

Matthew G. Bevin
Governor



Don Parkinson
Interim Secretary
Education and
Workforce Development Cabinet

Wayne D. Lewis, Ph.D.
Interim Commissioner of Education

KENTUCKY DEPARTMENT OF EDUCATION

300 Sower Boulevard • Frankfort, Kentucky 40601
Phone: (502) 564-3141 • www.education.ky.gov

May 1, 2018

Chuck Adams, Superintendent
Spencer County Schools
207 W. Main St.
Taylorsville, KY 40071

Dear Mr. Adams:

Robyn Baxter has been selected to serve in the District 180 School Turnaround Initiative Program for fiscal year 2018-2019. A Memorandum of Agreement (MOA) will be granted on a year-to-year basis. In accordance with KRS 161.770, individuals assigned for assistance purposes shall be granted professional leave.

A calculation worksheet and instructions for completing it on Ms. Baxter will be emailed to your finance and business office. Please indicate her annual salary effective July 1, 2018, the number of workdays in her contract and any fringe benefit costs associated with her employment. To expedite processing, the worksheet should be emailed back to Nicole Crosthwaite, Division of Budgets and Financial Management, at nicole.crosthwaite@education.ky.gov. Once Ms. Crosthwaite receives the worksheet, a final calculation sheet and MOA will be completed and sent to you for signature. These originals must be returned for processing; faxed or scanned copies cannot be accepted. Please send them to Ms. Crosthwaite's attention at: Division of Budgets and Financial Management, 300 Sower Blvd., 5th Floor, Frankfort, KY 40601. Should you have any questions, contact her by email at nicole.crosthwaite@education.ky.gov or call 502-564-1979, ext. 4328.

Each school year, local districts lend the services of teachers and administrators to the Kentucky Department of Education to fill some of its vacant positions. In providing for this arrangement, the legislature envisioned a unique working relationship that provides new experiences to the individual, which the person would not usually gain in the classroom environment, and brings fresh and original ideas and talents to the department.

Superintendent Adams

May 1, 2018

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Thank you for allowing Ms. Baxter the opportunity to bring expertise and knowledge to a broader range of students across Kentucky. The information and experience she will gain from this short-term employment opportunity will be of great benefit to your district upon her return. We believe this arrangement will be of great value to the department as well and look forward to working with Robyn. Specific details concerning the school assignment will be forthcoming from the District 180 School Turnaround Program. If we can help in any way or answer any questions, please contact Kelly Foster at 502-564-5130, ext. 4001, or via email at kelly.foster@education.ky.gov.

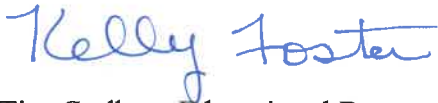
Sincerely,

Kelly Foster, Ed.D.

Associate Commissioner

Office of Continuous Improvement and Support

KF/kk



cc: Tim Godbey, Educational Recovery Director
Robyn Baxter