

MEMORANDUM OF UNDERSTANDING FOR SCHOOL-BASED SERVICES IN A BEYOND SCHOOL WALLS PROGRAM

This Memorandum of Understanding ("MOU"), dated this 13 day of August, 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, through a Beyond School Walls ("BSW") Program; and

WHEREAS, the District and Service Provider desire to collaborate on providing mentoring services to broaden students' horizons by helping them explore career paths, develop confidence, and strengthen essential skills like communication, teamwork, and problem-solving through the BSW Program.

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 support the success of the program by screening and matching students with mentors, coordinating with school and business partners, and overseeing each session. They monitor match interactions to ensure safety and quality, provide ongoing support and resources to mentors and students, and offer structured activities that promote career readiness and social-emotional skill development. 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. Volunteer Mentors.

Service Provider agrees to recruit, screen, train, match, supervise, and provide ongoing support to volunteer mentors participating in the BSW Program. Service Provider shall ensure that each Volunteer Mentor is appropriately matched with a participating student based upon the student's

needs, interests, and goals, and shall provide pre-match training, continuing education, and regular oversight throughout the duration of each mentoring relationship. Volunteer Mentors shall serve solely as volunteers of the Service Provider and shall not be employees, agents, or independent contractors of the District.

C. 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) Assign a Trained Professional to work collaboratively with designated District personnel, including district administrators, school principals, counselors, teachers, and other appropriate staff, to coordinate program logistics, recruitment, enrollment, and implementation in accordance with Service Provider standards and District requirements.
- b) Recruit, screen, train, match, supervise, and provide ongoing support to Volunteer Mentors participating in the BSW Program.
- c) Conduct comprehensive screening of all Volunteer Mentors, including, at a minimum:
 - a. Completion of a volunteer application;
 - b. A private, in-person interview;
 - c. Collection and review of references; and
 - d. Any additional collateral information deemed appropriate by the Service Provider.
- d) Conduct appropriate screening and enrollment of participating students and assist the District in identifying students who may benefit from participation in the BSW Program.
- e) Match Volunteer Mentors with participating students based upon individual needs, interests, compatibility, and program objectives.
- f) Provide appropriate pre-match training and continuing training opportunities for all Volunteer Mentors throughout the duration of the BSW Program.
- g) Plan, schedule, coordinate, and supervise mentoring sessions, activities, and program meetings, including coordinating meeting schedules to minimize disruption to the instructional day while promoting consistent participation by mentors and students.
- h) Maintain regular contact with participating students and Volunteer Mentors to monitor the effectiveness of each mentoring relationship, provide ongoing support, address concerns as they arise, and consult with appropriate District personnel regarding match-specific issues and program logistics when necessary.
- i) Develop, organize, and facilitate appropriate mentoring activities and ensure adequate supervision of all participants during program activities.
- j) Coordinate and facilitate appropriate communication between Volunteer Mentors and participating students during summer months, as permitted by the District and consistent with program guidelines.
- k) Collect and evaluate program performance data, including surveys administered at the beginning and end of the school year, and provide the District with periodic reports regarding program outcomes, successes, challenges, and opportunities for improvement.
- l) Assist with recruitment and referral of new student participants, as needed, to maintain continuity of the BSW Program from year to year.
- m) Maintain general liability insurance covering program activities and participants throughout the term of this MOU.

- n) Ensure that all Trained Professionals and Volunteer Mentors who provide services under this MOU have successfully completed all criminal background checks, screenings, and other requirements mandated by applicable federal and Kentucky law, including applicable provisions of the Kentucky Revised Statutes, as well as all District policies and procedures governing individuals working with students. Upon request, Service Provider shall provide documentation reasonably satisfactory to the District demonstrating compliance with this provision. Service Provider shall not permit any individual who fails to satisfy these requirements to participate in the BSW Program on District property or with District students.

D. Conduct of Trained Professionals & Volunteer Mentors.

All Trained Professionals and Mentors 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.

E. 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.

F. 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 Volunteer Mentors under its supervision.

G. 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, including Volunteer Mentors, 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.

H. 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 shall recognize the District as an active partner in any grant applications or funding opportunities relating to the BSW Program whenever such recognition is appropriate.

Section 2. District's Obligations.

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

A. Facilities.

The District shall provide Service Provider with reasonable access to appropriate facilities within each participating school to permit implementation of the BSW Program. Such facilities shall provide adequate privacy for confidential meetings and accommodate student interviews, enrollment activities, match support meetings, group meetings, and other program-related services reasonably necessary to administer the BSW Program.

B. Point of Contact / School Liaisons.

The District shall designate an employee to serve as its official point of contact and School Liaison for the BSW Program. The School Liaison shall serve as the primary representative of the District for all matters relating to implementation of the BSW Program and shall work collaboratively with Service Provider to coordinate program logistics, facilitate communication, and support successful operation of the BSW Program. The School Liaison shall:

- a) Serve as the District's primary point of contact for Service Provider regarding implementation and administration of the BSW Program;
- b) Provide Service Provider with updated contact information and preferred methods of communication;
- c) Be reasonably available to communicate and meet with Service Provider as necessary regarding program logistics, participant needs, and program implementation;
- d) Assist Service Provider with recruiting participating students, including distributing and collecting student applications and coordinating appropriate times for student interviews at the school;
- e) Promote student participation by helping ensure participating students are aware of scheduled mentoring sessions and locations through appropriate school communications;
- f) Assist with the distribution and collection of teacher and student surveys and other program evaluation materials requested by Service Provider; and

C. Student Records and Attendance.

Subject to applicable federal and state law, including the Family Educational Rights and Privacy Act ("FERPA"), and upon receipt of any required parental consents, the District shall provide Service Provider with attendance information for participating students on scheduled mentoring days and shall provide access to relevant educational records, including grades, attendance records, disciplinary records, and principal office referrals, to the extent necessary for administration of the

BSW Program and subject to receipt of the appropriate written consent from participating students or their parents/guardians.

D. Referrals.

The District shall assist Service Provider in identifying students who may benefit from participation in the Mentoring Program and shall facilitate referrals through school counselors, teachers, administrators, or other designated personnel. The District shall cooperate with Service Provider in obtaining appropriate parental consents and releases necessary to permit the exchange of information authorized by law and shall assist with recruiting additional student participants during the spring to facilitate new mentor matches for the following school year.

E. Program Access & Support.

Subject to Board Policies and Procedures, school schedules, and applicable law, the District shall provide Service Provider's Trained Professionals with reasonable access to participating students to conduct interviews, provide match support, administer surveys, observe students as appropriate, and otherwise carry out the services contemplated by this MOU. The District shall permit Volunteer Mentors to meet with participating students at mutually agreed-upon times that are appropriate and minimally disruptive to the instructional environment. The District shall also provide student schedules, as reasonably necessary, to assist Service Provider in coordinating mentoring sessions.

However, the District may cancel or reschedule any mentoring session due to inclement weather, school closures, emergency circumstances, student safety concerns, or other operational needs. The District shall provide Service Provider with reasonable advance notice whenever practicable.

F. Student Supervision During Transportation and Off-Campus Programming.

The District shall provide or arrange transportation for participating students to and from approved mentoring locations and shall bear the costs associated with such transportation. The District shall designate an appropriate District employee to accompany participating students during transportation and provide appropriate supervision while students are in transit and during off-campus mentoring sessions. The District shall coordinate transportation schedules with Service Provider and shall ensure transportation and supervision are provided in accordance with applicable law, Board Policies and Procedures, and District requirements governing student transportation and supervision.

G. Program Continuity.

The District shall recognize the Mentoring Program as a year-round partnership and shall work cooperatively with Service Provider to maintain the mutually established number of active mentoring matches. If participating students withdraw from the program, transfer schools, or otherwise become ineligible to participate, the District shall make reasonable efforts to identify replacement students. The District reserves the right to suspend or remove any student from participation in the BSW Program when necessary to protect the safety of students or staff or to address serious disciplinary or behavioral concerns. The District and Service Provider shall meet at least annually to evaluate the effectiveness of the Mentoring Program and discuss opportunities for improvement and continued collaboration.

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 8/13/2026 regular meeting.

BOONE COUNTY SCHOOL DISTRICT

By: _____ Date: 8/13/2026

Printed Name: Dr. Jeff Hauswald

Title/Position: Superintendent

Big Brothers Big Sisters of Greater Cincinnati

By:  Date: 7/22/20

Printed Name: Julie Knutson

Title/Position: Chief Program Officer