




Bullitt County Public Schools

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TO: Keith Davis, Superintendent

FROM: Adrienne Usher, Assistant Superintendent for Student Learning 

RE: Bellarmine University/BCPS Bellarmine Literacy Project MOU and Additional Consulting Services

DATE: May 4, 2018

The attached Memorandum of Understanding explains contract details between Bullitt County Public Schools and Bellarmine University for the Bellarmine Literacy Project (BLP). The BLP is a professional learning collaboration initiative between Bellarmine University and Bullitt County Public Schools for the 2018-2019 school year. The focus of this project is to provide teachers with the expert knowledge and tools to identify and address a child's diagnostic and prescriptive needs related to the five components of reading (phonemic awareness, phonics, vocabulary, fluency and comprehension). In addition, BCPS is working to create an on-going professional learning experience that not only creates teacher leaders in this project, but also provide continuous support for new and past participants of the project. This vision will ensure fidelity to the teaching framework, best practices of early literacy in all primary classrooms and a centralized process for district level progress monitoring of data for reading on-grade-level throughout the primary years of our students.

The BLP professional learning framework involves the following:

- A new cohort (Cohort 3, 20 teachers) will be added for the 2018-2019 school year open to teachers of Grades K-3 and Special Education. Participating teachers will gain 6 hours of college credit through Bellarmine University towards a Masters in Literacy at BU or other university/college.
- Teachers (12) who participated in the project during the 2017-2018 school year (Cohort 2), will have the opportunity to continue a second year to receive focused training and support specifically related to analyzing data and adjusting instruction for student needs. Participating teachers will gain 3 college credit hours through Bellarmine University.

BCPS will also contract individually with educational consultant, Dr. Mary Ann Cahill, to provide more intense job-embedded professional learning for previous BLP teacher participants. In addition, development of a data management system to assist with district data monitoring of early reading skills of our youngest learners will be implemented. This contract complements the BLP professional learning framework by providing:

- Job-embedded support and coaching feedback of participants in the BLP Cohort 1 (2016-2017), who have not received additional training, will occur on-site and on identified Bullitt Days through collaboration with BLP trained instructional coaches.

OK for May


- Monthly meetings with newly hired principals and/or instructional coaches to ensure all instructional leaders understand the five components of literacy and are able to support teachers implementing best practices in their classrooms.
- Creation of data system and analysis of early literacy data, using BLP and district chosen assessments, to assist school and district level leaders with more reliable and valid data for decision-making related to student and teacher needs.

The total cost of the Bellarmine Literacy Project with Bellarmine University is \$47,300 to be funded through Title II funds. BLP texts, student assessments and other resources needed by/for teachers will be funded through the Student Learning Department budget. The total cost of contracting with educational consultant, Dr. Mary Ann Cahill, to provide the additional needed support for continued growth of this work in our district is \$13,500 to be funded through Title II funds. All contracts have been reviewed by Buckman & Farris, LLC. Approval is requested for the Bellarmine University/BCPS Bellarmine Literacy Project MOU and professional consulting contract with Mary Ann Cahill, Ed.D., Educational Consultant for the 2018-2019 school year.

MEMORANDUM OF UNDERSTANDING

Bullitt County Public Schools
and
Bellarmine University - Annsley Frazier Thornton School of Education

For Collaboration in the Delivery of the 2018-2019
Bullitt County Public Schools Reading Academy for Teachers in Selected Schools

In order to provide assistance for developing master teachers of reading in kindergarten through grade 3 classrooms in Bullitt County Public Schools, the Annsley Frazier Thornton School of Education (AFTSE) at Bellarmine University agrees to offer professional services pursuant to delivering Year 3 of *The Bullitt County Public Schools Reading Academy* for identified teachers serving children in grades K through 3. Specifically identified faculty members from the AFTSE of Bellarmine University shall assist BCPS staff in the implementation of school improvement activities that include the following:

Delivery of Year 1 Reading Academy [referred to hereafter as the "Academy"] for a new cohort with a maximum of 20 identified teachers. The Year 1 Academy consists of a 90-hour capacity building professional development program in evidence-based literacy practices. The Bullitt County Public Schools Reading Academy will be hosted at a BCPS site identified by the administration staff convenient for participating teachers. Bellarmine University will provide six (6) hours of graduate credit for the selected teachers who successfully complete the Academy program. This course credit may be applied to a graduate studies program (e.g., Rank I, Literacy Specialist endorsement, Master of Arts in Education) at Bellarmine University and many other higher education institutions.

Delivery of a Year 2 Program for Reading Academy "laureates" for a maximum of 10 teachers who completed the Year 1 program in the 2017-2018 school year. The purpose of Year 2 Program is intended to 1) assist and support teachers in implementing evidence-based reading instructional practices with fidelity, and 2) increase teacher knowledge of new and emerging "best practices." This program will meet 14 times over the course of the school year at a BCPS site identified by the administration staff convenient for participating teachers. Participating teachers will receive three (3) hours of graduate course credit upon successful completion of the Year 2 program.

Bellarmine University will provide invoices for services totaling \$47,300 for the project (see Addendum). Invoices will be sent at the end of each semester with payment due within thirty days. All services must be completed by May 15, 2019. In addition, Bellarmine University shall:

Assist with the selection of professional development and classroom materials for teachers/participants and coaches to be purchase by Bullitt County Public Schools in support of Academy participation;

On behalf of the teachers and principals in the targeted schools, and central office staff participating in the Academy, Bullitt County Public Schools agrees to:

Collaborate with assigned BU faculty in the sharing of pertinent school, student, demographic, and participant data for the preparation and evaluation of the Academy;

Cooperate with the assigned BU faculty to implement and evaluate measures designed to improve facets of the schools' reading/literacy program.

An addendum is attached with the budget for this project detailing financial responsibilities for Bullitt

County Public Schools and Bellarmine University

The term of this Agreement for Year 1 shall be from June 1, 2018 through May 31, 2019.

The undersigned have reviewed this Memorandum of Understanding and accept it as the basis for Annsley Frazier Thornton School of Education of Bellarmine University provision of The Bullitt County Public Schools. This agreement is adjustable and renewable upon the mutual consent of the Bullitt County Public Schools and Bellarmine University.

Susan M. Donovan 4/16/18
Dr. Susan Donovan Date
President, Bellarmine University

Ms. Debbie Atherton Date
Chairperson, Bullitt County Board of
Education

Mr. Keith Davis Date
Superintendent, Bullitt County Public Schools

2018-2019

Activity	Costs BCPS	Subtotals/Total
Develop & Implement The Bullitt County Public Schools Reading Academy (K-3)		
Year 1 - Professional Development Fee (includes BU credit- 6hrs.)	\$36,000	
Year 2 - Professional Development Fee (includes BU credit- 3hrs.)	\$10,800	
Laureate Ceremony Plaques	\$500	
TOTAL BUDGET		\$47,300

BU Reading Project		BCPS Costs	BCPS Funding Source
Professional Development Fees for up to 20 teachers for Year 1, Cohort 3 (includes 6 hours of graduate course credit) (\$300 per teacher, per hour)		\$36,000	Title 2
Year 2, Cohort 2 professional development program fees for up to 12 teachers (includes 3 hours of graduate course credit) (\$300 per teacher, per hour)		\$10,800	Title 2
Textbooks per participant (teachers) – approximately \$120 each*		\$3500	SLD or Title 2
Laureate Ceremony		\$700	SLD
Plaques		\$500	SLD
Support for Cohort 1, Year 3 and Principals			
Educational Consultant: Dr. Mary Cahill, EdD		\$13,500	Title 2
Services:			
Observations/Coaching of Year 3 Teachers			
4 Total Trainings with New BLP Principals			
Management and Analysis of BCPS Early Literacy Assessment Data			
PLC Process facilitation and training every other Bullitt Day for Year 3 Teachers			
Note: Total to be Billed by BU per MoU		\$ 47,300	

**Consulting Agreement
Between
Bullitt County Public Schools
and
Mary Ann Cahill, Ed.D.**

This agreement entered into on May 21, 2018 by and between Mary Ann Cahill, Ed.D. (Consultant) and Bullitt County Public Schools (BCPS), sets forth the terms and conditions of the relationship between Consultant and BCPS. This agreement covers the services by the Consultant occurring between August 1, 2018 and May 30, 2019.

Scope of consulting services:

- To provide teacher professional development for BCPS staff to accomplish goals set by BCPS;
- Observations and support with year 3 BLP teachers;
- Management and assessment of data; and,
- Monthly meetings with new principals and curriculum coaches.

In consideration of the services provided stated herein, BCPS agrees to act in accordance with the protocols of courtesy and professional responsibility and agrees to facilitate the delivery of services by providing 1) timely access to any and all materials and staff required for planning and delivery of services; and 2) the cooperation of individuals who possess specific knowledge and/or access to information that may be necessary to complete the required objectives. BCPS will be responsible for coordinating Consultant's scheduled activities, reviewing and approving as needed material prepared by the Consultant, and obtaining any approvals necessary from appropriate officials. Regular contact will be maintained between Consultant and BCPS designees overseeing the services to be provided to BCPS teachers.

Terms: Service will be billed at a flat rate of \$500.00 per day, for a minimum consulting duration of 6-7 hours per day, unless otherwise approved in writing in advance by BCPS.

Billing: Consultant will submit one invoice per month. BCPS agrees to pay invoices within 10 days of receipt. Significant delays in payment of invoices may result in suspension of Consultant services until payment is received. In no event shall the total amount billed be more than \$13,500.00 for the duration of this Agreement.

Provision for Cancellation of Agreement: In the event that BCPS wishes to suspend the Consultant's services, it is obligated to pay only for uncompensated work completed up to the date of notification. Either party to the agreement reserves the right to terminate this Agreement for any reason, with or without cause, upon (10) days written notice.

Privacy: The Consultant shall adhere to all federal and state privacy laws.


Law: Kentucky law shall govern this Agreement.

Addenda: Additional addenda may be attached with this Agreement to clarify the scope of services to be provided.

Agreed to by:

Keith Davis, Superintendent
Bullitt County Public Schools

Deborah Atherton, Chair
Bullitt County Board of Education


Mary Ann Cahill, Ph.D.
Consultant