





Moving Forward

Bullitt County Public Schools

1040 Highway 44 East
Shepherdsville, Kentucky 40165

502-869-8000
Fax 502-543-3608
www.bullittschools.org

TO: Jesse Bacon, Superintendent 

FROM: Adrienne Usher, Assistant Superintendent for Student Learning 

DATE: December 5, 2018

RE: Integrity Consulting, LLC Memorandum of Agreement

The Kentucky Teacher Internship Program (KTIP) was suspended by the state until June 30, 2020 due to lack of funding in the biennium budget. KTIP was a program that provided first year teachers with job-embedded professional learning with the support of a resource teacher, university mentor and principal. Due to the absence of the KTIP program, first year teachers are now dependent upon school based support put into place by administration teams. Our schools have done an adequate job by providing mentors, scheduling intentional meeting time with new teachers, providing support through district instructional coaches and other strategies to create a support system for new teachers in their buildings. However, a new teacher support program that can be sustainable needs to be put in place by the district so we can provide additional support along with ensuring the development and retention of quality teachers. According to a recent Gallup research study, 60% of teachers reported they left the profession due to lack of development related to individualized professional learning and development opportunities. In addition, we know that supporting teachers within their first few years of teaching sets the foundation for their overall general teaching practices for the remainder of their career. Finally, the effect size of a quality teacher has a more powerful impact on a student's learning than any other single factor.

Based on the need above, attached you will find a memorandum of agreement (MOA) between Bullitt County Public Schools and Integrity Consulting, LLC. This agreement will run from January 7, 2019 until June 7, 2019 to provide on-going support for all new teachers in the district. The outcomes and goals for this work is to provide all first year teachers in our district with mentoring, coaching and consulting services related to developing their skill and understanding as it relates to the Kentucky Framework for Teaching Standards. In addition, Integrity Consulting will also support new teacher growth through communication with district and school leadership on district and school improvement initiatives. The goal of this work is provide new teachers with a cohort of other new teachers within the district, but also providing more individualized support to address areas of strength and improvement. The total cost of the agreement is \$28,000 for professional learning services and \$5,000 for travel and new teacher material resources. Funding has been included in the Student Learning budget for the 2017-2018 school year for this work. The agreement has been reviewed by Buckman, Farris & Mills, Inc. Approval is requested for the MOA between Bullitt County Public Schools and Integrity Consulting, Inc.

Integrity Consulting, LLC

550 Overhill Drive

Shepherdsville, KY 40165

integrityconsultingservices2@gmail.com

MEMORANDUM OF AGREEMENT FOR **NEW TEACHER** PROFESSIONAL LEARNING SERVICES BETWEEN INTEGRITY CONSULTING & BULLITT COUNTY PUBLIC SCHOOLS

Organizational Mission:

Integrity Consulting is a partnership of education leaders who strive to align the work we do with our core values of trust, service, respect, and honesty.

A. Terms of Agreement

- a. This Agreement beginning 1/07/2019, and ending 06/7/2019 is made by and between Integrity Consulting, LLC, and Bullitt County Public Schools, collectively referred to as "the Parties" and "the Agreement year"
- b. The terms outlined in this Agreement are subject to change if a signed Agreement is not received within 30 days of the date above
- c. Upon 30 day written notice, with or without cause, BCPS may terminate this agreement
- d. All services must be completed between 1/07/2019 and 06/7/2019.
- e. The Parties acknowledge that Integrity Consulting and any Staff retained by Integrity Consulting to deliver services under this Agreement are independent contractors. Accordingly, Client shall not be responsible for any federal, state, or local tax liability arising from the performance of services under this Agreement.
- f. By signing this Agreement, Integrity Consulting certifies that it is not presently disbarred, suspended or otherwise excluded from receiving federal financial or non-financial assistance

I. Responsibilities of Integrity Consulting

Integrity Consulting presenter agrees to:

- A. Work with Client to determine the agenda, start and end times and materials and equipment needed.

II. Responsibilities of Client

Client agrees to:

- A. Work with Integrity Consulting presenters to determine the agenda, start and end times and materials and equipment needed.
- B. Provide space and facilities for presentations
- C. Provide technology equipment needed for Professional Learning Presentations

B. Scheduling

- a. Client is responsible for working with Integrity Consulting Staff members to map out the year's calendar to ensure dates of service convenient for both parties.

C. Fees and Payment

- a. Client agrees to pay \$28,000.00 for professional learning services listed on Appendix A plus any additional fees outlined in Appendices B-F of this Agreement
- b. Integrity Consulting will provide Client with a monthly invoice for the agreed upon work days each month for the amount upon receiving a signed Agreement unless additional terms are agreed to on the signature page of this Agreement.
- c. Client shall remit payment to Integrity Consulting within 30 days of the invoice date.

D. Services to be Provided and Related Terms

- a. Services to be provided are listed in Appendix A.
 - i. Professional Learning Services — Terms outlined in Appendix B
 - ii. Travel and Material Expenses — Terms outlined in Appendix C

Appendix A — Services to be Provided

Outcomes and Goals
Integrity Consulting staff will facilitate professional learning support for all newly hired first-year teachers. Differentiated support will assist new teachers in the areas of Planning and Preparation, Classroom Environment, Instruction, and Professional Responsibilities. Support will include one-on-one coaching, modeling and mentoring through Google Classroom, classroom observations, face-to face meetings, PD opportunities, and access to best practice resources books or other written materials. All new teacher support will be planned with the BCPS Student Learning Department to ensure alignment of district expectations. In addition, Integrity Consulting will also consult with school level principals and instructional coaches to provide specific school-related teacher development as set forth by the school instructional leadership team.
Logistics and Pricing
<ul style="list-style-type: none">• 13 days of consulting service per month between 1/7/2019 and 6/7/2019• Integrity will provide a monthly invoice to Bullitt County Public Schools, Student Learning Department by the last day of each month billed at \$5600.00 each month
Travel Expenses, Resources and Terms
<ul style="list-style-type: none">• Travel and new teacher development resource expenses will be paid up to \$5,000 from 1/7/2019 to 6/7/2019• Integrity Consulting will provide a travel reimbursement form each month by the last day of the month

Integrity Consulting Representative

Bullitt County Public Schools Representative

Title

Title

Date

Date

Integrity Consulting Representative

Title

Date

Appendix B - Onsite Professional Learning Services Terms

A. Responsibilities of Integrity Consulting

Integrity Consulting agrees to:

- a. Participate fully in the joint creation, ongoing monitoring and revision of the Professional Learning Plan for each first-year teacher.

B. Responsibilities of Client

Client agrees to:

- a. Participate fully in the joint creation, ongoing monitoring and revision of the Professional Learning Plan for each first-year teacher.

C. Delivery and Usage of Services

- a. A minimum of three in-person meetings of each teacher intern to provide feedback and discuss needed support and resources for next steps.
- b. A Google Classroom will be created and maintained for interns to access resources and submit assignments designed to support new teacher growth.
- c. Consultation with Principals/IC coaches about needed support and resources for interns.

D. Additional Fees

- a. Client is responsible for all necessary supply expenses and travel expenses (Appendix C), not to exceed \$5,000.00

Appendix C — Travel and Material Expenses

A. Responsibilities of Integrity Consulting

Integrity Consulting agrees to:

- a. Submit all required mileage reimbursement forms;

B. Responsibilities of Client

Client agrees to:

- a. Pay for mileage costs outlined on this page.

C. Travel Policies and Procedures

- a. Mileage is calculated at the same rate dictated by the Bullitt County Board of Education Office.