### NORTHERN KENTUCKY UNIVERSITY

### COLLEGE OF EDUCATION

### MEMORANDUM OF AGREEMENT FOR EDUCATIONAL LEADERSHIP COHORT

This Memorandum of Agreement(**“Agreement”**),dated \_\_\_February 7, 2022\_\_, is between Northern Kentucky University College of Education (**“NKU COE”**)and Boone County School District (“**School District**”).

**WHEREAS**, School District operates schools located in the [Northern Kentucky/Greater Cincinnati region] and provides education for PK-12 students;

**WHEREAS**, NKU COE offers educator preparation programs at the bachelor, masters, specialist, and doctoral levels for undergraduate and graduate education Candidates;

**WHEREAS**, NKU COE and School District desire to establish a mutually beneficial partnership;

**NOW, THEREFORE**, in consideration of the mutual promises herein, NKU COE and School District agree that the Educational Leadership Cohort shall be covered by and subject to the following terms and conditions:

**ARTICLE I. PURPOSE AND SCOPE**

1. NKU COE desires to partner with Boone County Schools to establish and implement an Educational Leadership Cohort that will prepare candidates to achieve PK-12 Level 1 Principal certification, as well as Supervisor of Instruction certification.
2. The goal of this Agreement is to enhance professional practice through a mutually beneficial collaboration as defined by the following objectives:
   1. Establish and implement foundational Educational Leadership courses and clinical experiences using School District’s facilities and certain qualified personnel.
   2. Utilize co-teaching, mentoring, and modeling to enhance the positive impact Candidates and practicing school professionals have on PK-12 student learning;
   3. Collect, analyze, and disseminate data that informs decisions related to the improvement of programs, Candidates, and program completers; and
   4. Work cooperatively to co-design high-quality educational experiences that are implemented by co-selected and highly qualified instructors.

**ARTICLE II.** **DEFINITIONS**

* 1. **“Candidates”** are NKU COE students preparing for professional education positions.
  2. **“Course Instructor”** is the NKU COE faculty member or a qualified co-selected Boone County Schools faculty member who teaches a NKU COE course.
  3. **“Partnership”** is a mutually beneficial agreement among various partners in which all participating members engage in and contribute to goals for the preparation of education professionals.
  4. **“Mentor”** is the PK-12-school-based or district-based certified administrator who assesses, supports, and develops a Candidate’s knowledge, skills, or professional dispositions at some stage in the program.
  5. **“PK-12 Students” are** children or youth attending PK-12 schools including, but not limited to, students with disabilities or exceptionalities, students who are gifted, and students who represent diversity based on ethnicity, race, socioeconomic status, gender, language, religion, sexual identification, and/or geographic origin.

**ARTICLE III.** **NKU COE’S RESPONSIBILITIES**

NKU COE agrees to:

* 1. Designate a University Program Director to:
  2. Co-design, co-deliver, and co-assess the Educational Leadership program in collaboration with district-level administrators;
  3. Co-plan, co-implement, and co-manage all aspects of the educational experience of Candidates participating in the Educational Leadership experiences with the School District; and,
  4. Provide an overview of the 30-hour program and furnish to School District all required resources, such as course descriptions and syllabi.
  5. Charge a reduced tuition rate of $400 per credit hour.
  6. Candidates who complete the program in Good Academic Standing (no probation or cause for dismissal) will receive their last class FREE.
  7. Require its Candidates attend orientation prior to beginning the Educational Leadership program. This orientation will include, but is not limited to, understanding the objectives of and requirements of the program and may be either on-site in Boone County Schools or virtual.
  8. Maintain contact and ongoing communication with School District, including site visits.
  9. Provide professional development leadership and workshops, at its discretion, as needed and requested by the School District.
  10. Co-plan open houses on campus and/or at School District that provide information about NKU COE educator preparation programs, including but not limited to the Educational Leadership program.
  11. Provide NKU COE faculty as guest speakers in courses or PK-12 classrooms, as needed or requested by the School District.
  12. Evaluate the effectiveness of the Educational Leadership program.
  13. Compensate Boone County district or school-level administrators for any courses taught in the Program at the current Adjunct Pay Rate.
  14. Recommend Candidates successfully completing all program requirements for appropriate Teacher Certification.

**ARTICLE IV.**  **SCHOOL DISTRICT’S RESPONSIBILITIES**

School District agrees to:

* 1. Recruit a minimum of ten (10) PK-12 Teacher Candidates to participate in the Educational Leadership Cohort.
  2. Pair each candidate with a qualified Mentor.
  3. Identify a district liaison in order to coordinate communication between NKU and School District.
  4. In collaboration with NKE COE Program Director, assign qualified Adjunct Instructors as needed.
  5. Ensure the Adjunct Instructors fulfill the following responsibilities which include, but are not limited to:

1. Involve the Candidate in meaningful education experiences;
2. Determine appropriate assignments in consultation with the University Program Director;
3. Orient the Candidate to the school district by sharing goals, scope, and operation;
4. Provide ongoing evaluation of the Candidate’s performance.
   1. Permit Candidates to use facilities as necessary for successful completion of assignments, including classroom or other appropriate space, office supplies, and access to student records appropriate to the learning experience.

**ARTICLE V. MUTUAL RESPONSIBILITIES**

* 1. **Candidate Selection.** NKU COE and School District mutually agree to:
  2. Assign Candidates who meet current admissions requirements; and
  3. Assign Candidates without respect to race, ethnic origin, sex, sexual orientation, age, religion, or disability; and
  4. Reserve School District’s right to determine the number of Candidates that may be placed, dependent upon space, instructional time available, and PK-12 student population.

**5.2 Coordination of the Educational Experience.** NKU COE and School District mutually agree to:

1. Review the Candidate’s qualifications and educational objectives early in the placement to ensure agreed upon objectives for the educational experience;
2. Share mutually all information regarding any Candidate’s specific difficulties and/or special needs;
3. Collaboratively research effective school-university partnerships.
   1. **Supervision and Maintenance.** NKU COE and School District mutually agree to:
4. Co-review and discuss education programs’ data;
5. Co-develop program assessments, changes, and experiences based on data.
   1. **Accreditation Requirements.** NKU COE and School District mutually agree to:
   2. Work together as necessary to fulfill and maintain accreditation standards of NKU COE’s educational programs;
   3. Comply with all applicable requirements of any accreditation authority, and certify such compliance upon request;
   4. **Miscellaneous.**
   5. Both parties will comply with all applicable federal, state, and municipal laws, ordinances, rules, and regulations including, but not limited to, the performance of any required criminal background checks of Candidates.
   6. Both parties will maintain an educational program of quality, including the provision for adequate instruction and supervision of Candidates.
   7. Both parties agree to reserve to NKU COE faculty the intellectual property rights to data generated from their work with School District and reserve to School District personnel the intellectual property rights generated from their work as instructor.

**ARTICLE VII. PERFORMANCE AND TERMINATION**

* 1. A delay in or failure to perform by either NKU COE or School District shall not constitute a breach of this Agreement if an occurrence beyond the control of either party caused the delay or failure.
  2. **Either party may terminate this Agreement** at any time by submitting written notice of the intent to terminate, no less than 120 days prior to the intended termination date.
  3. The parties may mutually agree, in writing, to terminate this Agreement at any time if the termination will not affect any educational experiences in place at the time of termination.

**SIGNATURES**

Matthew Turner, Boone County School District Superintendent Date

Ginni Fair, Dean, Northern Kentucky University Date

College of Education

Matt Cecil, Provost & Executive Vice President Date

Northern Kentucky University