# This is a decision paper

**MEMO TO:** Members of the Board of Education

**FROM:** Nannette Johnston, Superintendent

**DATE:** March 20, 2014

**RE:** Confucius Institute Teacher

The Hardin County School District has been selected to participate in an exciting opportunity offered by the Confucius Institute at Western Kentucky University and the Hanban/Confucius Institute Headquarters in China. Through this partnership, participating school districts in Kentucky request and receive Chinese language teachers to come to their district and teach in our schools on one-year contracts salary-free. As part of the agreement, the district will cover the following costs:

* **Housing** - The School District will arrange and pay for housing up to $550/month per teacher. Housing can be either a rented house, apartment, or Host Family (the District is under no obligation to pay the Host Family for assistance).

a. Please Note: Due to Federal tax regulations, Hanban Teachers should never be given funds directly to cover housing, transportation or utilities. The School District will pay housing, transportation and utility costs directly to the appropriate party. Any and all leases, utility contracts or rental agreements should be signed by the District.

b. If the total monthly cost per teacher is under $550/month, we strongly encourage the funds to be used for amenities (i.e. cable, internet, etc.).

* **Transportation** - The District will be responsible for transportation for the Hanban Teacher to and from work, additional school-related activities, and professional development activities sponsored by the CI at WKU or Hanban/Confucius Institute Headquarters for the Hanban Teacher(s).
* **Meals (Breakfast/Lunch)**– Optional.
* **Health Insurance** - The District will be responsible for the required medical insurance program through WKU Health Services. The cost is approximately $1,600 for the year.
* **Certified Teachers** – The cost for a KY Certified Hanban Teacher is $3,800.
* **New District Start-Up Fees (1 Time Payment)** – The cost start- up is $2,000 for providing all source materials including books, classroom materials, and any pertinent teaching materials needed for your teacher.
* **J1 Visa Coordinating & Processing Fee** – The coordinating and processing fee for each Chinese Hanban teacher is $900.

The district would like to implement this program for the upcoming 2014-2015 school year with one teacher at East Harding Middle School. The teacher will be instructing students in Mandarin Chinese, as well as integrating instruction with the art department with Chinese art concepts and projects. We are very excited about bringing this wonderful opportunity to expand cultural understandings to our district and to East Hardin Middle School.

**The total cost to the board for the first year of this program is $14,900. If successful, and depending on funding from the Confucius Institute, the program will continue at East Hardin Middle School at a cost of approximately $8,200 per year.**

Housing for the teacher at East Hardin Middle School will be provided by a host family. The host family in this case is a teacher at the school, who will be able to provide transportation to and from work for the teacher.

As part of this program, the district is also applying for a grant in the amount of $10,000 provided by the Confucius Institute to establish a “Confucius Classroom” in the school. The grant money can be used by the teachers and school to buy materials, resources, and equipment for the classroom. The hope is for the classroom to become a place that is equipped to allow for many different types of Chinese language and art projects that can help students gain a better understanding of the Chinese culture. This room will also become a display location that will be open to the public on open house nights as well as for special community celebrations during the year, such as Chinese New Year. The Confucius classroom is a room that all students will experience at some time during the school year and will have the opportunity to experience Chinese art and culture.

# Recommended motion

I move that the board of education approve the addition of the position of Confucius Institute Chinese Language Teacher at East Hardin Middle School, to be funded by the Confucius Institute at Western Kentucky University and provided by the Hanban/Confucius Institute Headquarters in China. The total cost to the district in year one will be approximately $14,900 and will cover housing, transportation, meals, health insurance, certification, new district start up fee, and J1 Visa coordination.