

## THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA Internship Cooperative Agreement

**THIS COOPERATIVE AGREEMENT** ("Agreement") is entered into this December 16, 2025, by and between City of Doral, Florida ("City"), municipal corporation of the State of Florida, whose principal address is 8401 NW 53<sup>rd</sup> Terrace, Doral, Florida, 33166 and The School Board of Miami-Dade County, Florida, ("School Board") on behalf of Miami-Dade County Public Schools ("M-DCPS") a political subdivision of the State of Florida, whose principal address is 1450 N.E. 2nd Avenue, Miami, Florida 33132.

### Internship Provider

Entity Name: CITY of Doral, a municipal corporation of State of Florida  
 Mentor Name: Zeida C. Sardiñas  
 Address: 8401 NW 53<sup>rd</sup> Terrace  
 City / State / Zip: Doral, FL 33166  
 Telephone: 305-593-6725  
 Email: zeida.sardinas@cityofdoral.com

**Program status (check one):**    ☐ Public    ☐ Private Non-profit    ☐ Private For-profit  
    ☒ Government / Municipal / State / Federal

### The School Board of Miami-Dade County, Florida

Name: Miami-Dade County Public Schools / Office of Education Access  
 Address: 1450 N.E. 2<sup>nd</sup> Avenue  
 City / State / Zip: Miami, FL 33132  
 Telephone / Fax: 305-995-2987  
 Email: Lcaldero@dadeschools.net

### **I.    RECITALS**

1. M-DCPS and CITY want to provide M-DCPS senior high students with an appropriate Academic Year Internship to reinforce each student's acquisition of employability skills; and
2. M-DCPS and CITY want M-DCPS senior high students to work as "interns" to receive the related mentoring and support services necessary to obtain skills, experience, and knowledge to maximize each intern's employment opportunities.

**NOW, THEREFORE**, in consideration of the premises and the mutual covenants and agreements herein contained, and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties hereto agree as follows:

### **II.    RESPONSIBILITIES OF M-DCPS**

M-DCPS agrees:

- To provide support for the internship experience as provided for in the Miami-Dade County Public Schools Internship Provider Handbook, attached and incorporated as Exhibit A;
- To communicate regularly with school, regional center, or district-based personnel, as deemed necessary to the functioning of the Academic Year Internship program at CITY locations;
- To maintain appropriate documentation of interns;
- To assist CITY with any concerns, questions or issues that may arise during internship program

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### III. RESPONSIBILITIES OF CITY

#### CITY agrees:

- To provide internship experience(s) for selected M-DCPS students as specified in the Miami-Dade County Public Schools Academic Year Internship Provider Handbook;
- To provide the necessary assessments or evaluations as outlined in the Academic Year Internship Provider Handbook
- To assist students in maintenance of log sheets and to inform M-DCPS / Office of Education Access immediately via phone and/or email of unscheduled absences;
- To ensure the safety of interns while under CITY supervision.
- To ensure students will intern only at the given places of CITY designated internship sites (no home-based businesses nor secondary sites nor sites not prior approved in writing by M-DCPS and CITY are allowed).
- To provide interns with a current set of rules, regulations, and policies that directly affect the interns placed at the CITY internship sites.

CITY reserves the right to refuse its services or to remove from its facilities, locations, and internship sites any interns or M-DCPS employee(s) who do not meet professional or other requirements of the CITY.

### IV. PARTIES AGREE THAT:

#### A. RESPONSIBILITIES OF BOTH PARTIES

1. The schedule for interns while on-site at CITY internship locations shall be planned jointly by M-DCPS, the CITY and each student intern. Any changes in the schedule must be approved by CITY, intern, and school internship coordinator prior to implementation of a new schedule in accordance with the Academic Year Internship Provider Handbook.
2. M-DCPS and CITY shall both designate an individual who shall be available to answer all questions and assist in the implementation of this Agreement. The CITY's designated mentorship representative is **Jeanne Espinal, Senior Human Resources Generalist**, M-DCPS's designated Academic Year Internship Program representative is Ms. Leandra J. Caldero, Program Manager, Academic Year Internship Program (AYIP) in Office of Education Access.
3. M-DCPS and CITY agree that the students covered as interns by the terms of this Agreement are not CITY employees for the purpose of the Fair Labor Standards Act, as evidenced by the following:
  - a. The training and mentorship, even though it includes actual assistance to CITY personnel with projects, is similar to that training and mentorship which would be given in a senior high school;
  - b. The training and mentorship are for the benefit of the interns;
  - c. The interns do not displace regular CITY employees, but work under their close observation;
  - d. The interns are not necessarily entitled to CITY jobs at the conclusion of the training period; and
  - e. The interns are not entitled to wages for the time spent in training in the program.

#### B. TERM OF AGREEMENT; TERMINATION

The term of this Agreement shall be from December 16, 2025 to December 15, 2026, and will automatically renew on the end date for up to three (3) additional one (1) year terms through and including December 15, 2028. Either party hereto may terminate this Agreement at any time by giving to the other party notice in writing at least thirty (30) days prior to the intended termination date. In the event of an issue involving health, safety or



welfare of Program participants, The School Board may terminate the Agreement immediately.

### C. COMPLIANCE WITH LAWS

1. M-DCPS and CITY agree to comply with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Fair Labor Standards Act, the Americans with Disabilities Act, and related regulations, and assure that they do not, and will not discriminate against any intern because of or on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, or disability.
2. CITY agrees to adopt a background screening process that is consistent with having interns in the workplace, and consistent with M-DCPS guidelines and the Jessica Lunsford Act, 1012.4065 F.S.
3. This Agreement is considered a public contract and shall be subject to Florida's Public Record Laws, Chapter 119, Florida Statutes. Furthermore, the CITY understands the broad nature of these laws and agrees to comply with Florida's Public Records Laws and laws relating to records retention. The CITY shall keep and maintain public records required by the School Board to perform the service. The CITY shall keep records to show its compliance with program requirements. CITY and subcontractors must make available, upon request of the School Board, a Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives, any books, documents, papers, and records of the CITY which are directly pertinent to this specific Agreement for the purpose of making audit, examination, excerpts, and transcriptions. Upon request from the School Board's custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law. CITY shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the CITY does not transfer the records to the public agency. The CITY shall retain all records for five (5) years after final payment is made or received and all pending matters are completed pursuant to Title 34, Sections 80.36(b)(l). Upon completion of the contract, transfer at no cost to the School Board all public records in possession of the CITY or keep and maintain public records required by the School Board to perform the service. If the CITY transfers all public records to the School Board upon completion of the contract, the CITY shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the CITY keeps and maintains public records upon completion of the contract, the CITY shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the School Board, upon request from the School Board's custodian of public records in a format that is compatible with the information technology systems of the School Board.

**IF THE CITY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE PROVIDER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 305-995-1128, prr@dadeschools.net, and 1450 NE 2 Avenue, Miami, Florida 33132.**



**D. NO THIRD PARTY BENEFICIARIES**

The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of this agreement and / or arising out of any other contract.

**E. CONFIDENTIALITY OF STUDENT INFORMATION**

CITY understands and agrees that it is subject to all applicable federal and Florida laws and all School Board policies relating to the confidentiality of student records. CITY further agrees to comply with the Federal Family Educational Rights and Privacy Act ("FERPA" 34CFR§ 99) and shall (i) use any personally identifiable student information ("information") only as provided in this Agreement, (ii) maintain the confidentiality of the information and, (iii) return the information to the Agency upon termination of the Agreement. In accordance with the requirements of the Florida Public Records Laws, CITY shall, as and if applicable, treat all information as confidential and will not disclose the information to any third party, unless required to do so under the Florida Public Records Laws or by Court order.

**F. INSURANCE**

M-DCPS and the CITY agree to insure or self-insure their respective interests to the extent each deems necessary or appropriate. Upon written request, evidence of self-insurance or insurance and evidence of mutual designations of additional insureds and certificate holders shall be furnished to either party.

**G. LIMITED INDEMNIFICATION**

Subject to the limitations of Florida Statute 768.28, the School Board of Miami-Dade County, Florida, hereinafter referred to as the School Board; agrees to indemnify and hold harmless CITY from and against any and all claims, suits, actions, damages, or causes of action arising out of the negligent acts of the School Board arising out of or in connection with the provisions of this agreement. CITY agrees to indemnify, hold harmless and defend the School Board from and against any and all claims, suits, actions, damages, or causes of action arising out of the negligent acts of the CITY arising out of or in connection with the provisions of this agreement. If CITY is a state agency or subdivision as defined in section 768.28, Florida Statutes, nothing herein shall be construed to extend the CITY's liability beyond that provided in section 768.28, Florida Statutes.

**H. MODIFICATION, EXTENSIONS, RENEWALS, OR AMENDMENTS**

This Agreement may be modified extended, renewed, or amended only in writing by mutual consent of both parties by their respective authorized signatories.

**I. GOVERNING LAW AND VENUE**

This Agreement shall be construed in accordance with the laws of the State of Florida. Any dispute with respect to this Agreement is subject to the laws of Florida, venue in Miami-Dade County. Each party shall be responsible for its own attorneys' fees and costs incurred as a result of any action or proceeding under this Agreement. Each party waives its rights to jury trial.

**J. NOTICES**

All notices or communication under this Agreement by either party to the other shall be sufficiently given or delivered as follows:

AC



**In the case of notice or communication to CITY:**

Name/Title: Zeida C. Sardiñas, City Manager

If designee, you must be authorized to sign on behalf of the entity.

Government: City of Doral

Address: 8401 NW 53<sup>rd</sup> Terrace

CITY, State & Zip: Doral, FL 33166

Phone: 305-593-6725

Email: [Zeida.sardinas@cityofdoral.com](mailto:Zeida.sardinas@cityofdoral.com)

**With copies to:**

Maria T. José, Human Resources Director  
CITY of Doral  
8401 NW 53<sup>rd</sup> Terrace  
Doral, FL 33166

**And to:**

Lorenzo Cobiella, CITY Attorney  
CITY of Doral  
8401 NW 53<sup>rd</sup> Terrace  
Doral, FL 33166

**In the case of notice or communication to M-DCPS:**

Miami-Dade County Public Schools  
Office of Education Access  
1450 N.E. 2nd Avenue, Suite 202  
Miami, FL 33132  
305-995-3050

**With a copy to:**

The School Board of Miami-Dade County, Florida  
Attn: Dr. Jose L. Dotres, Superintendent  
1450 N.E. 2nd Avenue, Suite 912  
Miami, FL 33132



**And a copy to:**

The School Board of Miami-Dade County, Florida  
Attn: Walter J. Harvey, School Board Attorney  
1450 N.E. 2nd Avenue, Suite 430  
Miami, FL 33132

AC

## SIGNATORY FORM

IN WITNESS WHEREOF THE PARTIES HERETO HAVE CAUSED TO BE EXECUTED BELOW THE SIGNATURES OF THE AUTHORIZED REPRESENTATIVES OF THE PARTIES HERETO WHO ARE FULLY AND DULY AUTHORIZED TO EXECUTE THIS AGREEMENT ON BEHALF OF THE RESPECTIVE PARTIES HERETO:

<p><b>FO</b> <b>A MUNICIPAL CORPORATION OF THE</b> <b>FLORIDA</b></p> <p>By: <u></u>                  Zeida C. Sardinas, CITY Manager</p> <p>Date: <u>1/9/2026</u></p>	<p>Attest: <u></u>                  Connie Diaz, MMC, CITY Clerk</p> <p>Date: <u>1/12/2026</u></p>
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**APPROVED AS TO INSURANCE REQUIREMENTS:**

By: \_\_\_\_\_  
 Jazmin Gonzalez, CITY Risk Manager

**APPROVED AS TO FORM AND CORRECTNESS**

By:  1/9/2026  
 Lorenzo Cobiella, CITY Attorney

**DEPARTMENT OF HUMAN RESOURCES:**

\_\_\_\_\_  
 Maria T. José, Human Resources Director

**FOR: THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA**

<p><u></u>                  Dr. Jose L. Dotres                  Superintendent's Name (Print)</p>	<p><u></u>                  Superintendent's Signature</p>	<p><u>1/6/2026</u>                  Date</p>
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**APPROVED AS TO LEGAL FORM AND LEGAL SUFFICIENCY:**

<p><u>Karla Cejas</u>                  Digitally signed by Karla Cejas                  Date: 2025.12.19 12:19:20 -05'00'                  General Counsel / School Board of Miami-Dade County, Florida</p>	<p>_____                  Date</p>
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**APPROVED AS TO RISK AND BENEFITS:**

<p><u></u>                  Digitally signed by Elizabeth L. Soto                  Location: Office of Risk and Benefits Management                  Date: 2025.12.19 11:13:29 -05'00'                  Risk Management / School Board of Miami-Dade County, Florida</p>	<p>_____                  Date</p>
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**APPROVED AS TO PROCUREMENT AUTHORITY:**

<p><u></u>                  Procurement / School Board of Miami-Dade County, Florida</p>	<p><u>12/19/2025</u>                  Date</p>
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**SUBMITTED BY: MDPSC, OFFICE OF EDUCATION ACCESS:**

<p><u></u>                  Linda Amica-Roberts, Ph. D., Assistant Superintendent</p>	<p><u>12/18/2025</u>                  Date</p>
--	--

<p><u></u>                  Dr. Jennifer M. Murray, Administrative Director</p>	<p><u>12/18/2025</u>                  Date</p>
--	--



Attachments: M-DCPS Academic Year Internship Provider Handbook

**Please return an original digital signed copy to:**

Miami-Dade County Public Schools  
Office of Education Access  
1450 N.E. 2<sup>nd</sup> Avenue, Suite 428  
Miami, FL 33132



# Miami-Dade County Public Schools

giving our students the world

**Superintendent of Schools**  
Dr. Jose L. Dotres

**General Counsel**  
Walter J. Harvey

**Miami-Dade County School Board**

Mari Tere Rojas, Chair  
Monica Colucci, Vice Chair  
Roberto J. Alonso  
Dr. Dorothy Bendross-Mindingall  
Mary Blanco  
Danny Espino  
Dr. Steve Gallon III  
Joseph S. Geller  
Luisa Santos

**REQUEST FOR WAIVER OF MINIMUM CONTRACT STANDARDS**

**TO:** Dr. Jose L. Dotres, Superintendent of Schools  
**FROM:** KARLA M. CEJAS, Associate General Counsel *KC*  
**DATE:** October 23, 2025  
**SUBJECT:** The School Board of Miami-Dade County, Florida aAcademic Year Internship Program. City of Doral. Internship Cooperative Agreement.

Staff has requested that the School Board enter into the aforementioned contract; however, a legal review of the same has determined that provisions of this contract fall below guidelines delineated in Board Policy 6540 as follows:

The standard School Board clause includes:	The Superintendent waives the following deviations:	Contract Page/¶
<b>COMPLIANCE WITH FLORIDA EDUCATION CODE:</b> Language assuring compliance with Florida's Education Code.	Omitted from Agreement	
<b>GOVERNING LAW; VENUE:</b> Venue will be in Miami-Dade County, Florida and the Contract will be governed by and interpreted under Florida law.	Each party waives its rights to jury trial	Page 4/¶ I
<b>TERMINATION:</b> The School Board can terminate the Agreement, for convenience, upon thirty (30) days written notice.	Either party hereto may terminate this Agreement at any time by giving to the other party notice in writing at least thirty (30) days prior to the intended termination date.	Page 2/¶ B
<b>INDEMNIFICATION:</b> The School Board will be indemnified against any and all actions, damages, payments or fees arising out of or in connection with the provisions of the Agreement.		
<b>HOLD HARMLESS:</b> The School Board will be held harmless from and against any and all claims or suits arising out of the provisions of the Agreement.	Each party will indemnify and hold harmless the other for the negligent acts of its own employees.	Page 4/¶ G

Superintendent/Designee acknowledges and waives the above described issues(s):

*[Signature]*  
Superintendent/Designee Date 10/24/2025

Internal File No: 25-CD-8098-KMC  
Jose Bueno  
Designee

*[Signature]*  
Digitally signed by Elizabeth L. Soto  
Location: Office of Risk and Benefits Management  
Date: 2025.10.24 09:11:13 -04'00'

Risk Management Date

Office of the General Counsel • Perla Tabares Hantman School Board Administration Building

1450 N.E. 2<sup>nd</sup> Avenue • Miami, Florida 33132  
305-995-1304 • 305-995-1412 (Fax) • [www.dadeschools.net](http://www.dadeschools.net)



# Miami-Dade County Public Schools



## Office of Community Partnerships, Education and Business Access

**Linda A. Amica-Roberts, Ph. D.**

Assistant Superintendent

Office of Community Partnerships, Education & Business Access

**Jennifer M. Murray, Ph. D.**

Administrative Director

Office of Community Partnerships, Education & Business Access

**Ms. Leandra J. Caldero**

Program Manager

Office of Community Partnerships, Education & Business Access



**Academic Year Internship Program**  
*Invest in the future today*

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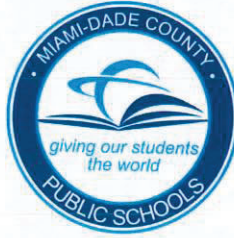
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**Academic Year Internship Program**  
*Invest in the future today*

# PROGRAM INTRODUCTION

The Academic Year Internship Program (AYIP) provides exciting opportunities for high school juniors and seniors in Miami-Dade County Public Schools (M-DCPS). Through internships, students are paired with a community professional to gain experience and knowledge in their intended post-secondary field of study, and/or career.

Internship providers who participate in the program share their time and talent to give you meaningful, career-related experiences. The internship is designed for students take on the roles and responsibilities as a member of a company or organization.

This handbook has been developed to help prepare and assist you through the program. It is your responsibility to read this handbook and understand the program rules and expectations.

The Office of Community Partnerships, Education & Business Access are here to support you. If you have any questions, concerns, or issues that arise, please do not hesitate to contact our office at [Internships@dadeschools.net](mailto:Internships@dadeschools.net) or 305-995-2987.

## YOUR ROLE AS AN INTERNSHIP PROVIDER

Thank you for your interest in becoming an Academic Year Internship Program (AYIP) provider to a Miami-Dade County Public Schools (M-DCPS) junior or senior. Internship providers are professional mentors who offer time and talents to high school student interns by providing meaningful, career-related experiences. The objective is to show interns what it takes to be successful in that particular career field.

As an internship provider you facilitate the environment that enables the interns to learn valuable, lifelong skills including:

- Developing and measuring achievable short-term and long-term goals
- Positive values such as working with a team and making a difference
- Personal and social responsibility, and accountability

In addition, enabling the intern to become an impactful member of your team may provide your workplace with a new, fresh approach. As this is an honors internship program, it is intended to provide the intern with a comprehensive understanding of the multiple facets of a workplace.

**The work assigned to an intern should not replace the work normally assigned to an employee.** If you choose to compensate your student interns, please indicate so when you register at [aymiami.getmyinterns.org](http://aymiami.getmyinterns.org).

At the end of the academic year, students and providers will be asked to complete a survey evaluating their experience during the internship.

## BECOMING AN INTERNSHIP PROVIDER

Before being authorized to host a M-DCPS intern, all Internship Providers must complete an online profile on [aymiami.getmyinterns.org/Account/RegisterCompany](http://aymiami.getmyinterns.org/Account/RegisterCompany). Once completed, providers are required to sign a cooperative agreement which outlines the roles and responsibilities. **Immediate family members are not permitted to serve as a student's mentor.**

Signing the cooperative agreement does not guarantee an intern will be placed within the positions you have available. The cooperative agreement must be completed fully and signed by an authorized representative, as outlined by the Florida Division of Corporations. Please follow the instructions on page 9 of this toolkit to execute the agreement.

Please contact the Office of Community Partnerships, Education & Business Access at [Internships@dadeschools.net](mailto:Internships@dadeschools.net) or 305-995-2987 with any questions or concerns.



# Internship Provider's Responsibilities

## INTERVIEWS AND HIRING

Prior to the beginning of the internship, the student and provider must work together to establish a convenient time schedule for both parties. The school site internship coordinator must also approve of the established schedule. All are asked to be flexible. As situations change, schedules may need to be adjusted. The schedule must indicate the days of the week and specific hours the student will be at the internship site.

## SCHEDULING

You will have the opportunity to interview each student interested in joining your team by clicking "consider" when you log in to the <https://aymiami.getmyinterns.org>. Once you have scheduled an interview and decide a student is great addition to your team, please click on the "hire" button on the website. This finalizes the student's placement for an internship with your organization. The student intern must also notify their school site internship coordinator for final approval.

## GRADE EVALUATIONS

The provider submits quarterly grade evaluations during the internship. The grade evaluation is required for the entire school year and must be completed and submitted on the AYMiami portal. Instructions will be provided via email, at least two weeks prior to the due date. Please add [internships@dadeschools.net](mailto:internships@dadeschools.net) to your safe sender list to ensure you receive all notifications. You will be asked to evaluate students on:

- Attendance/Punctuality
- Communication Skills/Interest Level
- Reliability/Motivation
- Acquired/Learned Skills for internship

Please see below for Student Grade Evaluation due dates:

Grading Period	Due Date
First Quarter	October 10, 2025
Second Quarter	January 09, 2026
Third Quarter	March 13, 2026
Fourth Quarter	May 22, 2026

## **TIMESHEETS**

As an internship provider, you will also be asked to sign timesheets, which will detail your student intern's activities and scheduled hours throughout the internship. The log sheets assist the school site coordinators in verifying the students are completing all required hours and are engaging in meaningful activities.

## **PROFESSIONAL RELATIONSHIPS**

As an internship provider, it is your responsibility to remain professional with your interns at all times. No relationships of any kind should take place. **Immediate family members are not permitted to serve as a student's mentor.** This should always be a safe space for our students to grow and learn.

## **STUDENT EMERGENCY CONTACT INFORMATION FORM**

The student should provide you with an emergency contact form, listing parental and school-site contact information in the event of an emergency. Contact the Office of Community Partnerships, Education & Business Access for all non-emergency matters.



## **INTERNSHIP COURSE CREDITS**

To receive full honors credit for the Academic Year Internship Program (AYIP), students must complete the required hours at their internship site and all required assignments.

- A minimum number of five (5) hours per week or forty-five (45) hours per quarter is required to earn one (1) academic honors credit.

You may provide a monetary stipend to the student intern, however the Office of Community Partnerships, Education & Business Access must be made aware if that is the intent, to ensure all necessary forms are completed.

Should you decide to hire a student for any hours above the five (5) internship credit hours, this would be deemed employment and is outside the scope of the internship program. Time spent at the internship site may not be counted as required community service hours unless special arrangements are made to acquire those hours after the internship requirement is fulfilled.

## **INTERN ATTENDANCE**

At the beginning of the internship, you and the student will work together to establish a convenient time schedule for both parties. The school site internship coordinator must also approve of the established schedule. Students may not remain at the internship site after sundown, unless they have written permission from their internship provider and parent/guardian. Students generally complete their hours during the regular school week.

Regular attendance and punctuality are critical. If a scheduled day is missed due to a Miami-Dade County Public Schools (M-DCPS) excused absence\*, the student must inform the internship provider and both should determine an appropriate time to make up the missed hours. All make-up hours must be scheduled with your approval. The student must notify you prior to any absence or late arrival to their internship site. Failure to do so will affect the student's grade.

(This does not apply to virtual internships. Only in-person internships) Students are not required to attend their scheduled internship day if it falls on a teacher planning day or holiday. (As outlined in the program calendar in the Appendix of this toolkit.) In the event of an extended illness or absence, the student and internship provider may make alternative arrangements. Students must notify the school internship coordinator of any changes in their schedule and/or outline of proposed internship activities.

# Cooperative Agreement Instructions

- Please fill out and sign the Internship Cooperative Agreement in the Appendix -- Company Name and Authorized Signor must MATCH what is listed on sunbiz.org for the company.
- If you indicated on your registration in having a virtual intern or your address on the business' sunbiz page is of a residence, please submit the residential or virtual business cooperative agreement found in the appendix of the toolkit.
- Students shall never report to a residential address and proof of business physical location is required.
- Please note, the agreement may **ONLY** be accepted by an authorized signor listed per the Florida Division of Corporations, as verified through Sunbiz.org.
- The address listed on Sunbiz.org must pertain to a commercial property. If not, please fill out the agreement in the Appendix which states students will not report to the residential address.
- Scan and email the signed cooperative agreement to [Internships@dadeschools.net](mailto:Internships@dadeschools.net). You will receive a confirmation email once the agreement is executed. This process is completed within 3-5 business days. You will also receive a copy of the executed agreement for your records.



**THE SCHOOL BOARD OF MIAMI-DADE COUNTY,  
FLORIDA INTERNSHIP COOPERATIVE AGREEMENT**

Internship programs are planned to develop students academically, economically and socially. There are responsibilities to the internship provider that must be considered.

**The Internship Provider Company agrees to comply with all requirements found in the Internship Provider Handbook, incorporated herein by reference and attached hereto, which may be amended from time to time by the Office of Community Partnerships, Education & Business Access:**

1. Place the student intern in his/her business organization under the supervision of a qualified supervisor for the purpose of providing workplace readiness experience;
2. Adopt a background screening process that is, at a minimum, consistent with M-DCPS guidelines for the person(s) who will be supervising the student;
3. Provide the student with same consideration given employees with regard to safety, health, general working conditions, and other policies and procedures of the business;
4. Adhere to all state, federal, and School Board policies, including but not limited to nondiscrimination in employment and educational programs or activities with regards to race, gender, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preferences or disabilities;
5. Hold harmless and indemnify the School Board of Miami-Dade County, Florida and its members, officers and employees against any claim, action, loss, damage, injury, liability, cost or expense of whatsoever kind or nature including, but not by way of limitation, arising out of bodily injury or property damage arising out of or incidental to the negligent performance of this Agreement by or on behalf of the Internship Provider. However, nothing herein shall be deemed to indemnify the School Board for any liability or claim arising out of the negligent performance or failure of performance of the School Board or as a result of the negligence of any unrelated third party; and
6. Be subject to all applicable federal and Florida laws and School Board policies relating to the confidentiality of student records.
7. Understands and agrees that it is subject to all federal and state laws and School Board Policies relating to the confidentiality of student information specifically The Family Educational Rights and Privacy Act, 34 C.F.R. §99 et. seq. All student information shall be regarded as confidential and not disclosed to any third-party.
8. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida, venue in Miami-Dade County.
9. Comply with Florida's Public Records Laws as delineated in Fla. Stat. 119, and laws relating to records retention.
10. This Agreement shall terminate three (3) years from the date of the District Administrator's Signature below. In the event of an issue involving the health, safety, or welfare of student interns, The School Board and/or its designee at its sole discretion, may terminate this Agreement immediately with reasonable written notice to the provider.
11. Please check one of the following:
  - ☐ I intend to pay student a monetary stipend
  - ☐ I do NOT intend to pay student a monetary stipend

\_\_\_\_\_  
Internship Provider Company Name

\_\_\_\_\_  
Internship Provider Company Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Administrator Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**THE SCHOOL BOARD OF MIAMI-DADE COUNTY,  
FLORIDA Internship Cooperative Agreement  
Residential or Virtual Business**

Internship programs are planned to develop students academically, economically and socially. There are responsibilities to the internship provider that must be considered.

The Internship Provider Company agrees to comply with all requirements found in the Internship Provider Handbook, incorporated herein by reference and attached hereto, which may be amended from time to time by the Office of Education Community Access & Partnerships:

1. Place the student intern in his/her business organization under the supervision of a qualified supervisor for the purpose of providing workplace readiness experience;
2. Adopt a background screening process that is, at a minimum, consistent with M-DCPS guidelines for the person(s) who will be supervising the student;
3. Provide the student with same consideration given employees with regard to safety, health, general working conditions, and other policies and procedures of the business;
4. Adhere to all state, federal, and School Board policies, including but not limited to nondiscrimination in employment and educational programs or activities with regards to race, gender, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preferences or disabilities;
5. Hold harmless and indemnify the School Board of Miami-Dade County, Florida and its members, officers and employees against any claim, action, loss, damage, injury, liability, cost or expense of whatsoever kind or nature including, but not by way of limitation, arising out of bodily injury or property damage arising out of or incidental to the negligent performance of this Agreement by or on behalf of the Internship Provider. However, nothing herein shall be deemed to indemnify the School Board for any liability or claim arising out of the negligent performance or failure of performance of the School Board or as a result of the negligence of any unrelated third party; and
6. Be subject to all applicable federal and Florida laws and School Board policies relating to the confidentiality of student records.
7. Understands and agrees that it is subject to all federal and state laws and School Board Policies relating to the confidentiality of student information specifically The Family Educational Rights and Privacy Act, 34 C.F.R. §99 et. seq. All student information shall be regarded as confidential and not disclosed to any third party.
8. This Agreement shall be governed by, and construed in accordance with the laws of the State of Florida, venue in Miami-Dade County.
9. Comply with Florida's Public Records Laws as delineated in Fla. Stat. 119, and laws relating to records retention.
10. This Agreement shall terminate three (3) years from the date of the District Administrator's Signature below. In the event of an issue involving the health, safety, or welfare of student interns, The School Board and/or its designee at its sole discretion, may terminate this Agreement immediately with reasonable written notice to the provider.
11. Although the principal address for this Provider, as filed with the Florida Division of Corporations, is a residential address, the Internship Provider agrees the intern shall never report to the residential address and shall only perform services in authorized locations.
12. Please check one of the following: Please check one of the following:

- ☐ I intend to pay student a monetary stipend
- ☐ I do **NOT** intend to pay student a monetary stipend

- ☐ My business is registered with a residential address, but students will report to a commercial address (Show proof)
- ☐ Students will only report virtual to my opportunity

\_\_\_\_\_  
Internship Provider Company Name

\_\_\_\_\_  
Internship Provider Company Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

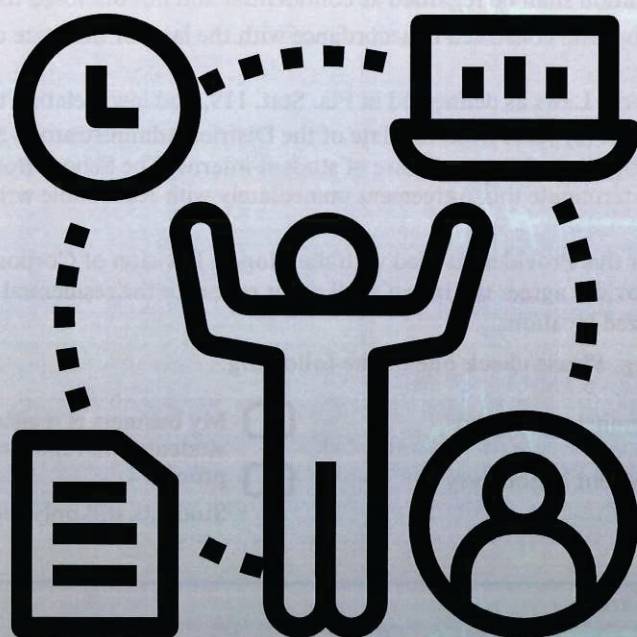
\_\_\_\_\_  
M-DCPS District Administrator Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# AYIP INTERNSHIP PROVIDER RESOURCES







### **Provider Checklist:**

- ☐ Register on our website
  - \*If you are a current provider, log into your portal and apply to the current season
  - \*If you are a new provider, complete the cooperative agreement in the toolkit and allow 3-5 business days for approval from our office
- ☐ Set up interviews with students
- ☐ Offer internships to students you'd like to hire

### **Reminders:**

- ☐ Check and approve timesheets weekly in the platform
- ☐ Contact the Office of Community Partnerships, Education & Business Access if you have any concerns regarding the program and/or your
- ☐ interns
- ☐ Take photos with your interns and share them with our office
- ☐ Submit grade evaluation forms every quarter
- Complete the end of year internship provider survey







# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## 2025-2026 SCHOOL CALENDAR ELEMENTARY AND SECONDARY

JULY 2025				
M	T	W	T	F
	1	2	3	<del>4</del>
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

AUGUST 2025				
M	T	W	T	F
				1
<del>4</del>	<del>5</del>	<del>6</del>	<del>7</del>	<del>8</del>
(11)	(12)	(13)	14	15
18	19	20	21	22
25	26	27	28	29

SEPTEMBER 2025				
M	T	W	T	F
<del>1</del>	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	(23) <sup>a</sup>	24	25	26
29	30			

OCTOBER 2025				
M	T	W	T	F
		1	(2) <sup>a</sup>	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

NOVEMBER 2025				
M	T	W	T	F
(3)	4	5	6	7
10	<del>11</del>	12	13	14
17	18	19	20	21
<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>

DECEMBER 2025				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
<del>22</del>	<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>
<del>29</del>	<del>30</del>	<del>31</del>		

JANUARY 2026				
M	T	W	T	F
			<del>1</del>	<del>2</del>
5	6	7	8	9
12	13	14	15	(16) <sup>a</sup>
<del>19</del>	20	21	22	23
26	27	28	29	30

FEBRUARY 2026				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
<del>16</del>	17	18	19	20
23	24	25	26	27

MARCH 2026				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	(20) <sup>a</sup>
<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>
30	31			

APRIL 2026				
M	T	W	T	F
		1	2	(3) <sup>a</sup>
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY 2026				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
<del>25</del>	26	27	28	29

JUNE 2026				
M	T	W	T	F
1	2	3	4	(5)
<sup>o</sup> 8	<sup>o</sup> 9	10	11	12
15	16	17	18	<del>19</del>
22	23	24	25	26
29	30			

	New Teachers Report
	Teacher Planning Day
	District-wide Professional Learning Day
	Teacher Planning Day available to opt
	Recess Day (10 and 11.5 month)

	Recess Day
	Beg/End of Grading Period
	Legal Holiday
	Legal Holiday (12 month)
	Available to opt

DAYS IN GRADING PERIOD	
1 - 44	
2 - 47	
3 - 46	
4 - 43	

180 Days Total

For information on employee opt days, please refer to the back of calendar.



# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## 2025-2026 SCHOOL CALENDAR

### ELEMENTARY AND SECONDARY

August 11, 2025	Teacher planning day; not available to opt; no students in school
August 12	Teacher planning day; District-wide Professional Learning Day - not available to opt; no students in school
August 13	Teacher planning day; not available to opt; no students in school
August 14	First day of school; begin first semester
September 1	Labor Day; holiday for students and employees
September 23 *+ #	Teacher planning day; no students in school, available to opt
October 2 *+ #	Teacher planning day; no students in school, available to opt
October 17	End of first grading period; first semester
October 20	Beginning of second grading period; first semester
November 3	Teacher planning day; District-wide Professional Learning Day - not available to opt; no students in school
November 11	Veterans' Day; holiday for students and employees
November 24-26	Recess Days (10-month and 11.5-month employees only)
November 27	Thanksgiving; Board-approved holiday for students and employees
November 28	Recess Day for students and employees
December 22 – January 2, 2026	Winter recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees
January 15	End of second grading period; first semester
January 16*+ #	Teacher planning day; no students in school, available to opt
January 19	Dr. Martin Luther King, Jr.'s birthday; holiday for students and employees
January 20	Beginning of third grading period; second semester
February 16	All Presidents Day; holiday for students and employees
March 20 *+ #	Teacher planning day; no students in school, available to opt
March 23-27	Spring recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees
April 2	End of third grading period; second semester
April 3 *+ #	Teacher planning day; no students in school, available to opt
April 6	Beginning of fourth grading period; second semester
May 25	Memorial Day; holiday for students and employees
June 4	Last day of school; end fourth grading period; second semester
June 5	Teacher planning day; not available to opt; no students in school

**NOTE:** Every Wednesday students in elementary schools (Grades 2-5) and K-8 Centers (Grades 2-8) are released one (1) hour early

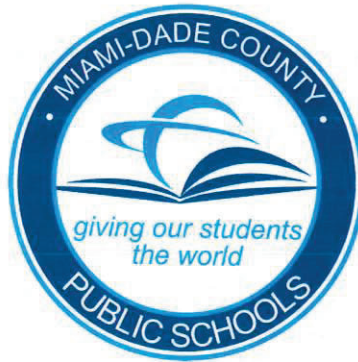
Job Category	Beginning Date	Ending Date
Teachers new to the system	August 4, 2025	June 5, 2026
Assistant Principals and 10-month clerical	August 4, 2025	June 12, 2026
Cafeteria Managers	August 6, 2025	June 5, 2026
Satellite Assistants	August 8, 2025	June 4, 2026
All Instructional Staff, Paraprofessionals & Security	August 11, 2025	June 5, 2026
Assistant to Cafeteria Managers/MAT Specialists	August 12, 2025	June 4, 2026
Cafeteria Workers (part-time)	August 14, 2025	June 4, 2026

**\*Teachers/paraprofessionals and school support personnel** may opt to work one or two days, August 7, 8, 2025, or June 8, 9, 2026, in lieu of any one or two of the following days: September 23, 2025, October 2, 2025, January 16, 2026, March 20, 2026, and April 3, 2026. August 12, 2025, and November 3, 2025, are District-wide Professional Learning Days and are not available to opt.

**+Teachers new to Miami-Dade County Public Schools** may opt to work one or two days June 8, 9, 2025, in lieu of any one or two of the following days: September 23, 2025, October 2, 2025, January 16, 2026, March 20, 2026, and April 3, 2026. August 12, 2025, and November 3, 2025, are District-wide Professional Learning Days and are not available to opt.

**#Ten-month secretarial and clerical employees** may opt to work one or two days, July 31, August 1, 2025 or June 15, 16, 2026, in lieu of any one or two of the following days: September 23, 2025, October 2, 2025, January 16, 2026, March 20, 2026, and April 3, 2026. August 12, 2025, and November 3, 2025, are District-wide Professional Learning Days and are not available to opt.





**Office of Community Partnerships,  
Education & Business Access**



**Academic Year Internship Program**  
*Invest in the future today*

**CONTACT INFORMATION**

Jennifer M. Murray, Ph. D.  
Administrative Director  
Office of Community Partnerships, Education & Business Access

Ms. Leandra J. Caldero  
Program Manager  
Office of Community Partnerships, Education & Business Access

**305-995-2987**

**[Internships@dadeschools.net](mailto:Internships@dadeschools.net)**

**FIND OUT MORE:**

**@AYIPMIAMI  
WWW.AYMIAMI.GETMYINTERNS.ORG**

**RESOLUTION No. 25-239**

**A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE INTERNSHIP AND SAFETY AGREEMENTS WITH MIAMI DADE COUNTY PUBLIC SCHOOLS FOR THE ACADEMIC YEAR INTERNSHIP PROGRAM TO EXPAND THE CITY'S INTERNSHIP PROGRAMS; SUBJECT TO APPROVAL AS TO FORM AND LEGAL SUFFICIENCY BY THE CITY ATTORNEY; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR INCORPORATION OF RECITALS; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, it has been a priority of the City of Doral (the "City") to establish and expand internship programs available to high school students to gain meaningful work experience from the various City Departments; and

**WHEREAS** the City believes it is in its best interest to participate in the academic year internship for fiscal year 2025-2026 and continue the program for following fiscal years if the program is beneficial to both the City and students and the resources are available; and

**WHEREAS**, the City recognizes that interns support is a valuable contribution to the City's operations and becoming a host agency will provide the City with temporary additional manpower to strengthen the programs and services we provide to the community; and

**WHEREAS**, the program provides eligible and participating Miami-Dade County Public Schools (MDCPS) students are awarded honors academic credits for its successful completion; and

**WHEREAS**, staff has recommended that the Mayor and City Council authorize the City Manager to execute the Cooperative Agreement for the Academic Year Internship Program Internship with Miami Dade County Public Schools; and



**NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AS FOLLOWS:**

**Section 1. Recitals.** The above recitals are confirmed, adopted, and incorporated herein and made a part hereof by this reference.

**Section 2. Approval.** That it approves and authorizes the City Manager to execute the attached Cooperative Agreement with MDCPS, together with such non-material changes as may be subsequently agreed to by the City Manager and approved as to form and legal sufficiency by the City Attorney.

**Section 3. Authorization.** The City Manager is authorized to execute all necessary documents, upon the City Attorney's approval as to form and legal sufficiency, and to expend budgeted funds on behalf of the City in furtherance of this approval.

**Section 4. Implementation.** The City Manager and the City Attorney are hereby authorized to take such further action as may be necessary to implement the purpose and provisions of this Resolution.

**Section 5. Effective Date.** This Resolution shall become effective immediately upon its adoption.

The foregoing Resolution was offered by Councilmember Reinoso who moved its adoption. The motion was seconded by Councilmember Pineyro and upon being put to a vote, the vote was as follows:

Mayor Christi Fraga	Yes
Vice Mayor Maureen Porras	Yes
Councilwoman Digna Cabral	Yes
Councilman Rafael Pineyro	Yes
Councilwoman Nicole Reinoso	Yes

PASSED AND ADOPTED this 8 day of October, 2025.



CHRISTI FRAGA, MAYOR

ATTEST:



CONNIE DIAZ, MMC  
CITY CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY  
FOR THE USE AND RELIANCE OF THE CITY OF DORAL ONLY:



LORENZO COBIELLA  
GASTESI, LOPEZ, MESTRE & COBIELLA, PLLC  
CITY ATTORNEY