liability Insurance:** Teacher candidates in the professional (student teaching) semester are required to have \$2,000,000 of professional liability insurance coverage. Candidates must verify this insurance coverage with the university.

**Student Health:** Candidates are responsible for protecting the health and safety of their students and colleagues by using recognized health practices. Specific test(s) and/or immunizations are required by their preparation program.

### **Assignment, Placement, and Duration**

**Assignment:** Research has indicated that one of the most important aspects in educator preparation is the assignment of cooperating teachers and/or on-site internship supervisors. Every teacher candidate deserves the best cooperating teacher; every cooperating teacher deserves the best teacher candidate; every teacher candidate and cooperating teacher deserves the best educator preparation program supervisor. Each school site should also present a nurturing environment. Guidelines for assignment of cooperating teachers, on-site supervisors, and program supervisors are found in MoSPE Standard 2. Candidates must meet the necessary qualifications to be placed in clinical experience.

**Placement:** Candidates must be placed in school/classroom settings within the grade range and content area(s) that aligns with the certification program they are exploring and/or certification area. Educator preparation programs must include their alignment to the Entry, Mid-Level, and Culminating Experiences established in MoSPE Standard 2.

- Mid-Level Placements: Cooperating Teachers must have at least 2 years of PK-12 teaching experience, a bachelor's degree, state certification in the candidate's content area and grade range and be recommended by the building administrator.
- Culminating Experience Placements: Cooperative Teachers must have a minimum of 2 years of PK-12 teaching experience, a bachelor's degree, state certification in the content area and grade range of the candidate, be recommended by the building administrator, successfully complete training through the Educator Preparation Program (EPP) on the current performance assessment for teacher candidates, and complete formative observations and conference with the teacher candidate every three to four weeks in addition to a culminating summative evaluation conference.
  - In addition, the Missouri Southern State University Teacher Education Department will:
    - Provide MSSU faculty and all materials for course delivery.

- Follow all Off-site/PK-12 Partner School policies and procedures to ensure security and safety.
- Require that all MSSU students acquire a substitute certificate/approved background check
- In addition, the Off-site/PK-12 Partner School will:
  - Provide facility access for students and faculty.
  - Provide policies and procedures; i.e., parking, background checks.
  - Provide access to technology per the District's Usage Agreement.
  - Allow MSSU students to observe in the PK-12 Partner School and deliver instruction under a qualified cooperating teacher.
  - Provide qualified cooperating teachers to complete the required Missouri Educator Evaluation System (MEES) for MSSU students.

**Duration:**

Early Level Field & Clinical Experiences includes observation at the elementary, middle school, and high school levels. A 30-hour practicum will be completed in selected local schools.

Mid-Level Field & Clinical Experiences include a variety of clinical experiences ranging from 10 to 75 hours based on the certification area of the teacher candidate.

Culminating Clinical Experiences is the professional (student teaching) semester. This semester-long placement for student teachers begins the first teacher-contracted day of the district's academic calendar with an end date to be determined by the Clinical Field Director in compliance with DESE requirements.

**Assessment and Evaluation**

**Educational Testing Service (ETS):** The Praxis Assessment informs candidates, and the Educator Preparation Programs on their development as a professional educator in pedagogy and content. The plan establishes a valid and reliable framework for assessing individual candidates and their educator preparation programs.

The following required assessments will be conducted during the three levels of field and clinical experiences according to DESE program approval and CAEP accreditation standards.

**The most critical component is providing feedback to the interns/candidates in a manner that promotes growth.** The results of the evaluations will become part of the candidate's Professional Competency Profile and will also be included in the Annual Performance Report for Educator Preparation Programs.

**Supervision and Evaluation of Teacher Candidates:** MoSPE Standard 2 requires the use of the Missouri Educator Evaluation System (MEES) during the student teaching semester. Cooperating teachers, on-site supervisors, and educator program supervisors must understand and demonstrate the ability to evaluate the candidates using this performance-based system of continuous improvement.

## **Change of Assignment and Termination**

**Change of Assignment:** Field and clinical experiences may be terminated by the school district, and/or the educator preparation program. Documentation must be provided to validate any change. The teacher candidate should be given a thorough explanation and an opportunity to share their perspective on the situation(s). Depending upon the severity of the incident, the educator preparation program may not be obligated to find another placement for the candidate.

## **Orientation**

**Orientation for Teacher Candidates, Cooperating Teachers, Interns, and On-Site Supervisors:** It is the responsibility of the university to provide training for participants in their respective roles and schedule orientation sessions so that expectations and goals are clear for all concerned parties. The partner school is responsible for cooperating and participating in appropriate training to prepare for success.

Early Level Field & Clinical Experiences includes observation in a variety of settings. No orientation is necessary.

Mid-Level Field & Clinical Experiences includes a variety of clinical experiences with varying orientation formats, which may involve teaching lessons in the classroom. Orientation is provided through email communication from instructors to Cooperating Teachers for courses with field experiences and through the Clinical Field Handbook located on the MSSU Teacher Education website.

Culminating Clinical Experiences is the professional (student teaching) semester. The Cooperating Teacher Orientation includes a three-hour training on the roles and responsibilities of the teacher candidate, cooperating teacher and university supervisor and Missouri Educator Evaluation System (MEES).

**Compensation and/or Other Benefits:** Cooperating Teachers will be compensated for the professional (student teaching) semester only, according to the MSSU Teacher Education Compensation Schedule.

## **Terms & Length of the Agreement**

This agreement is valid until and unless modified and agreed upon by participating parties. Either party may terminate this agreement upon thirty days' written notice; however, the interns and/or candidates currently participating in the program shall be permitted to complete it.

Missouri Southern State University and the Off-site/PK-12 Partner School will:


1. Collaborate to make appropriate placements in district classrooms per DESE parameters.
  - a. Educator preparation programs must have a written policy to permit alternative clinical practice for candidates in lieu of conventional student teaching in accordance with Mo. Rev. Stat. § 168.400 (2005) and Mo. Code Regs. 5 CSR 20-400.330.
2. Agree to deliver all other related components in the memorandum of understanding.



IN WITNESS THEREOF, the parties hereto have entered in the Memorandum of Understanding as of the later date of the signatures below.

Missouri Southern State University

School District \_\_\_\_\_

By:   
Lorinda Hackett, Dean  
College of Health, Life Sciences, and Education

By: \_\_\_\_\_  
Superintendent or Designee

Date: 5/21/2024

Date: \_\_\_\_\_

# MISSOURI SOUTHERN STATE UNIVERSITY

## COLLEGE OF HEALTH, LIFE SCIENCES, EDUCATION

May 14, 2024

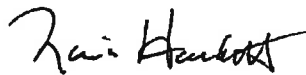
Dear Superintendent,

Missouri Southern State University values our area partner schools and the critical role you play in developing effective beginning teachers. Placement in quality schools with outstanding teacher mentors is essential to this process. Let me take this opportunity to thank you for your willingness to partner with us.

In order to maintain tangible records of our relationship with your school, we are asking that you sign the attached updated agreement that outlines our general joint responsibilities to continue preparing teachers in your school. Please save a copy for your records.

Teaching is a challenging endeavor in part due to the myriad of decisions made every minute throughout the school day. Those who respect the profession value the partnerships and collaboration necessary to do this work together. This work maximizes learning for all students because teachers learn to collaborate effectively and utilize vetted critical thinking and problem solving skills.

Best wishes for a great school year!



Ms. Lorinda Hackett  
Interim Dean,  
College of Health, Life Sciences, Education  
Missouri Southern State University  
417-625.9307([Hackett-L@mssu.edu](mailto:Hackett-L@mssu.edu))