

A Memorandum of Understanding

Between

Elida Local School District

and

The College of Education and Human Development

Bowling Green State University

2024-2029

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and
The College of Education and Human Development
Bowling Green State University

Purpose

This Memorandum of Understanding, hereafter referred to as the "Agreement", shall exist between the Elida Local School District in Elida, Ohio hereafter referred to as the "District" and the Bowling Green State University's College of Education and Human Development, Bowling Green, Ohio, hereafter referred to as the "College" or "BGSU." The District and BGSU are each referred to as a "Party" and collectively as the "Parties." The terms of this Agreement will become effective on August 1, 2024 and will end on August 1, 2029.

A Party may terminate this Agreement with respect to its participation, with or without cause, upon the provision of sixty (60) days written notice to the other Party. In the event of such termination of the Agreement, BGSU assigned teacher preparation program candidates and/or teacher interns/student teachers shall have the right to complete the semester or quarter under the conditions and terms of this Agreement, unless the District requests the immediate removal from District of a specific teacher preparation program candidate and/or teacher intern/student teacher for just cause. Notwithstanding any other provision of this Agreement to the contrary, this Agreement may be terminated immediately by mutual consent of the Parties and may be terminated immediately at the election of a Party if either Party fails to maintain its licenses or requisite certifications with appropriate state agencies and/or regulatory bodies, or materially breaches of a term of this Agreement.

The College desires to place a teacher preparation program candidate in the classrooms of said District for the purpose of participating in field-based experiences, including teacher internship/student teaching.

The District desires to cooperate with the College in facilitating field-based experiences, including teacher internship/student teaching and approves the utilization of its schools for such purposes by the College. The placement of such teacher preparation program candidates in the classroom of said District shall be under the direction and control of the Superintendent.

This Agreement is contingent upon authorized signatures on behalf of the District and BGSU.

Definition of Terms

- A. **Teacher Preparation Program Candidate** - A teacher candidate enrolled in a teacher preparation program who is to complete identified tasks in the District's classroom(s) to meet requirements of field-based experiences other than student teaching/teaching internship.
- B. **Teacher Intern/Student Teacher** - A teacher preparation program candidate acquiring practical teaching experience for the number of weeks required for licensure under the guidance of a classroom mentor teacher and a university mentor. The teacher preparation program candidate is eligible for this experience after having completed at least 90 semester hours of college credit (including methods

courses and prerequisites in education) and having earned the accumulative grade point average required by BGSU.

- C. Field-Based Experiences – Planned in-school experiences for teacher preparation program candidates or teacher interns/student teachers; these experiences have specific learning objectives and are evaluated and supervised. The purpose of these experiences is to enable the teacher preparation program candidates or teacher interns/student teachers to integrate theory with supervised practice in the field.
- D. Classroom Mentor Teacher – A practicing teacher in the District who is assigned a teacher intern/student teacher. A classroom mentor teacher must have the appropriate standard license, a minimum of three years of classroom teaching experience, including one year in the field for which service is being provided, and completed all trainings/professional development as may be required by state law, administrative rule, or policy.
- E. School of Inclusive Teacher Education - An administrative unit of the College responsible for teacher preparation program candidate placements. The Director for the School of Inclusive Teacher Education and/or the Field Partnership Coordinators present all College requests for field experiences and teacher internship/student teaching to the schools and acts as a liaison between the District and the College.
- F. University Mentor - A faculty employee of the College who possesses a master's degree or higher, has a minimum of three years of teaching experience and/or administrative experience. The university mentor is responsible for observation and evaluation of field experience activities in designated school buildings.
- G. Building Principal or District Designee - School administrator who has responsibility for confirming all placements and overseeing the implementation of field experiences in a particular school or the District.
- H. Graduate Assistant - Full-time graduate student receiving financial support from BGSU. Graduate assistants may be assigned specific duties in field-based programs.
- I. The Professional Year - The culminating experience for all teacher preparation program candidates involving two semesters in school(s): one semester of methods and one semester of teacher internship/student teaching.
- J. Professional Development Site (PDS) - Schools working in more intense partnerships, including professional development and research, with the College.

Responsibilities

This Agreement will be cooperatively administered through the Office of the Dean for the College and the Office of the Superintendent for the District. Operational and policy matters may be directed to the School Director of the School of Inclusive Teacher Education, 529 Education Building, Bowling Green, Ohio 43403; 419-372-7381. The Parties hope that the benefits of this Agreement will include the improvement and maintenance of good communications between the Parties.

Individual Roles and Responsibilities

- A. The College will:
 - 1. provide teacher preparation program candidates who are eligible for the specific field experience or teacher internship/student teaching;
 - 2. define the objectives of each field-based experience and the expected level of performance for the teacher preparation program candidate and/or teacher intern/student teacher;

3. provide for coordination of field activities through the School Director of the School of Inclusive Teacher Education;
 4. provide orientation for participating school personnel, including an explanation of the objectives of each field experience and the responsibilities of BGSU personnel, teacher preparation program candidates, teacher interns/student teachers, and participating school personnel; and
 5. facilitate arrangements for any agreed upon cooperative teaching, curricular, administrative, or other professional development activities between the faculties of the College and the schools.
- B. The District Superintendent will:
1. provide the school setting commensurate with agreed upon objectives for the specific field-based experience and/or teaching internship/student teaching assignment;
 2. provide qualified classroom mentor teachers;
 3. verify that all classroom mentor teachers have the appropriate license and have completed all trainings/professional development which may be required by state law, administrative rule, or policy to serve as a classroom mentor teacher. This includes, but is not limited to, verification that any classroom mentor teacher who is assigned a teacher intern/student teacher responsible for teaching reading has training in literacy instruction strategies aligned to the science of reading ("SOR"), uses instructional materials aligned to SOR, and actively implements a structured literacy approach.
 4. be responsible for dissemination of the conditions of the Agreement as they pertain to teachers and other educational personnel or interested parties;
 5. pursuant to the Ohio Ethics Commission Statement (June 17, 2011), complete the required BGSU vendor form in order for lump sum payment for all teacher interns/student teachers to be sent to the District; and
 6. determine distribution of said payment within the District and communication of this to the classroom mentor teachers assigned teacher interns/student teachers.
- C. The Building Principal and/or District Designee will:
1. advise the Superintendent and the College liaison on the selection of participating classroom mentor teachers and in the assignment of teacher preparation program candidates and/or teacher interns/student teachers;
 2. orient teacher preparation program candidates and/or teacher interns/student teachers to the school, its facilities, personnel and policies, as well as to the school community; and
 3. safeguard teacher preparation program candidates and/or teacher interns/student teachers from accepting the role of a substitute teacher unless they hold a pre-service teacher permit and are acting in accordance with the specific requirements of this Agreement. The classroom mentor teacher or other specifically designated teacher must be available for help and guidance at all times.
- D. The Classroom Mentor Teacher will:

1. attend any orientation session provided by BGSU for the identified on-site experience;
 2. facilitate the specific field experience as defined by the specific objectives and activities for that experience;
 3. provide appropriate professional direction and supervision of teacher preparation program candidates and/or teacher interns/student teachers as they assume the roles and responsibilities associated with the specified field experience;
 4. confer regularly with the BGSU university mentor;
 5. confer regularly with the teacher preparation program candidate or teacher intern/student teacher to discuss responsibilities, performance and evaluation, and to plan appropriate activities; and
 6. participate in assessment of the activities and services and the teacher preparation program candidate's performance as specified for the particular field experience.
 7. Notwithstanding the foregoing, the Parties acknowledge and understand that BGSU is responsible for the final performance evaluation of any teacher preparation program candidate and/or teacher intern/student teacher.
- E. The BGSU University Mentor will:
1. inform the classroom mentor teacher of the objectives and activities for the specified field experience;
 2. confer regularly with the classroom mentor teacher to assess and facilitate the progress of the teacher preparation program candidate or teacher intern/student teacher;
 3. provide regular feedback to the teacher preparation program candidate or teacher intern/student teacher regarding her/his performance and progress in the specific field experience;
 4. observe and confer with each teacher intern/student teacher with sufficient frequency so as to make an informed appraisal of the teacher preparation program candidate's competence as a prospective teacher;
 5. evaluate the overall performance of the teacher preparation program candidate or teacher intern/student teacher using criteria developed for the specific field experience; and
 6. provide neither instructional nor administrative services for the District in the event of any work stoppage or strike within the system.
- F. The College shall instruct Teacher Intern/Student Teacher or Teacher Preparation Program Candidate to:
1. meet the specific goals, objectives, and complete the required activities of the field or teacher internship/student teaching experience;
 2. abide by the rules and regulations governing the professional conduct of teachers in the District;
 3. be available to confer regularly with the classroom mentor teacher and/or university mentor concerning progress in the experience;

4. be in attendance in the assigned school at the designated time period unless ill or otherwise excused and with appropriate notice to the classroom mentor teacher, university mentor, and school office; and
5. in the event of work stoppage or strike within the District, report such a situation to the School of Inclusive Teacher Education immediately and follow directions provided by the College. Services to the District are not to be provided by teacher interns/student teachers or other teacher preparation program candidates during any work stoppage or strike.

More detailed guidelines and suggestions concerning specific roles, responsibilities, activities and evaluation can be found at this web site: <https://www.bgsu.edu/education-and-human-development/inclusive-teacher-education/field-experiences/professional-year/placement-policies-and-procedures.html>

Professional Development Responsibilities

The College will coordinate professional development activities as needed or requested by classroom mentor teachers and university mentors. Professional development may involve orientation programs, in-service activities, and other forms of professional development to help cooperating school personnel and BGSU faculty maintain competency levels, address areas of mutual concern, and refine instructional and supervisory skills.

Compensation

- A. The District will allow competent, licensed teachers who voluntarily agree to provide activities and services for College students as classroom mentor teachers to participate in the training of teacher preparation program candidates who are assigned to them.
- B. The District who provides classroom mentor teachers who supervise teacher interns/student teachers will receive a cash stipend of \$8.75 per week of field experience per teacher intern/student teacher per semester. BGSU will pay directly to the District in a lump sum at the end of each semester using the specified rate according to the number of weeks of supervision.

Substitute Teaching/Pre-Service Teacher Permit

- A. The District may employ teacher preparation program candidates, including teacher interns/student teachers, who hold pre-service teaching permits and have completed at least fifty (50%) percent of their teacher preparation program, as substitute teachers. The District commits that it will not utilize, nor employ, any teacher preparation program candidates who have not completed at least fifty (50%) percent of their teacher preparation program, unless it receives prior approval from BGSU in consultation with the university mentor.
- B. The District agrees that it will only occasionally employ teacher preparation program candidates as substitute teachers. Teacher preparation program candidates and/or teacher interns/student teachers may only serve as substitute teachers for up to four (4) cumulative classroom weeks, unless otherwise agreed to by the teacher preparation program candidate and BGSU in consultation with the university mentor.
- C. Any teacher preparation program candidate including any teacher intern/student teacher employed as a substitute teacher within the District shall be compensated at the same rate the District compensates its other substitute teachers.

- D. The District acknowledges that in order to receive the full benefits of any teacher preparation program, teacher preparation program candidates must have access to appropriate supports and supervision. While serving as a substitute teacher, the teacher preparation program candidate must be provided access to a District official who will make themselves available for any questions or concerns the teacher preparation program candidates may have. The District official may be the classroom mentor teacher or any other District employee that has experience supervising students.

Miscellaneous Provisions

- A. Nothing contained herein, nor any course of action or failure to act, shall be construed to create, as between BGSU and the District, an employer-employee or agent-servant relationship, or a legal partnership or joint venture between the Parties, or any other relationship except that of independent contractors. No Party shall have any authority to act for or bind the other Party in any way, or to represent that it has such authority.
- B. This Agreement shall not be assigned in whole or in part without the prior written consent of the Parties.
- C. This Agreement and the rights of the Parties hereunder shall be governed, construed, and interpreted in accordance with the laws of the State of Ohio.
- D. If any provision of this Agreement is determined to be invalid or unenforceable, the remaining provisions shall remain in force and unaffected to the fullest extent permitted by law and regulation.
- E. The Parties understand that they, pursuant to the Agreement, may generate or otherwise be in possession of confidential education records regarding students, including BGSU students, and that these records are protected by federal law including, the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C.A. 1232g. The Parties may not share or disclose these education records with any party other than each other, without both the relevant Party and student's consent.
- F. In the event BGSU needs to conduct an investigation for a concern or allegation related to this Agreement, the District agrees to comply fully, to the extent allowed by law, with the investigation and will provide records requested by BGSU, or its designee, in a timely manner. This cooperation includes supervised access to students and employees of the District, even if individuals are minors. For purpose of FERPA only, the District will be considered a BGSU official and will comply with FERPA.
- G. Neither party to this Agreement will discriminate in employment or educational programs on the basis of race, color, religion, sex, age, ancestry, national origin, sexual orientation, gender identity and expression, military or veteran status, disability, familial status, political affiliation, or participation in protected activity, or on any other basis that may be prohibited by law.
- H. Each party agrees to be responsible for its own negligent acts or omissions arising out of this Agreement by or through itself or its employees and each party further agrees to defend itself and themselves and pay any judgments and costs arising out of such negligent acts or omissions, and nothing in this Agreement will impute or transfer any such responsibility from one party to the other. However, nothing in this section shall be considered a waiver of any immunity which may be provided to the Parties, or their employees.
- I. The section headings as used herein are for convenience of reference only and in no way define, limit, or describe the scope or content of any provision herein.

- J. None of the provisions of this Agreement or any document contemplated or referenced herein is intended to grant or confer any right or benefit to any person or entity that is not a signatory to this Agreement.

This Agreement is meant to reflect an evolving professional relationship between the College and the District. Therefore, it is assumed there will be continuous assessment of the activities and services described herein and review of the terms of the Agreement every five years or sooner upon request by either Party to determine any needed revisions, which will be set forth in an amendment or other revision signed by both parties.

Entered into this _____ day of _____.

By: _____
District Superintendent or Designee



Dean, College of Education and Human Development