



## Memorandum of Understanding

Between

Western Kentucky University

And

Jefferson County Public Schools

### I. PURPOSE

The purpose of the Memorandum of Understanding (MOU) is to establish a formal, long-term relationship for coordination and collaboration between Western Kentucky University (WKU) and Jefferson County Public Schools (JCPS) to foster the development and preparation of Mathematics, Chemistry, and Physics pre-service teachers for service as teachers in JCPS high-need schools.

### II. BACKGROUND

The Ogden College of Science and Engineering and the College of Education and Behavioral Sciences at Western Kentucky University (WKU), in partnership with the Jefferson County Public Schools (JCPS), established an alternative certification residency program that prepared high-performing math and science teachers for high-need high schools in Louisville, Kentucky. The one-year residency experience enabled the teacher resident to work alongside an experienced teacher mentor for a school year while pursuing rigorous graduate studies in teacher preparation. Completion of the program provided teacher certification and a WKU Master of Arts in Education degree for recent college graduates with science or math content majors but no preparation in teaching or for mid-career people with strong math or science preparation.

Program participants experienced a graduate-level adaptation of the highly successful UTeach pre-baccalaureate program that was developed at the University of Texas at Austin and replicated at WKU at the undergraduate level under the name, SKyTeach, for Southern Kentucky Teach. The graduate version of SKyTeach, called GSKyTeach, is a newly implemented and highly innovative teacher residency program. The UTeach and SKyTeach programs are based on research described in a 2005 report for teachers entitled "How Students Learn" supported by the National Research Council (NRC) of the American Academy of Sciences. The NRC's work clearly supports an inquiry approach to teaching and learning in science and math and provides a strong conceptual base for the creating the GSKyTeach teacher residency program. Thus, GSKyTeach simultaneously enhances teacher residents' math and science content knowledge as they learn research-based teaching and learning strategies.

GSKyTeach provides a rich culture for teacher preparation and professional development in the inquiry process of teaching and learning for not only teacher residents but also experienced math and science teachers in high-need schools as they mentor teacher residents.

The goal of this comprehensive effort is to improve teacher quality and schooling in

communities that are designated as high need and to provide better opportunities for students to reach their highest academic potential despite barriers to their physical, mental, and academic development.

### **III. AUTHORITIES**

- Western Kentucky University, Bowling Green, KY
- Jefferson Kentucky Public Schools, Louisville, KY
- United States Department of Education

### **IV. STATEMENT OF MUTUAL BENEFITS**

WKU and JCPS seek to leverage their respective strengths to achieve mutual educational goals. Where appropriate and subject to availability of funding, WKU and JCPS will develop joint initiatives to further the purpose and objectives of the MOU, including by taking the specific implementation actions described below.

#### **1. A Unique Innovation Program Design.**

GSKyTeach (as was its parent program in Texas) is being developed specifically to respond to the nation's initiatives to prepare more students for careers in science, technology, engineering, and mathematics (STEM). The program has the following features:

- A comprehensive program of teaching and learning based on latest research
- Modeling of inquiry teaching and learning by specially-trained Master Teachers
- Teacher residents working alongside a teacher mentor in a year-long residency
- Rigorous graduate studies on how students learn math and science
- Rich clinical experiences in a high-need school to apply research principles
- Learning communities of GSKyTeach resident cohorts, Mentor Teachers, Master Teachers, and university faculty
- Two years of mentored induction and professional development for each cohort

GSKyTeach contains the features of other highly successful teacher residency programs and those required by the Teacher Quality program initiative:

#### **Potential for a Significant Impact on High-need Target Schools**

- Development and implementation of an inquiry approach to teaching and learning
- Student-, content-, assessment-, and community-centered instruction
- Significant numbers of high-ability teacher residents are prepared and placed in high-need schools, and they form a network of supportive peers
- Professional development on inquiry learning for experienced teachers

### **Systemic Redesign of Teacher Preparation**

- Real collaboration and participation of academic faculty, teacher educators, and school practitioners in teacher preparation and development
- Teacher training based on latest research on teaching and learning
- A year-long clinical experience with experienced and trained Mentor Teachers
- Establishment of a professional learning community among residents and practitioners
- An induction program during the first two years of teaching that is a joint effort of academic faculty, teacher education, and school practitioners

### **Western Kentucky University will endeavor to:**

- a. Recruit, screen, select, and hire GSKyTeach interns for the program.
- b. Teach all graduate coursework related to the GSKyTeach program.
- c. Conduct field observations of GSKyTeach interns in JCPS internship placements and inform JCPS officials of impending school visits by WKU staff.
- d. Manage and provide leadership for the day to day operations of the GSKyTeach program.
- e. Provide Master Teachers to supervise field placements of GSKyTeach interns.
- f. Communicate with JCPS administrative personnel and JCPS mentor teachers regarding GSKyTeach internship requirements.
- g. Recommend GSKyTeach candidates who successfully complete the program for Kentucky Teacher Certification.
- h. Oversee all budgetary and grant reporting functions to the United States Department of Education (USDOE).
- i. Serve as a communications liaison among WKU, JCPS, Edvantia, Inc., and the USDOE.

### **Jefferson County Public Schools will endeavor to:**

- a. Assist WKU in the identification of mentor teachers and secure administrator placement approvals for GSKyTeach interns assigned to placements in JCPS high-needs high schools.
- b. Provide human resource support to in-process GSKyTeach interns in the JCPS substitute teacher pool so that the interns may obtain access to JCPS email.
- c. Provide human resource support and early hire contracts to all GSKyTeach interns successfully completing the GSKyTeach program.
- d. Provide institutional review board support for GSKyTeach interns engaged in action research projects.
- e. Provide JCPS internal communications assistance to Edvantia, Inc. personnel for the purposes of data collection within JCPS schools for the research purposes of the GSKyTeach project.
- f. Provide JCPS interns with access to curriculum materials related to their internship placements.



- g. Provide access to meeting space, audiovisual equipment, and internet access needed for GSKyTeach class meetings and program functions.
- h. Provide an annual JCPS budget for grant cost share purposes related to grant activity (see attached budget).

#### **V. ADMINISTRATIVE PROVISIONS**

**IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:**

The Agencies will:

1. Each designate a liaison to facilitate ongoing communication and coordination.
2. Meet annually or as needed to discuss and reach consensus regarding activities that they will carry out to meet the purpose and objectives of this MOU, and identify outcomes of the activities carried out as a result of this MOU.

#### **TERMS OF AGREEMENT**

This agreement shall be executive as of the date of the last signature and shall remain in effect as written until the end of the grant period, 09/30/2012 through 10/01/2013. Both parties anticipate renewal of this MOU by signed agreement of both parties (JCPS and WKU) for Year 5 of the project, 10/02/2013-9/30/2014.

## **KEY OFFICIALS**

Key Officials are essential to ensure maximum coordination and communication among the parties regarding the work being performed. They are:

### **Administrative**

Nancy Mager  
Director  
Office of Sponsored Programs  
Western Kentucky University  
1906 College Heights Blvd. #11026  
Bowling Green, KY 42101  
270-745-6257  
[nancy.mager@wku.edu](mailto:nancy.mager@wku.edu)

### **Technical and Program**

Martha M. Day, Ed.D.  
Executive Director, GSKyTeach  
Western Kentucky University  
1906 College Heights Blvd. #21077  
Bowling Green, KY 42101  
270-745-4411  
[martha.day@wku.edu](mailto:martha.day@wku.edu)

### **Administrative**

Karen Branham  
Assistant Superintendent for Curriculum and Instruction  
Jefferson County Public Schools  
4425 Preston Highway  
Louisville, KY 40213  
502-485-3051  
[Karen.Branham@jefferson.kyschools.us](mailto:Karen.Branham@jefferson.kyschools.us)

### **Technical and Program**

Lee Ann Nickerson  
K-12 Science Curriculum Specialist  
Academic Services Division  
Jefferson County Public Schools  
P.O. Box 34020  
Louisville, KY 4020  
502-485-3053  
[Lee.Nickerson@Jefferson.kyschools.us](mailto:Lee.Nickerson@Jefferson.kyschools.us)

SIGNATURES

IN WITNESS WHEREOF the parties hereto executed this MEMORANDUM OF UNDERSTANDING on the dates set forth below:

Nancy Mager  
Director, Office of Sponsored Programs  
Western Kentucky University

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Martha M. Day, Ed.D.  
GSKyTeach Principal Investigator  
School of Teacher Education  
Western Kentucky University

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Donna M. Hargens  
Superintendent  
Jefferson County Public Schools

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Lee Ann Nickerson  
K-12 Science Curriculum Specialist  
Jefferson County Public Schools

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**GSKy Teach Grant**  
**In-kind match for year 4**  
**10/1/2012 - 09/30/2013**

				JCPS In-kind Match	
				10/1/12- 6/30/13	7/1/2013- 9/30/2013
<b>Salaries</b>					
R. Rodosk	0.025	\$162,092		\$3,039	\$1,013
B. Crump	0.1	\$118,989		\$8,924	\$2,975
K. Branha	0.1	\$145,124		\$10,884	\$3,628
M. Munoz	0.07	\$127,606		\$6,699	\$2,233
T. Lewis	0.05	\$92,569		\$3,471	\$1,157
B. Wilborn	0.05	\$48,763		\$1,829	\$610
L. Nickers	0.15	\$124,303		\$13,984	\$4,661
Mentor Teachers	0.2 (see sheet 2)	\$336,040		\$50,406	\$16,802
<b>Fringe Benefits</b>					
B. Rodosky		\$247		\$185	\$62
B. Crump		\$543		\$407	\$136
K. Branham		\$631		\$473	\$158
M. Munoz		\$432		\$324	\$108
T. Lewis		\$272		\$204	\$68
B. Wilborn		\$191		\$143	\$48
L. Nickerson		\$782		\$587	\$196
Mentor Teachers - (see sheet 2)		\$2,352		\$1,764	\$588
<b>Total</b>				\$103,325	\$34,442
<b>Indirect Costs @ 3.14%</b>				\$3,244	\$1,081
<b>Total Grant Funds</b>					
<b>Total In-kind Match</b>				\$106,569	\$35,523
<b>Totals</b>				<b>\$142,092</b>	

*NON-FEDERAL*  
cert. adm.  
class adm/ktrs  
cert adm.  
class adm/ktrs  
class w/ KTRS  
class w/KTRS  
cert admn  
Cert. Res. Teacher

REV 4/11/13

11/30/2012

**GSKy Grant - WKU**

**Mentor Teacher Salaries - non-federal**

**10/1/2012 - 09/30/2013**

MENTOR TEACHERS	HOURLY RATE	DAILY RATE	DAYS WORK	ANNUAL
JEFFREY BRUTSCHER	38.2336	267.6353	187	\$50,048
IMOGEN HERRICK	38.2336	267.6353	187	\$50,048
MATTHEW IGNASH	35.4248	247.9735	187	\$46,371
NATHAN HARRIS	35.4248	247.9735	187	\$46,371
REBECCA BELL	30.6475	214.5325	187	\$40,118
KERRYLYN POTTS	36.5468	255.8274	187	\$47,840
BRIDGET BRITT- through 12/31/13	39.3571	275.4999	83	\$22,866
CRAIG WINSTEAD-from 1/1/13		369.877	94	\$34,768
BRITTANY MOZINGO	33.5987	235.1907	187	\$43,981

GRI left program 2 weeks into school year

1st semester only end 12/31/12

2nd semester only

\$336,039.54

**In-kind match - 20%**

**\$67,208**

**Fringes 3.5%**

**2,352**

**\$69,560**

REV 4/11/13