



Kenton County School District | *It's about ALL kids.*

Issue Paper

DATE:

7/15/2026

AGENDA ITEM (ACTION ITEM):

Consider/Approve the Memorandum of Agreement between University of Cincinnati (UC) and the Kenton County School District (KCS D) for UC student teachers, practicum students, and interns to perform field and clinical experiences in KCS D schools going forward.

APPLICABLE BOARD POLICY:

03.3 Student Teachers

HISTORY/BACKGROUND:

The Kenton County School District and University of Cincinnati have previously partnered to allow UC's School of Education students to serve as student teachers and practicum students within our district. Not only will the continued partnership grow the education profession, it will serve as a first-hand recruiting tool for administrators who have the opportunity to observe the potential of the student teachers while under their supervision.

FISCAL/BUDGETARY IMPACT:

\$0 cost to the district

RECOMMENDATION:

Approval to the Memorandum of Agreement between University of Cincinnati (UC) and the Kenton County School District (KCS D) for UC student teachers, practicum students, and interns to perform field and clinical experiences in KCS D schools going forward.

CONTACT PERSON:

Malina Basler

Principal/Administrator


District Administrator


Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.



College of Education, Criminal Justice,
Human Services, and Information Technology

School of Education
University of Cincinnati
PO Box 210022
Cincinnati, OH 45221-0022
Phone: (513) 556-3600

Field and Clinical Experiences Agreement

This Field and Clinical Experiences Agreement ("Agreement"), effective the date last signed below ("Effective Date"), is entered into by and between the University of Cincinnati, a state institution of higher education organized under Chapter 3361 of the Ohio Revised Code, having its primary business address at 2618 university Circle, 625 University Pavillion, Cincinnati, Ohio 45221 on behalf of the School of Education's Office of Undergraduate Licensure ("UC") and [Kenton County School District having its primary business address at [2044 Tuscanview Dr., Covington, KY 41017, ("School District"). UC and School District may be collectively referred to as the "Parties" or individually as a "Party." UC and School District agree as follows:

1. Placements are requested by UC's program Field Coordinators for individual licensure programs for pre-student teaching placements and clinical student teaching and internship experiences. Those requests are directed to the office/person who the School District has selected to receive and confirm placements, i.e., building administrator/coordinator or central office personnel.
2. The School District will assign and designate a point of contact at each school/site where UC Students ("Candidates") are anticipated to be placed who will be responsible for communicating with UC's designated program Field Coordinator and work in supporting the Candidate's educational program at such school/site.
3. School District mentor teachers who have a minimum of three (3) years teaching experience and who are licensed in their content area and age level will be selected collaboratively by the Parties.
4. The School District ensures that mentor teachers are trained in the Science of Reading as outlined by the Ohio Revised Code 3319.2310.
5. Mentor teachers and UC academic supervisors will provide appropriate respective supervision of the Candidate during the assignment and work collaboratively to ensure completion of all required documentation.
6. All Candidates shall complete requirements for obtaining the Ohio Pre-Service Teacher Permit as outlined in Ohio Revised Code 3319.0812, which includes a criminal records

check as prescribed by Ohio Revised Code 3319.39. The Candidate shall be enrolled in the fingerprint database established in section 109.5721 of the Ohio Revised Code. Candidates must be issued the Ohio Pre-Service Teacher Permit in order to be eligible for placement in any field experience. The School of Education will direct all Candidates to provide their Pre-Service Teacher Permit to School District placement sites upon request by School District and within the School District's established deadline for providing such material.

7. Consistent with legal requirements, UC will not use background checks in its program progression process. Student teachers assigned within the School District shall undergo records checks and testing as required by applicable statutes and regulations in Kentucky. State law requires a national and state criminal history background check and a letter from the Cabinet for Health and Family Services stating the preservice teacher has no administrative findings of child abuse or neglect found through a background check of child abuse and neglect records maintained by the Cabinet for Health and Family Services.
8. In accordance with applicable law, neither Party shall discriminate or retaliate against any individual on the basis of race, color, religion, age, national origin, ancestry, sex, pregnancy, status as a parent, gender, gender identity or expression, sexual orientation, military service or veteran status, disability, genetic formation or any other trait or status protected by applicable law or for making or participating in any complaint about such discrimination, in administering the programs or performing any of its activities or obligations under this Agreement.
9. The School District represents and warrants that its facilities and operational practice are compliant with all applicable accessibility standards, including without limitation, section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008. The School District shall maintain compliance with all applicable accessibility standards for the duration of the Agreement. The School District shall provide, without charge to UC, a reasonable and timely response, resolution, or remediation to any accessibility concerns raised by UC, its personnel or Candidates.
10. The Parties and their employees shall conduct themselves in compliance with all applicable federal, state, and local laws, rules, rulings, and regulations of the State Board of Education as well as their own respective institutional policies, rules, regulations, and bylaws.
11. Candidates will be permitted to use School District/building video/photography permission slips granting them permission to complete videos and photography required for field assignments. Confidentiality of such materials will be maintained to the extent required by law.

12. Candidates will be permitted to participate in School District/building in-services and trainings throughout the year for all purposes including but not limited to curriculum, active shooter response, classroom management, data analytics, etc.
13. All School District mentor teachers will be paid at the end of the academic year (during the summer) for their work with Candidates from the time period of August through May. Payments will be sent directly to the School District office address noted above with a list of the mentor teachers in the School District and a compensation amount for such teachers based on the type of field placement and duration. The School District will be responsible for disbursing the funds. The School District shall determine how the funds are used.
14. Candidate placements may be terminated by the School District at any time if any issues arise indicating the assignment is not in the best interest of the school/site students with whom the Candidate is working.
15. All Candidates are covered by UC professional liability insurance during field and clinical experiences.
16. This Agreement shall continue for a term of three (3) years from the Effective Date. This Agreement can be terminated at the convenience of either Party hereto upon giving the other Party no less than ninety (90) days' prior written notice of the Party's intention to terminate.
17. Notice to UC shall be in writing and sent by United States regular mail, postage prepaid, to:
University of Cincinnati
School of Education
410 Teachers-Dyer Complex
2610 University Circle Cincinnati, OH 45221-0022

With a copy to:
Office of General Counsel
University of Cincinnati
PO Box 210623
Cincinnati, OH 45221-0623

Notice to School District shall be in writing and sent by United States regular mail, postage prepaid, to:

Kenton County School District
2044 Tuscanview Dr.
Covington, KY 41017

18. School District and/or school/site will protect student personally identifiable information and education records from disclosure and shall not release such information or records without the written consent of UC or the applicable student unless required to disclose by law. Upon termination, cancellation, expiration or other conclusion of the Agreement, School District and/or school/site shall securely store or destroy student education records in accordance with its own human resource retention policies.

Please indicate the contact personnel your School District requires for placement requests:

- ☐ Superintendent for School District
- ☐ Human Resources or Central Office Representative for School District
- ☒ Building Principal or Resource Coordinators
- ☐ Building Department Chairs or Individual Teachers

If selecting Superintendent, Human Resources, or Central Office Representative, please identify contact information below:

_____	_____
First and Last Name	Title
_____	_____
Phone Number	E-mail Address

Please provide contact information for the office or personnel who will be responsible for mentor teacher payment from UC:

_____	_____
First and Last Name (please print)	Title
_____	_____
Phone Number	E-mail Address
_____	_____
Street Address	Street Address Line 2
_____	_____
City	State and Zip Code

Feel free to direct any questions to:
Field Council Chair

School of Education Field Council
FieldOffice@uc.edu

**Each person signing this agreement on behalf of a
Party represents that he/she/they is authorized to sign it and to bind that Party by
his/her/their signature.**

School District Superintendent (or designee) Malina Basler/ Assistant Superintendent	University of Cincinnati
School District Name	Print Name/Title
Date Signed	Date Signed