

MEMORANDUM OF AGREEMENT

Between

Jefferson County Board of Education

And

University of Louisville

This Memorandum of Agreement (hereinafter "Agreement") is entered into between the Jefferson County Board of Education (hereinafter "JCPS"), a political subdivision of the Commonwealth of Kentucky, with its principal place of business at 3332 Newburg Road, Louisville, Kentucky 40218 and the University of Louisville (hereinafter "UofL"), with its principal place of business at 1901 S. 1st Street, Louisville, KY, 40292.

WHEREAS, JCPS and UofL recognize that a partnership between UofL, via the University's College of Education and Human Development (hereafter the "CEHD"), and JCPS, via Portland Elementary School ("Portland"), can lead to an improved educational environment and increased achievement for students and teachers at Portland, and Portland is eligible for resource assistance via the UofL Signature Partnership Initiative;

THEREFORE, in consideration of the terms, conditions, premises, and mutual agreements set forth herein, JCPS and UofL agree as follows:

1. Duties of JCPS:

- a) Shall assign a current JCPS teacher, to serve as the Teacher-in-Residence (TIR) at Portland. In this role, the TIR will provide programmatic support and additional resources to improve the instructional program of the school. The specific duties of the Teacher-in-Residence are further detailed in a list of specific roles and responsibilities as agreed upon by the Principal of Portland and the CEHD's Director of the Nystrand Center of Excellence in Education. The list of roles and responsibilities is attached hereto as Exhibit A and is incorporated herein by this reference. The TIR shall remain a JCPS employee subject to all applicable laws, regulations, JCPS policies, and collective bargaining agreements. Portland will provide a shared classroom space for the TIR program.

2. Duties of the UofL CEHD:

- a. In consideration for the terms herein, the CEHD shall provide funding to JCPS on a pro rata basis in the amount of **\$30,000**, the sum total of which includes the partial salary (\$27,082) and fringe benefits (\$1,463) for the TIR Teacher,

and indirect costs of 5.10% charged by JCPS (\$1,455). JCPS shall be paid upon receipt by the CEHD of one invoice from JCPS Grants and Awards Office on or after September 1, 2025.

- b. Acknowledges that projects involving program evaluation, monitoring activities, or data collection or research of any kind, are subject to JCPS IRB review and approval as determined by the JCPS IRB to meet federal, State, and Board policies. In these cases, JCPS student or staff participation is voluntary. As a federally authorized Institutional Review Board (IRB), JCPS complies with the federal definition for research, which includes sharing of Personally Identifiable Information (PII) for the purpose of answering a question or evaluating activities for effectiveness beyond standard educational or operational procedures. Thus, all research, program evaluation and data collection activities must be approved by the JCPS IRB and shall not begin before approval is secured from the JCPS IRB.
- c. If the performance of this Agreement involves the transfer by JCPS to UoL of any data regarding any student that is subject to the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g as amended, ("FERPA"), UofL and JCPS must manage the data transfer in accordance with FERPA requirements, and UofL agrees to the following conditions:
 - i. If UofL requests transfer of identifiable data by JCPS that is subject to JCPS IRB procedures, as determined by the JCPS IRB to meet federal, State, and Board policies, JCPS cannot transfer identifiable data to UofL before the JCPS IRB-approved informed consent process has been executed. In this case, UofL does not function as an exception under FERPA. UofL is responsible for obtaining, and maintaining, signed consent after JCPS IRB approval. No data will be provided under this agreement without signed consent from the guardian for records requests involving students or from the JCPS employee or community member for records requests involving adults. UofL must deliver copies of the signed authorization to JCPS upon request.
 - ii. If UofL has been legally deemed a FERPA exception by JCPS in accordance with FERPA Exception Conditions, then UofL shall:
 - (a) In all respects, comply with the provisions of FERPA, including any requirements of Chapter 99 of Title 34 of the Code of Federal Regulations and any other applicable state or federal law.
 - (b) Use any such data for no purpose other than to fulfill the purposes of this Agreement, and not share any such data with any person or entity other than UofL and its employees, contractors, volunteers, and agents, without prior approval of JCPS. Disclosure shall be limited to only those employees, contractors, volunteers, or agents who are necessary for the fulfillment of this Agreement.

- (c) Require all employees, contractors, volunteers, and agents of UofL to comply with all applicable provisions of FERPA with respect to any such data. UofL shall require and maintain confidentiality Agreements with each employee, contractor, volunteer, or agent with access to data pursuant to this Agreement.
 - (d) Maintain any such data in a secure environment, whether physical or electronic, and not copy, reproduce, or transmit any such data except as necessary to fulfill the purposes of this Agreement. UofL shall notify JCPS within 24 hours in the event of any data breach or disclosure of data to any person or entity other than the parties listed in this agreement.
 - (e) Collect, store, and maintain data in a manner that does not permit the identification of an individual student by anyone other than employees, contractors, or agents of UofL necessary for the fulfillment of this Agreement and having a legitimate interest related to the purposes of this Agreement in knowing such personal identification, and not disclose any such data in a manner that would permit the identification of an individual student in any form, including, but not limited to, published results of studies.
- d. Use reports produced for this project only for the purposes described above. The data and reporting shall not be used for personal or institutional gain or profit.
- e. To direct all communication and decisions regarding the evaluation, data collection, and analysis to the Accountability, Research, and Systems Improvement office.
- f. Acknowledges that JCPS retains the right to audit UofL's compliance with this agreement.
- g. UofL acknowledges that any violation of this Agreement and/or the provisions of FERPA or accompanying regulations related to the nondisclosure of protected student information constitutes just cause for JCPS to immediately terminate this Agreement pursuant to Article V of this Agreement.
- h. Not use the name or logo of JCPS or individual JCPS schools in printed materials, websites, videos or social media without prior approval from JCPS.
- i. Maintain an all-risk property and casualty insurance policy with respect to the facilities and a policy of commercial general liability in amounts no less than \$1,000,000/\$2,000,000 per policy and provide JCPS with a certificate of insurance upon request.
- j. Require all UofL employees/volunteers/contractors performing services under this Agreement to have on file a Criminal Records Check, per Kentucky law and JCPS requirements, completed no more than five years ago. Employees/contractors

convicted of any of the following, per JCPS Board Policy 03.6, shall not be considered:

- i. Any conviction for sex-related offenses.
 - ii. Any conviction for offenses against minors.
 - iii. Any conviction for felony offenses, except as provided below.
 - iv. Any conviction for deadly weapon-related offenses.
 - v. Any conviction for drug-related offenses, including felony drug offenses, within the past seven years.
 - vi. Any conviction for violent, abusive, threatening or harassment related offenses.
 - vii. Other convictions determined by the Superintendent/designee to bear a reasonable relationship to the ability to perform services under this Agreement.
- k. UofL shall require all staff and volunteers performing services on JCPS school premises during JCPS school hours under this Agreement to submit per KRS 160.380 to a national and state criminal history background check by the Department of Kentucky State Police and the Federal Bureau of Investigation and have a letter, provided by the individual, from The Cabinet for Health and Family Services stating no findings of substantiated child abuse and neglect records maintained by the Cabinet for Health and Family Services.
- l. UofL staff and volunteers will comply with all JCPS health safety guidelines including rules related to COVID-19 mitigation.
- m. To the extent that JCPS facilities are closed to students, those facilities will also be unavailable to UofL. During any periods of the Non-Traditional Instruction (NTI) or remote learning, JCPS facilities will not be available to UofL.

3. Mutual Duties:

- a. Each party shall not discriminate based on race, color, national origin, age, religion, marital or parental status, political affiliations or beliefs, sex, sexual orientation, gender identity, gender expression, veteran status, genetic information, disability, or limitations related to pregnancy, childbirth, or related medical conditions.
- b. Each party shall comply with all federal and state laws and regulations and all JCPS policies applicable to the provision of the services described in this Agreement, including without limitation the Federal Family Educational Rights and Privacy Act (FERPA), the Kentucky Educational Rights and Privacy Act (KFERPA), the federal Health Insurance Portability and Accountability Act

(HIPAA) and JCPS policies and procedures for volunteers and visitors entering JCPS facilities.

- c. The respective administrative offices of JCPS and UofL who have responsibility for the implementation of this Agreement shall meet periodically during the term of this Agreement to evaluate the program and discuss issues of mutual concern.
4. **Term**: This Agreement shall be effective commencing July 30, 2025 and shall terminate on June 30, 2026. The Agreement may be extended by mutual written agreement of JCPS and UofL.
5. **Termination**: Either party may terminate this Agreement prior to the end of its term by giving sixty (60) days prior written notice to the other party. If JCPS terminates the Agreement, UofL will be permitted in their discretion to continue to provide services during the period in which the sixty (60) day notice becomes effective. JCPS may terminate this agreement immediately in the event of a student health or safety concern or a breach of paragraph 2.j above. In the event of an immediate termination, UofL shall not be permitted to continue to provide services after receipt of the notice of termination.
6. **Amendment**: This Agreement may be modified or amended only by a written agreement signed by JCPS and UofL.
7. **Independent Parties**: JCPS and UofL are independent parties, and neither shall be construed to be an agent or representative of the other, and therefore neither shall be liable for the acts or omissions of the other. Each party shall, however, be liable for any negligent or wrongful acts of its own employees, students and invitees.
8. **Captions**: Section titles or captions in this Agreement are inserted as a matter of convenience and reference, and in no way define, limit, extend, or describe the scope of this Agreement.
9. **Entire Agreement**: This Agreement contains the entire agreement between JCPS and UofL concerning the UofL and supersedes all prior agreements, either written or oral, regarding the same subject matter.
10. **Severability**: If a court of competent jurisdiction holds any provision of this Agreement unenforceable, such provision shall be modified to the extent required to make it enforceable, consistent with the spirit and intent of this Agreement. If such a provision cannot be so modified, the provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect any other provision.
11. **Counterparts**: This Agreement may be executed in counterparts, in which case each executed counterpart shall be deemed an original, and all executed counterparts shall constitute one and the same instrument.
12. **Applicable Law**: This Agreement shall be governed by, and construed in accordance with, the laws of the Commonwealth of Kentucky.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed.

Jefferson County Public Schools:

University of Louisville:


Marty Potho, Ed.D, Superintendent
Brian Yearwood

Purchasing, Contract Administrator

Date: _____

Date: _____

Recommended By:



Dr. Tabitha Grier-Reed, Dean
College of Education and Human Development

Date: 6/16/25

EXHIBIT A

Teacher in Residence (TIR) Position Description, Roles and Responsibilities

The TIR serves as the on-site school partnership initiative coordinator, managing and leading improvement across the Signature Partnership Initiative (SPI) schools, and advancing the clinical model of teacher preparation for the College of Education and Human Development (CEHD) at the University of Louisville. These professionals, with support from the CEHD's Nystrand Center for Excellence in Education (NCEE) and other CEHD faculty: support student teachers; model effective practices and teaching strategies; create and conduct professional development opportunities; and coach teacher candidates in knowledge, skills and dispositions. Below is a more detailed description of the roles and responsibilities. The Director of the NCEE is responsible for managing and leading an examination of improvement across the SPI schools and advancing the clinical model of teacher preparation.

Role/Responsibility	Purpose
The TIR is released from part-time classroom duty in order to complete the responsibilities below.	
Assists with supervision of teacher candidates by: <ol style="list-style-type: none">1. Working with CEHD faculty school liaison and school principal to identify placement sites for Methods students and Student teachers;2. Assisting with the coordination and communication regarding student field placements and field experiences;3. Communicating with CEHD faculty members regarding student progress, concerns, or questions; and	Supports student teachers and the clinical model of teacher preparation.
Models effective teaching strategies of CEHD classes housed within the assigned school by: <ol style="list-style-type: none">1. Assisting CEHD faculty with coordinating work with CEHD students and classroom teachers;2. Introducing preservice teachers to the school and helping them acclimate to the school culture and professional expectations.	To support preservice teachers in building their understanding of effective and innovative classroom practices.

<p>Supports professional development opportunities by:</p> <p>Collaborating with the principal, appropriate school district personnel, CEHD faculty, and school faculty to identify professional development needs in order to identify key experiences, high quality providers, and follow up;</p>	<p>Helps to ensure that high quality teachers are teaching every student via professional development opportunities.</p>
<p>Attends required meetings and meets regularly with the CEHD Faculty Liaison and school principal.</p>	<p>To collaborate and discuss clinical model implementation and improvement.</p>
<p>Supports national and state accreditation efforts of the University and CEHD as appropriate related to clinical teacher preparation and advanced programs.</p>	<p>To continually assess and address areas of improvement concerning the clinical model of teacher preparation.</p>
<p>Submits an annual report to the Director of the NCEE in May 2026 regarding their accomplishments and success as a TIR and how their contributions align with these roles and responsibilities.</p>	<p>To continually assess success and address areas of improvement.</p>

Other Desired Qualities:

- Holds or will pursue National Board Certification;
- Will pursue additional educational and professional opportunities (*e.g.*, Ph.D. in Education or Ed.D.);
- Has participated, or will participate, in the Kentucky Reading Project and Louisville Writing Project.