



May 20, 2016

Suzanne Wright  
Jefferson County School District  
Gheens Prof. Dev. Academy  
4425 Preston Highway  
Louisville, KY 40213

Reading Recovery Center  
120 Quinton Court, Suite 101  
Lexington, KY 40509

859 257-7859  
fax 859 323-3963

[www.readingrecoverycenter.org](http://www.readingrecoverycenter.org)

Dear Ms. Wright:

Your Reading Recovery® Site has been awarded a Teacher Leader Grant for the 2016-2017 school year. This Teacher Leader Grant is awarded from the Reading Recovery Training Center for direct funding of the Teacher Leader. The Teacher Leader Grant may and should include the following in the budget:

- Salary & Benefits for the Teacher Leader
- Travel, in and out-of-state for the Teacher Leader
- Ongoing research with the Reading Recovery Training Center and the International Data Evaluation Center (IDEC)
- Professional and Children's Books
- Education Materials
- Construction and Maintenance of the Reading Recovery Site
- Tuition

Your district has been awarded \$60,000 for Allison Henry as Teacher Leader for the Jefferson County School District in the Commonwealth of Kentucky. Please confirm this grant by completing the following informational sheet by June 10, 2016 to expedite the processing of the Teacher Leader Grant to the Reading Recovery University Training Center at the University of Kentucky.

In the event the district does not renew the Reading Recovery Teacher Leader Grant, the carry over money remaining in the grant must be returned to the University Training Center at the University of Kentucky.

A projected budget is required before August 5, 2016 for the 2016-2017 school year. After the completion of the year long Teacher Leader Grant, an end of year budget must be submitted by June 30, 2016 to the Director of the University Training Center.

Sincerely,

A handwritten signature in black ink that reads 'Dr. Judy Embry'.

Dr. Judy Embry  
Director/Trainer  
Reading Recovery University Training Center

JE:sjl

Enclosure: Informational Sheet  
cc: Allison Henry

## Reading Recovery® Teacher Leader Grant Informational Sheet

Teacher Leader: Allison Henry

Office Phone: 502-485-3052 502-485-3053

District: Jefferson County

Superintendent: Dr. Donna Hargens

Office Phone: 502-485-3011

Site Coordinator: Suzanne Wright

Office Phone: 502-485-3240 502-485-3053

- ☒ Yes, TL Grant accepted for 2016-2017  
☐ No, TL Grant not accepted for 2016-2017

Amount of Teacher Leader Grant: \$60,000

Attention and Address of Accounts Payable  
for deposit of Teacher Leader Grant: \_\_\_\_\_

Denise Dewitt, Grants and Awards Accounting, Jefferson County Public Schools, VanHoose Education Center  
3332 Newburg Road, P.O. Box 34020, Louisville, KY 40232-4020

Please return this information to:

Dr. Judy Embry  
Director/Trainer of University Training Center  
University of Kentucky  
120 Quinton Court, Suite 101  
Lexington, KY 40509



Reading Recovery Center  
120 Quinton Court, Suite 101  
Lexington, KY 40509

859 257-7859  
fax 859 323-3963

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July 1, 2016

Jefferson County School District  
VanHoose Education Center  
Dr. Donna Hargens  
3332 Newburg Rd  
P O Box 34020  
Louisville, KY 40232-4020

Dear Superintendent:

The University of Kentucky has implemented a procedure that we must follow when we award grants. Enclosed is the Memorandum of Agreement (MOA) that must be signed and returned to the Reading Recovery Center as soon as possible. Also, we will need an Invoice on your school letterhead to process the payment along with this signed Invoice Form. When we receive your signed copy of these forms, we will process your Reading Recovery Teacher Leader Grant.

In the event the district does not renew the Reading Recovery Teacher Leader Grant, the carry over money remaining in the grant must be returned to the University Training Center at the University of Kentucky.

If you have any questions, please call me at 859-257-7859. We look forward to working with Allison Henry during the 2016-2017 school year.

Sincerely,

A handwritten signature in cursive script that reads 'Dr. Judy Embry'.

Dr. Judy Embry  
Trainer/Director  
Reading Recovery® Center

JE:sjl

Cc: Suzanne Wright

Enclosures: MOA & Invoice Form

Agreement  
Between  
THE COLLABORATIVE CENTER FOR LITERACY DEVELOPMENT  
READING RECOVERY® CENTER  
and  
Board of Education Jefferson County, Kentucky

This agreement, entered into on July 1, 2016 by and between the University of Kentucky for the Collaborative Center for Literacy Development, Reading Recovery Center, a non-profit corporation existing under the laws of the Commonwealth of Kentucky (herein referred to as CCLD/RR) and Board of Education Jefferson County, Kentucky (herein referred to as Second Party), is for the performance of certain work/services and reimbursement of allowable costs.

BACKGROUND

CCLD was created by the Kentucky General Assembly in 1998 through [(KRS 164.0207 & 45A.690 (1) (D) 3]. CCLD operates administratively within the College of Education at the University of Kentucky. Reading Recovery began in Kentucky in 1988 with one school district. By 1997, Reading Recovery teachers were being trained at four teacher training sites statewide. The Reading Recovery model of assisting districts with low reading skills became the catalyst during the 1998 Kentucky Legislative Session for the creation of the Collaborative Center for Literacy Development. In 2001, the University of Kentucky became the 23<sup>rd</sup> University Training Center in North America. The University Training Center trains, assists, and monitors Teacher Leaders through statewide implementation.

Therefore, the parties agree as follows:

ARTICLE I – Scope of Work

The Second Party agrees to perform the following work:

- Maintain registered status through affiliation with the university training center with Reading Recovery, Literacy Lessons & Comprehensive Intervention Model
- Continue employment in the role of a teacher leader in his/her registered site
- Teach a minimum of two Reading Recovery children per day for 30-minute daily sessions and one Comprehensive Intervention Model group in a school setting throughout the school year
- Teach a training class of 8-12 Reading Recovery teachers during the field year, and in subsequent years as needs dictate within the site
- Provide Comprehensive Intervention Model training as needs dictate within the site
- Conduct assessment training (including practice with children) for a minimum of 24 hours
- Ensure that teachers teach behind the glass at least three times during the year
- Visit teachers-in-training at least four to six times during the year to provide guidance and instructional assistance with Reading Recovery, Literacy Lessons & Comprehensive Intervention Model
- Provide trained teachers with at least six continuing contact sessions each year, including a minimum of four behind-the-glass sessions with two lessons per session with Reading Recovery, Literacy Lessons & Comprehensive Intervention Model
- Visit trained Reading Recovery teachers at least once each year to ensure quality control of the program, with additional visits based on need or request
- Keep complete records on each child as a basis for instruction, predictions of progress, lesson records, running records, record of writing vocabulary, and record of book level
- Submit data to the university trainer as required

ARTICLE II – Period of Performance

The term of this agreement shall extend from July 1, 2016 through June 30, 2017. Second Party shall notify CCLD/RR as soon as possible, of any reason that might contribute to the failure to perform within the specified term even if such reason is beyond the control and without fault or negligence of the Second Party. The performance period may be modified by mutual agreement of the parties.



### ARTICLE III – Financial Consideration and Records

1. The total compensation to be paid for Second Party's activities will not exceed \$ 60,000 based on the budget outlined in Attachment 1.
2. CCLD/RR payment to Second Party shall be based upon the terms and conditions as specified in this agreement and the availability and allocation of CCLD/RR's funds necessary to finance CCLD/RR's performance.
3. Second Party shall maintain reasonable financial records incident to the performance of this agreement. Second Party shall allow CCLD/RR and the University of Kentucky access to any books, documents, papers and records of the Second Party directly pertinent to this project for the purpose of performing an audit.
4. Second Party shall submit an annual budget report. The budget report shall provide a current and cumulative breakdown of costs.
5. In the event the district does not renew the Reading Recovery Teacher Leader Grant, the carry over money remaining in the grant must be returned to the University Training Center at the University of Kentucky.

### ARTICLE IV – Designated Representatives

#### For CCLD/RR: Trainer/Director

Name: Judy Embry  
UK CCLD/RR  
120 Quinton Court, Suite 101  
Lexington, KY 40509  
(859) 257-7859  
(859) 323-3963 - Fax

Name: George Hruby, Executive Director  
UK Collaborative Center for Literacy Development  
120 Quinton Court, Suite 200  
Lexington, KY 40509  
(859) 257-8220  
(859) 323-2824 - Fax

For Second Party: Superintendent  
Name: Dr. Donna Hargens  
Organization: Jefferson Co., VanHoose Ed. Center  
Address: 3332 Newburg Rd - PO Box 34020  
City, State Zip: Louisville, KY 40232  
Phone: 502-485-3011

#### For CCLD/RR: Administrative Representative

Name: Paul Brown  
UK Collaborative Center for Literacy Development  
120 Quinton Court, Suite 200  
Lexington, KY 40509  
(859) 257-6734  
(859) 323-2824 Fax

For Second Party: Site Coordinator  
Name: Suzanne Wright  
Organization: Gheens Prof. Development Academy  
Address: 4425 Preston Highway  
City, State, Zip: Louisville, KY 40213  
Phone: 502-485-3240  
Fax: 502-485-3355

### ARTICLE V – Invoices

An invoice for the \$ 60,000 shall be submitted to CCLD/RR by July 1, 2016.

### ARTICLE VI - Assignments and Subcontracts

Neither performance nor payment involving the whole or any part of this agreement as described under Article I may be assigned, subcontracted, transferred, or otherwise given or imposed on any other party by Second Party without the prior written consent of CCLD/RR.

## ARTICLE VII - Changes and Prior Approval

Second Party is responsible for both notifying CCLD/RR and obtaining prior written approval of CCLD/RR with respect to any changes that might materially alter the terms of this agreement. Examples include, but are not limited to, changes in the period of performance, in Second Party's Director, significant re-budgeting (involving 20% or more of any budget line) and changes in the scope of work. In the event of uncertainty as to whether a change is significant enough to require prior approval, refer questions to CCLD/RR's Administrative Representative cited in Article IV.

## ARTICLE VIII – Insurance

Second Party shall maintain sufficient insurance coverage for Public Liability, Property Damage, Employer's Liability and Compensation Insurance and Motor Vehicle Liability (Personal Injury and Property Damage). This insurance may be provided through a program of self-insurance.

## ARTICLE IX – Suspension

CCLD/RR reserves the right to suspend this agreement at any time by electronic or telephone notice to Second Party followed by written notice within 10 days of the initial notice. Second Party will immediately stop performance and will not perform under this agreement until receiving a resume performance notice from CCLD followed by written notice within 10 days. CCLD/RR will provide Second Party with the reason(s) for suspension and indicate if any remedies are available to Second Party. If CCLD/RR and Second Party mutually agree the reason(s) for the suspension have been remedied, CCLD/RR will issue a resume performance notice to Second Party. Second Party will not be reimbursed or paid for any charges during the suspension period.

## ARTICLE X – Termination

CCLD/RR reserves the right to terminate this agreement at any time by giving Second Party written notice at least 30 days prior to the effective date of termination. The Second Party may terminate this agreement by giving CCLD/RR written notice at least 30 days prior to the effective date of termination. If Second Party terminates this agreement, Second Party shall submit an invoice and shall be paid for all services provided up to the date of termination.

In the event of default, either by Second Party's failure to substantially perform its obligations, Second Party's violation of other material terms of this agreement, or CCLD/RR's termination of work by CCLD/RR, then performance by the Second Party under this agreement may be terminated by CCLD/RR at any time by giving written notice to the Second Party. Should performance be so terminated, the Second Party shall be paid for its reasonable costs and commitments to the date of termination, but only to the extent that such costs and commitments are reimbursable to CCLD/RR under the terms of CCLD/RR's Award. Payment shall be made upon submission to CCLD/RR of a final invoice covering the aforementioned performance and submission of any and all results achieved to the time of termination and acceptance thereof by CCLD/RR.

## ARTICLE XI – Certifications

By accepting this agreement, Second Party certifies compliance with the following, if applicable:

### 1. Non-Discrimination

Second Party certifies that it complies with all federal statutes relating to non-discrimination. These include but are not limited to:

- E.O. 11246 "Equal Employment Opportunity," as amended by E.O. 11375 "Amending Executive Order 11246 Relating to Equal Employment Opportunity"
- Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination based on race, color, or national origin;
- Rehabilitation Act of 1973 which prohibits discrimination based on physical and mental handicap;
- Title IX of the Educational Amendments of 1972 which prohibits discrimination based on sex; and
- Age Discrimination Act of 1975 which prohibits unreasonable discrimination based on age.

2. Audit Requirements


Second Party shall maintain reasonable financial records incident to the performance of this agreement. Second Party shall allow CCLD/RR and the University of Kentucky access to any books, documents, papers and records of the Second Party which are directly pertinent to this project for the purpose of performing all audit.

ARTICLE XII - Entire Agreement

This agreement is intended by the parties as a final written expression of their agreement and supersedes and replaces any prior oral or written agreement. Any terms or conditions proposed by Second Party inconsistent with or in addition to terms and conditions herein contained shall be void and of no effect unless specifically agreed to by CCLD/RR in writing and signed by both parties.

IN WITNESS WHEREOF, the parties hereto have caused their authorized officials to execute this agreement as of the date(s) set forth below:

COLLABORATIVE CENTER FOR LITERACY DEVELOPMENT/READING RECOVERY

  
CCLD/RR Trainer/Director

7-7-16

Date

  
CCLD Executive Director

7/28/16

Date

SECOND PARTY:

\_\_\_\_\_  
Date

\_\_\_\_\_  
IRS Employer Identification Number or Social Security Number

RECOMMENDED FOR APPROVAL:

\_\_\_\_\_  
Director, Purchasing Division

EXAMINED AS TO FORM & LEGALITY:

\_\_\_\_\_  
University Legal Counsel

OFFICIAL APPROVAL:

\_\_\_\_\_  
Senior Vice President for Administration



**PERSONAL SERVICE CONTRACT INVOICE FORM**  
**GOVERNMENT CONTRACT REVIEW COMMITTEE**  
**LEGISLATIVE RESEARCH COMMISSION**

Pursuant to KRS 45A.695, **no payment shall be made on any personal service contract** unless the individual, firm, partnership, or corporation awarded the personal service contract submits its invoice for payment on a form established by the committee.

Invoices shall be submitted every ninety (90) days, unless the personal service contract specifies a different submission time period.

Separate invoices shall be submitted for each distinct matter covered by the personal service contract, and shall be signed by the individual responsible for that matter

**The issuance of an invoice to the Commonwealth constitutes an affirmation by the individual, firm, partnership, or corporation awarded the personal service contract that the invoice truly and accurately represents work actually performed, and the expenses actually incurred.**

The head of the contracting body shall approve the invoice, indicating that the charges in the invoice reflect the value of the work performed, and all recorded costs and disbursements were reasonably and necessarily incurred in connection with the matter invoiced.

**NOTE: All questions must be answered fully. If the space provided is insufficient, additional pages should be attached referencing the specifically numbered item. Any questions regarding the invoice requirements should be directed to the contracting agency.**

**Contract Number:** \_\_\_\_\_ **Date of Invoice:** \_\_\_\_\_

\_\_\_\_ UK - CCLD \_\_\_\_\_  
**Contracting Body**

\_\_\_\_ Reading Recovery \_\_\_\_\_  
**Division, Branch, etc.**

**1. Name & Address of Contractor:**

Jefferson County School District  
3332 Newburg Road – PO Box 34020  
Louisville, KY 40232

**2. Contractor's Tax I.D. Number:** \_\_\_\_\_ 61-6001316 \_\_\_\_\_

**3. Effective Period of Contract:**

**Starting Date:** \_\_\_\_\_ 7-1-2016 \_\_\_\_\_

**Ending Date:** \_\_\_\_\_ 6-30-2017 \_\_\_\_\_

**4. Combined Total Amount Charged in this Invoice for Services and Reimbursable**

**Disbursements:** \_\_\_\_\_ \$60,000 \_\_\_\_\_

**5. Dates of Service Covered under this invoice:**

**Starting Date:** \_\_\_\_\_ 7-1-2016 \_\_\_\_\_

**Ending Date:** \_\_\_\_\_ 6-30-2017 \_\_\_\_\_

**6. Is this the FINAL invoice for services performed under this contract:**

\_\_\_\_ x \_\_\_\_ **Yes** \_\_\_\_ \_\_\_\_ **No**



7. Date of most recent invoice submitted prior to this invoice: N/A

8. How often is the contractor required to submit invoices under the terms of the personal service contract:

One time invoice - \$ 60,000.

9. Provide a description of the matter covered by this invoice:

See description on page 3.

10. Provide a full description of each service provided, including the date each service was performed, the name and title of each individual who worked on the matter, and the time the individual spent on the matter:

One time invoice for Teacher Leader Grant - \$ 60,000.

11. Provide the hourly rate for each individual working on the matter and the total charge for that individual for each matter involved:

One time invoice - \$ 60,000.

12. Provide the subject matter and recipient of any correspondence:

N/A

13. Provide a full description of any work product produced, designating the way in which the work product is associated with the matter being invoiced. (Attorneys Billing for Legal Services: If you contend that any information is subject to privilege, please identify the privileged item, and provide sufficient information to evaluate the claim of privilege):

N/A

14. Provide an itemized list of all disbursements to be reimbursed by the state for each matter invoiced and the total charge for that matter:

One time invoice - \$ 60,000.

**SIGNATURES:**

Contractor: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Contracting Body

Approved by: Dr. Judy Embury

Date: 7-7-16

Title: RR Director/Trainer

**#9.** The Teacher Leader agrees to perform the following work:

- Maintain registered status through affiliation with the university training center with Reading Recovery, Literacy Lessons & Comprehensive Intervention Model
  - Continue employment in the role of a teacher leader in his/her registered site
  - Teach a minimum of two Reading Recovery children per day for 30-minute daily sessions and one Comprehensive Intervention Model group in a school setting throughout the school year
  - Teach a training class of 8-12 Reading Recovery teachers during the field year, and in subsequent years as needs dictate within the site
  - Provide Comprehensive Intervention Model training as needs dictate within the site
  - Conduct assessment training (including practice with children) for a minimum of 24 hours
  - Ensure that teachers teach behind the glass at least three times during the year
  - Visit teachers-in-training at least four to six times during the year to provide guidance and instructional assistance with Reading Recovery, Literacy Lessons & Comprehensive Intervention Model
  - Provide trained teachers with at least six continuing contact sessions each year, including a minimum of four behind-the-glass sessions with two lessons per session with Reading Recovery, Literacy Lessons & Comprehensive Intervention Model
  - Visit trained Reading Recovery teachers at least once each year to ensure quality control of the program, with additional visits based on need or request
  - Keep complete records on each child as a basis for instruction, predictions of progress, lesson records, running records, record of writing vocabulary, and record of book level
  - Submit data to the university trainer as required
-