



October 15, 2014

Dear Superintendent:

As you well know, the State Board of Education requires many regulations in the State of Washington. Washington State University is no exception. The Professional Educators Standards Board has stringent requirements on all university certification programs to ensure that all programs meet set standards.

One of the regulations is that all universities need to have approved formalized agreements for placement of principal and superintendent certification interns in K-12 districts. Through our WSU contracts office, we have drawn up an agreement that meets the requirements of the State and hopefully meets the needs of both the District and the University as we continue to partnership together with administrative interns.

Attached is the formalized agreement, which only has to be signed off every five years, to be approved by you and your District. This field placement agreement meets WAC 181-78A-125 and should be approved by your school board as a formal agreement. If you have a current intern, a less formal agreement with the current intern, his or her field supervisor, and the District will also need to be signed, but doesn't involve this formal process.

We will keep track of the formalized agreements and in five years, the agreement allows both parties to agree for its continuation by way of two-way communication. We know you as a superintendent are constantly bombarded with more paperwork, and we are doing our best to make this a streamlined process that should not take much time to complete.

Again, WSU thanks you for continuing to help mentor and train our future leaders and we appreciate your prompt attention to having this formal agreement signed and sent back to WSU. As soon as you have it completed, please scan the original and send to [molly.burns@vancouver.wsu.edu](mailto:molly.burns@vancouver.wsu.edu).

Sincerely,

Two handwritten signatures in black ink. The signature on the left is 'Gay Selby' and the signature on the right is 'Glenys Hill'.

WSU Principal Certification Program Director –Dr. Gay Selby  
WSU Superintendent Program Director – Dr. Glenys Hill

**Washington State University-School District  
Principal Certification /Superintendent Certification Internship Agreement**

This Agreement is made and entered into by and between Woodland School District #404 ("District") and Washington State University, through its College of Education, Department of Educational Leadership, Sports Studies, and Educational/Counseling Psychology ("WSU").

**RECITALS:**

WSU's curriculum for preparing students enrolled in its Superintendent and Principal Certification Programs in the College of Education includes a requirement for the students to acquire practical experience in the duties and responsibilities of the administrator in a school setting prior to earning the certification.

The District has suitable experiences, supervisors, and facilities available for the educational experience of such students. It is mutually beneficial to WSU and District to have WSU's students participate as interns at District's facilities.

THE PURPOSE OF THIS AGREEMENT is to provide the cooperative arrangements for the educational experiences for students enrolled in the College of Education at Washington State University. This Agreement sets forth the duties and responsibilities of the District and WSU with respect to these experiences. As consideration for the mutual covenants and agreements contained in this document, WSU and District agree as follows:

**I. GENERAL PROVISIONS**

- a. Following execution of this Agreement, and within the scope of its provisions, WSU and District may develop individual letter agreements to formalize operational details of the student intern program at District. These details may include, but are not limited to, the following:
  - i. The specific site(s), which are part of the District, to which student will be assigned ("Training Site").
  - ii. Specific learning objectives and performance expectations for students.
  - iii. Specific allocation of responsibilities for the District's Mentor and the WSU representative to whom the student will be assigned.
  - iv. Format and standards for student progress reports and evaluation forms.Any such letter agreements will be considered as attachments to this Agreement, will be binding on the parties when signed by authorized representatives of each party, and may be modified by subsequent letter agreements signed by authorized representatives of each party.
- b. WSU and District will jointly plan the internship experience for each student, and shall jointly evaluate the students. Exchange of information will be maintained by on-site visits to the Training Site when practical and by letter or telephone in other instances.
- c. WSU and District will instruct their respective faculty and staff, and the students participating in the Superintendent or Principal Certification Program, to maintain confidentiality of information as required by law and by policies and procedures of WSU and District.
- d. WSU and District will each comply with all rules and regulations of the other party and all state and federal laws applicable to this Agreement.
- e. Student interns, while engaged in the educational program provided pursuant to this Agreement, shall retain the status of students working towards the fulfillment of their certification requirements. Students are not employees or agents of WSU. Students shall not displace regular employees of District. Students are not entitled to any monetary or other remuneration for services performed at

the Training Site, except for those Students who are also employees of the District where they are placed as interns and who may also receive monetary remuneration pursuant to their official School District responsibilities.

- f. District personnel participating in the educational program provided pursuant to this Agreement are, and shall remain employees of the District for all purposes, except for those District personnel who are also employed by WSU when they are acting within the scope of their official WSU responsibilities.
- g. The District may remove an intern from placement for violating District rules and regulations or for such actions the District views as detrimental to its operations. District and WSU will consult before final action is taken.

## II. LIABILITY COVERAGE PROVISIONS

- a. Each party to this agreement will be responsible for the negligent acts or omissions of its own employees, officers, or agents in the performance of this Agreement. Neither party will be considered the agent of the other and neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement.
- b. WSU and its officers, employees, and agents, while acting in good faith within the scope of their official WSU duties, are covered by the State of Washington Self-Insurance Program and the Tort Claims Act (RCW 4.92.060 et seq.), and successful claims against WSU and its employees, officers, and agents in the performance of their official WSU duties in good faith under this Agreement will be paid from the tort claims liability account as provided in RCW 4.92.130.
- c. District maintains liability coverage for its employees, officers, and agents in the performance of this Agreement, including all employees, officers, and agents who will be at the Training Site, and further provides the means for defense and payment of claims that may arise against the District, Training Site, or such individuals.
- d. District will accept placement of only those students who are insured against liability for actions or inactions occurring in the internship setting. Students participating in an internship program will be covered by an experiential student policy offered through Washington State University, acquired by the student through another source, or by the School District if the participating Student is also a District employee and the District provides such coverage. The limits on the liability policy shall be, at minimum, \$1,000,000 per occurrence. Certificates of such coverage purchased by the student will be provided to Training Site upon request. Should proof of insurance not meet with District's approval and satisfaction, District can refuse to accept any student for placement.

## III. The District agrees to:

- a. Orient the intern to the administrative policies, rules, standards, schedules and practices of the site.
- b. Assign an internship mentor to: (a) supervise the student intern while at the Training Site; (b) guide and assist the intern in planning and implementing internship activities; (c) provide feedback and counsel to the intern on a regular basis; and (d) periodically review with the intern self-assessments and certify the intern has demonstrated evidence of meeting standards and skills identified and agreed upon by the District and WSU.
- c. Provide opportunities for the intern to engage in a variety of district meetings and activities and to pursue his/her learning objectives.
- d. Provide the intern with adequate workspace and resources (e.g., office supplies, access to computer) needed to conduct internship activities.
- e. Meet as needed with WSU personnel to plan, evaluate, and modify the student intern program, and to assist/cooperate in the collection of data/research that will assist WSU to evaluate its programs and potential success of its students.

- f. Treat interns as professionals, provide clear expectations that they follow all rules and regulations established by the District, and train them to be aware of and follow such rules and regulations.

#### IV. WSU agrees:

- a. In accordance with RCW 43.43.830 and RCW 43.43.838, an intern will not be placed at a Training Site with the District with unsupervised access to children until a background check by the Washington State Patrol and the Federal Bureau of Investigation, including fingerprint clearance, is complete and, if applicable, the Office of Professional Practices at the State Superintendent of Public Instruction has notified WSU that the candidate is cleared for such placement. Fingerprint and character clearance under RCW 28A.410.010 must be current at all times during the placement.
- b. To assign a University Supervisor to: (a) provide oversight for the internship through communications and/or site visits with the intern and the mentor; (b) meet regularly with the intern to provide guidance and counseling as to the completion of the requirements of the internship; and (c) be responsible, in cooperation with the District staff to which the intern is assigned, for the final evaluation of the intern's completion of his/her internship and recommend the intern for the appropriate certificate upon successful completion of the internship and other University and/or state of Washington requirements.
- c. To provide participating District with WSU's evaluation materials.
- d. To meet as needed with District personnel to plan, evaluate, and modify the student intern program and field experiences.
- e. To notify the student intern that he/she must adhere to the administrative policies, rules, standards, schedules and practices of the site

#### V. It is mutually agreed that:

- a. The central administration of the District will be responsible for assigning student interns, and working out the student's program of experience.
- b. In assigning student interns, it is recognized that, in some instances, it may be desirable for the intern to work with more than one District supervisor.
- c. The term of this Agreement shall be for five (5) years. This Agreement may be renewed for additional periods if approved by both parties in writing. Notwithstanding the term stated, this Agreement may be renewed, amended, or terminated at the end of each school semester, provided it may not be amended or terminated as to student interns who have not completed their internship under this Agreement, except as otherwise provided herein.

#### VI. Other Terms:

- a. This Agreement and any letter agreement to be attached hereto constitute the entire agreement between the parties and supersede any and all prior oral or written agreements, commitments, or understandings concerning the matters provided for in this Agreement. No other understandings, oral or otherwise, regarding the subject matter of this agreement shall be deemed to exist or to bind any of the parties hereto.
- b. The parties may modify this Agreement only by a subsequent written Agreement executed by the parties. Any modification shall be effective only if written, signed and dated by the authorized representatives of each party and attached to this Agreement.
- c. Any conflict or inconsistency in this Agreement and its attachments will be resolved by giving the documents precedence in the following order:
  - i. This Agreement; and
  - ii. Attachments to this Agreement in reverse chronological order.

- d. This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington. The parties' rights or obligations under this Agreement shall be construed in accordance with those laws. The provisions of this Agreement shall be construed to conform to those laws.
- e. All notices, requests, or other communications required to be given or sent by WSU or District, will be in writing and will be mailed by first-class mail, postage prepaid, or transmitted by hand delivery or facsimile, addressed as follows:

For WSU:

Washington State University

Contact: Gay Selby and Glenys Hill

Title: WSU Principal Certification Program Director and WSU Superintendent Program Director

Principal Certification Program

College of Education

P.O. Box 642114

Pullman, WA 99164-2114

For District:

Contact: Michael Green

Title: Superintendent

Office of the Superintendent

Woodland Public Schools

800 Third St

Woodland, WA 98674

Each party may designate a change of address by notice in writing. All notices, requests or communications that are not hand delivered will be deemed received three (3) days after deposit in the U.S. mail, postage prepaid; or upon confirmation of successful facsimile transmission.

- f. If any provision of this Agreement or any provision of any document incorporated by reference, or any other agreement document or writing pursuant to or in connection with this Agreement, shall be held wholly or partially invalid or unenforceable under applicable law, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Agreement are declared to be severable.
- g. A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to this Agreement.
- h. District will permit, on reasonable notice and request, the inspection of District facilities by agencies charged with responsibility for accreditation of WSU.

## VI. Authorized Signatures

The parties executing this Agreement below hereby certify they have the authority to sign this Agreement on behalf of their respective parties and that the parties agree to the terms and conditions of this Agreement as shown by the signatures below.

FOR DISTRICT **WOODLAND SCHOOL  
DISTRICT #404**

*Recommended by:*

\_\_\_\_\_  
[Title]

Printed Name:

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

*Approved by:*

\_\_\_\_\_  
Superintendent

Printed Name: Michael Green

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

FOR WASHINGTON STATE UNIVERSITY

*Recommended by:*

\_\_\_\_\_  
[Academic Director, College of Education]

Printed Name: Sharon Kruse

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

*Approved by:*

\_\_\_\_\_  
[Vice Chancellor for Finance and Operations]

Printed Name: Lynn V. Valenter

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