

MEMORANDUM OF UNDERSTANDING FOR SCHOOL-BASED SERVICES

This Memorandum of Understanding ("MOU"), dated this 14 day of May, 2026 (the "Effective Date"), is made and entered into by and between the **Boone County School District** ("the District"), with an address of 8330 U.S. Highway 42, Florence, KY 41042, and **Big Brothers Big Sisters of Greater Cincinnati** ("Service Provider"), with an address of 615 Elsinore Place, Suite 950, Cincinnati, OH 45202.

WHEREAS, Service Provider is a mentoring organization whose mission is to help all children reach their fullest potential through mentorship; and

WHEREAS, Service Provider recruits and employs staff who are trained to administer, monitor and support the mentoring relationship between a mentor and a mentee; and

WHEREAS, the District enrolls and provides educational services to children in Boone County, Kentucky; and

WHEREAS, the District seeks to bring mentoring services into the District's facilities, and to increase student and family access to such services; and

WHEREAS, the District and Service Provider desire to collaborate on providing mentoring services that support students' social-emotional growth and learning experience, to assist students in meeting their maximum academic potential.

NOW THEREFORE, the parties enter into this MOU, defining their respective rights, duties, and liabilities relating to the on-site school-based services set forth herein, as follows:

Section 1. Service Provider's Obligations.

In exchange for the consideration as stated herein, Service Provider agrees to the following:

A. Trained Professionals.

Service Provider agrees to hire and employ professional staff who will be supervised by personnel employed by Service Provider. The Trained Professionals provided by Service Provider under this MOU shall each possess all requisite certifications and degrees in their respective fields, as well as all other appropriate licensing credentials and training consistent with the services provided. These Trained Professionals are the sole employees of Service Provider and have no employment relation of any kind to the District, nor are they independent contractors to the District.

B. Services Provided.

Trained Professionals employed by Service Provider will be responsible for providing a variety of services to the District's staff and directly to the District's students and their families. Service Provider shall:

- a.** Facilitate a Mentoring Program using District High School Students to mentor District Elementary School Students.

- b.** Assign a Trained Professional to work in partnership with the school on a tiered level (i.e., a contact at the district level, school principal level, and teacher level) to coordinate program logistics, recruitment, and enrollment in accordance with Big Brothers Big Sisters and school standards.
- c.** Recruit, train, and supervise adult volunteers as needed during the Mentoring Program.
- d.** Provide full screening of all volunteers, to include: Volunteer Application; Private In-person Interview; Collection of references; and Collateral information (on an as-needed basis).
- e.** Ensure that all Trained Professionals and adult volunteers who deliver services or volunteer with the Mentor Program have successfully completed all criminal background checks and screenings required by applicable law, including but not limited to Kentucky Revised Statutes and any regulations promulgated thereunder, as well as all policies and procedures of the District. The Service Provider further warrants that such individuals are otherwise qualified, properly trained, and suitable to work with students in a school setting. Upon request, the Service Provider shall provide documentation satisfactory to the District demonstrating compliance with this provision, and shall not permit any individual to provide services who has failed to meet these requirements.
- f.** Provide full screening of all clients/students.
- g.** Assist the school with appropriate identification of students to participate in the Mentoring Program.
- h.** Match volunteers and students based on needs and common interests.
- i.** Plan, schedule, and coordinate mentoring sessions between Bigs and Littles on a consistent basis, with such sessions occurring no less than once per week and lasting approximately one (1) hour per session, unless otherwise approved in writing by the District..
- j.** Develop, organize, and provide appropriate activities for all program meetings and shall ensure adequate supervision of all participants at all times, consistent with applicable law, District policy, and generally accepted standards for youth programming.
- k.** Provide ongoing coordination and support for the Mentoring Program, including maintaining regular contact with both the child and the volunteer to support each match; coordinating schedules between the Big and Little to ensure consistent meeting times that are appropriate and minimally disruptive to the student, mentor, and instructional environment; consulting with individual teachers as needed regarding match-specific issues and program logistics.
- l.** Provide appropriate pre-match training and ongoing training opportunities for all volunteers.
- m.** Plan and facilitate summer communication between volunteers and participating youth.

- n. Collect and evaluate program and match data, including surveys administered at the beginning and end of the school year; and share school-specific outcomes and feedback with the District at quarterly intervals throughout the year.

C. Conduct of Trained Professionals.

All Trained Professionals delivering services on District property are required to act in accordance with Board Policies and Procedures at all times. Failure to comply with Board Policies and Procedures may result in immediate removal from District property and termination of this MOU.

D. Insurance.

Service Provider agrees to cover its employees including, but not limited to, Trained Professionals and their services provided on District property, under Service Provider's general liability/malpractice insurance policy, and any and all other employment-related insurance policies which Service Provider maintains for and on behalf of its employees and contractors. Service Provider shall also provide insurance coverage for all youth and volunteer participants in its programs.

E. Compliance with Laws.

Service Provider is solely responsible for complying with relevant state and federal laws, as well as compliance with applicable policies and procedures of the Boone County Board of Education, regarding the conduct of and services provided by its Trained Professionals and adult volunteers under its supervision.

F. Confidentiality.

Service Provider understands that, by virtue of its performance under this Agreement, Service Provider and its Trained Professionals may have access to educational records protected under the Family Educational Rights and Privacy Act of 1974 ("FERPA") where Service Provider and its Trained Professionals act in the capacity of a "School Official" with a legitimate educational interest. Service Provider acknowledges that the intentional disclosure of any FERPA protected information to any unauthorized person could subject Service Provider to criminal and civil penalties imposed by law. Service Provider further acknowledges that such willful or unauthorized disclosure also violates District policy and could result in immediate termination of this Agreement and an action to recover civil remedies available by law.

Service Provider agrees that, prior to providing any services on District property, each of its Trained Professionals will execute the Third Party Service Provider Conduct and Confidentiality Agreement attached to this MOU as Exhibit A and return a copy of the same to the District.

G. Third Party Payers.

Service Provider acknowledges that this MOU does not create any financial obligation by the District, and further acknowledges that it is solely responsible for accessing third party payers and other service reimbursement opportunities for the services provided herein. Service Provider may work with students and their families to obtain insurance without the District's involvement. Any direct-bill services provided by Service Provider shall be paid for by the clients either through direct pay or the clients' private insurance carrier or any other third-party source, and not through any monies budgeted by the District. The cost per match is \$1,500, which Service

Provider will incur. Service Provider recognizes that the District shall be recognized as an active partner in any applicable grant opportunities.

Section 2. District's Obligations.

In exchange for the consideration as stated herein, the District agrees to the following:

A. Facilities.

The District will provide a consistent private office or other space for Service Provider's Trained Professionals to deliver services pursuant to this MOU and maintain confidentiality. Such space shall accommodate:

- Interviews to take place before, during, or after the school day;
- Match support to occur during the school day;
- Opportunity to meet with students as a group as needed; and
- Group programming to occur.

B. Point of Contact / School Liaisons.

The District will identify official school liaisons for Service Provider at each participating school to facilitate communication between Service Provider and its students' families, and to serve as a local contact person for general assistance. Specifically:

i. Elementary School Liaison responsibilities include:

- Serving as the official school liaison for Service Provider.
- Providing Service Provider with updated contact information and preferred methods of contact for participants when requested.
- Assisting Service Provider in recruiting children to participate in the school-based program, including dispensing and collecting student applications, assisting Service Provider in finding appropriate times to complete child interviews (allowing 30 minutes per child intake to include interview, child safety information, and survey administration), and maintaining a waiting list of interested students.
- Promoting good attendance by ensuring students are aware of program meeting times and locations through reminder emails or announcements.

ii. High School Liaison responsibilities include:

- Serving as the official school liaison for Service Provider.
- Providing Service Provider with updated contact information for participants when requested.
- Being available to meet with Service Provider staff in the spring to recruit students to be part of the High School Bigs program, including dispensing and collecting student applications, assisting Service Provider staff in finding appropriate times to complete interviews and training, and communicating with Bigs and Service Provider regarding attendance.
- Promoting good attendance by ensuring students are aware of program meeting times and locations through reminder emails, announcements, or working with Bigs to

ensure that administrators for their extracurricular activities are supportive of volunteers participating in program meetings.

D. Referrals.

The District and its staff will provide written referrals to Service Provider through school counselors, teachers, or administrators. The District shall work with Service Provider to obtain appropriate consent and releases of information from the child's parent or guardian in order to enable the information exchange needed between Service Provider's Trained Professionals and appropriate District personnel. The District will help with student referrals during the spring so that matches can start at the beginning of the next school year.

E. Observations and Program Access.

As appropriate and needed, and in accordance with Board Policies and Procedures and subject to classroom schedules, the District will provide Service Provider's Trained Professionals with classroom access to observe children referred for receipt of Service Provider's services in their academic and social environments. The District will allow volunteer mentors (Bigs) to visit their mentees (Littles) during an agreed-upon time that is appropriate and least disruptive for the child, mentor, and teacher.

F. Student Records and Attendance.

The District will provide student attendance information to Service Provider's staff on program meeting days. The District will also provide access to student records (including grades, suspensions, attendance, and principal office referrals) for participating students whose parents have given written consent.

G. Program Continuity.

The District agrees to: maintain the goal number of matches established with Service Provider; recognize the school-based mentoring program as a year-round program; ensure that student disciplinary action will not include prohibiting a student from attending the mentoring program; and ensure that for High School Bigs after-school programs, each school has a staff person attend the weekly meetings to supervise their students.

Section 3. Mutual Obligations.

The Parties mutually agree to the following:

A. Term.

That the term of this MOU shall be from the Effective Date through June 30, 2027, unless this MOU is mutually amended to modify the term or terminated.

B. Exchange of Information.

The Parties agree to draft and sign student information exchange agreements within each organization's respective legal authority to do so.

C. Amendment.

This MOU may be amended in writing at any time by mutual agreement of the Parties to this MOU. Mutual assessment and evaluation of services shall occur during the period of this MOU and shall form a basis for decisions for continuation and/or revision of MOU services.

D. Termination.

Either Party to this MOU has the right to terminate this MOU for any reason by giving the other party a minimum of thirty (30) days advance, written notice.

E. Governance.

This MOU shall be governed by and construed in accordance with the laws of the Commonwealth of Kentucky. Jurisdiction to enforce the terms of this MOU shall be with the Boone Circuit Court.

F. Written Notice.

Any written notice provided under this MOU or required by law shall be deemed to have been given and received when it is sent by certified mail or hand delivered to the other Party of this MOU. The official recipients of such notices shall be as follows:

Dr. Jeff Hauswald, Superintendent
Boone County School District
8330 US Highway 42
Florence, KY 41042

Julie Knutson, Chief Program Officer
Big Brothers Big Sisters of Greater Cincinnati
615 Elsinore Place, Suite 950

Cincinnati, OH 45202

IN WITNESS WHEREOF, the District and Service Provider execute this Memorandum of Understanding to be effective upon approval of the Board of Education at the _____ regular meeting.

BOONE COUNTY SCHOOL DISTRICT

By: _____ Date:

Printed Name:

Title/Position:

Big Brothers Big Sisters of Greater Cincinnati

By:  Date: 5/6/26

Printed Name: Julie Knutson

Title/Position: Chief Program Officer