

MEMORANDUM OF UNDERSTANDING BETWEEN
KENTON COUNTY SCHOOL DISTRICT
AND
BOONE COUNTY SCHOOL DISTRICT
REGARDING THE IGNITE INSTITUTE

Scope and Term

Boone County School District (hereinafter “BC”) and Kenton County School District (hereinafter “KC”) adopt this Memorandum of Understanding (hereinafter “MOU”) setting forth their respective roles regarding the Ignite Institute (hereinafter “Ignite”), which is a regional high school at the Roebling Innovation Center in Boone County, Kentucky which will provide regional programs as described herein.

This MOU is effective upon the mutual approval of the respective Boards of Education and subject to the Kentucky Department of Education (hereinafter “KDE”) approval of those aspects of it which by law may require their approval.

This MOU shall continue in effect until either party notifies the other that it desires to terminate its participation in Ignite, but only after the completion of the 2019-2020 school year, and by giving written notice two (2) full school years prior to its termination process. The termination process may take up to two (2) years. If Boone County Board of Education choose to terminate this MOU, Kenton County Board of Education shall have the right to purchase the furniture, fixtures, equipment and inventory at Ignite and to lease the premises at fair market rent for the purpose of continuing the programs at Ignite.

This MOU may only be revised or amended upon mutual approval of the Boards of Education of each district.

The Superintendents of BC and KC shall appoint and chair a MOU Review Committee consisting of equal members of each district to formulate revisions to the MOU as circumstances may arise. Material revisions of this MOU must be approved by the Boards of Education of each district.

The Superintendents of each district shall assure a collaborative process, open communication and cooperation among their appointed designees regarding all curriculum, financial and business matters and procedures and implementing them upon approval by the Superintendents, and the respective Boards of Education if appropriate. Each Superintendent shall appoint its Finance Director or equivalent and one other senior central office administrator to an Ignite Finance Committee, which shall regularly review Ignite finances and provide reports and recommendations to the respective Superintendents as often as the Superintendents may require.

Acceptance of students from school districts other than BC and KC, both in and out of state, is encouraged, but must be done with the mutual approval of the Superintendents of both BC and KC and the financial arrangements for each must be approved by the respective Boards of Education. Student population shall be equal between BC and KC (as close as possible as enrollment evolves). The student population distribution is outlined in Attachment C, which may be adjusted as enrollment evolves. Any material deviation of the ratio of pupil distribution must be approved by each Board of Education.

Ignite is a BC high school which will provide regional programs as described herein.

BC retains authority and responsibility to assure compliance of the school in all requirements of law and KDE. The parties agree to assure that their policies allow for the implementation of the programs described herein.

BC is responsible for the ownership, ongoing maintenance and operational aspects of Ignite, such as custodial, food service, physical plant operation, IT support and the like.

Curriculum

Curriculum decisions and structure shall be decided by the Ignite administrative team and will include recommendations from all stakeholders. Curricular issues that differ from either BC or KC processes will be discussed by the curriculum leads from each district to reach a compromise concerning the implementation at Ignite.

Staffing Structure

BC and KC shall appoint co-principals. Both principals have the right to supervise and evaluate all certified and classified staff at Ignite. Principals will use the procedures of the district that employs each staff member for all personnel processes. If an assistance/action plan is needed, the principal from the respective district will lead the process.

BC principal evaluation will be completed by the appropriate BC supervisor. KC principal evaluation will be completed by the appropriate KC supervisor.

Ignite will have its own Code of Conduct that will be used for discipline of Ignite students, which shall incorporate the applicable Code of Conduct of the respective school district for more

serious offenses. The Ignite Code of Conduct must be presented and approved by each Board of Education.

BC will purchase existing technology, equipment, supplies, from the Kenton County Academies of Innovation at fair market value. These items will become property of the BC system to be housed at Ignite. BC and KC will split the cost of the appraisal of the fair market value.

Substitute teachers will be provided by each respective district. BC will cover cost of the subs for BC substitute teachers and KC will cover cost of subs for the KC substitute teachers according to each district's substitute salary schedule.

Transportation costs of its students will be provided by that respective district. BC will cover cost of buses used during the school day for educational field trip purposes. Ignite will follow BC procedures for field trips.

It is the goal of BC and KC calendar committees to work together in creating the Ignite School Calendar. The BC calendar will be followed for the 2019-2020 school year.

Staffing Structure

BC and KC agree to twenty-six (26) staff members from each district for a total of fifty-two (52) for the first year 2019-20. Attachment A, Ignite Institute Staffing Structure 2019-20 Chart, sets forth the initial staffing allocations. All staff (26 KC and 26 BC) will be employees of their hiring district as of July 1, 2019.

Students who have an IEP and/or 504 plans will be serviced by staff at Ignite as outlined in the IEP / 504 plan and as coordinated between the BC and the KC Special Education Directors.

- a. Any special education services required beyond the two (2) Ignite special education teachers will be a shared cost collaboratively by both districts.
- b. Special Education services OT, PT, Speech, etc. will be provided by the home district as required.
- c. The home school district will be responsible for the costs of any special education due process or legal fees.

The foregoing shall be subject to KDE subsequent determination with the consideration of each district being responsible for its own students.

English Language Learners will be serviced by staff at Ignite as outlined in the PSP plan and as coordinated between BC and KC English Learners Coordinators. This is also true for Gifted and Talented services.

New hires for the 2019-20 school year for each school district will be based on the positions listed per BC (15 positions) and KC (7 positions) on Attachment A (Ignite Staffing Structure 2019-20 Chart).

All new hires, after the first school year of 2019-20, will be hired by BC (2020-21 and beyond) and will be BC employees. KC will pay to BC the cost of the new hire when the new hire is a replacement of one of the original 26 staffing positions provided by KC.

Growth of new pathways, from 2020-21 and beyond, will be added in increments of six (6) teachers per pathway. This cost will be shared equally between BC and KC by adding the actual salary of all six (6) teachers and each district paying half of that amount.

Ignite will begin with two principal positions, one from BC and one from KC. In the event that one principal leaves their position at Ignite, the remaining principal will remain in their position and the second principal's position will be replaced with an assistant principal position. If the KC principal leaves, BC will hire the replacement with the annual cost being paid by the KC to BC.

KC will pay BC BC's cost for two (2) custodians for Ignite.

BC will follow its use of facilities procedures concerning staffing for evening programs. The executive director of strategic partnerships at Ignite will oversee evening programs as part of his responsibility to oversee business partnerships.

Ignite teachers are required to meet the requirements to teach dual credit (18 hours past masters degree in specific field) by three years from hire date. Teachers may use the Kentucky Department of Education Tuition Waiver Program to offset cost.

The hiring of all personnel for Ignite shall be through an agreed upon process with equal decision making between BC and KC.

BC employees are paid according to the BC pay scale and the KC employees are paid according to the KC pay scale. BC teachers will be paid a stipend for extra duties in cases where the KC pay scale exceeds the BC pay scale to bring compensation to the KC levels.

The principals will determine the professional learning and curriculum development needs of Ignite. Teachers will be provided up to an additional ten (10) days to complete this work per

the professional learning plan, which must be approved by the respective Superintendents for their teachers.

Finance

In addition to the 26 initial staff from each district, BC and KC agree to contribute \$475,000 annually to ensure a high quality instructional program and a balanced budget at Ignite. KC funding may include CTE/Perkins Funds. If unforeseen costs need to be incurred beyond the budget, the Ignite Finance Committee will promptly report to their respective Superintendents for possible adjustments. In any event the unforeseen costs will be shared equally by the districts.

Ignite may receive funds from private contributions (currently through the Horizon Fund) to provide annual tuition scholarships and contributions from regional business partners such as The Northern Kentucky Regional Alliance and others.

Grants and awards exclusively issued to Ignite are the responsibility of BC to ensure expenditures comply per the grant or award requirements.

Any revenue raised for Ignite will equally offset the financial obligation of BC and KC.

All annual financial operations and fiscal reporting for Ignite are the responsibility of BC.

Financial expenditures for daily operations of Ignite will follow BC procurement and purchasing procedures. Assets acquired through the annual operations of Ignite will be owned and accounted for by BC.

Food services at Ignite will be self-supporting.

Advisory Boards

Ignite shall enjoy the expertise and advise of the Advisory Boards as set forth in Attachment B as long as they sustain themselves.

Boone County Board of Education
Board Chair

Date

Kenton County Board of Education
Board Chair

Date

ATTACHMENT A

Ignite Institute Staffing Structure 2019-20

Engineering College

Engineering Pathway	Kenton County Teachers	Boone County Teachers
	Adam Klaine - PLTW	Jeff Hartline - Career
		Randy Wilson - Science
	Alyssa Leimenstoll - English	
	Ian Olano - Math	
World Language – (In Plan)		
	Social Studies – Hire 1	

Construction Pathway	Kenton County Teachers	Boone County Teachers
	Phase Two - Hire	Phase Two - Hire

Logistics Pathway	Kenton County Teachers	Boone County Teachers
	Phase Two - Hire	Phase Two - Hire

Health Science College

Biomedical Pathway	Kenton County Teachers	Boone County Teachers
	Sara Anderson – PLTW & Science	
	Niki Mathews – PLTW & Science	
	Morgan Raab - English	
	Terry Pelfrey - Math	
	World Language – Hire 2	
	Social Studies – Hire 3	

Allied Health Pathway	Kenton County Teachers	Boone County Teachers
	Career Teacher – Hire 4	
	Science – Hire 5	
	English – Hire 6	
		Math – Hire 1
		World Language – Hire 2
		Social Studies – Hire 3

Information Technology College

Computer Science Pathway	Kenton County Teachers	Boone County Teachers
	Sarah Brown - PLTW	Jim Mardis – Tech/Media
		Science – Hire 4
		Todd Garland - English
	Brian Noll - Math	
		World Language – Hire 5
		Social Studies – Hire 6

Education College

Teaching & Learning Pathway	Kenton County Teachers	Boone County Teachers
	Melissa Insko - TLP	
		Science – Hire 7
		English – Hire 8
	Chris Terry - Math	
		World Language – Hire 9
		Social Studies – Hire 10

Design College

Creative Arts & Media Pathway	Kenton County Teachers	Boone County Teachers
		Scott Richards - Media
		Jessica Issacs – Art
		Science – Hire 11
	Casey Wolfe - English	
	Kristen McKinley - Math	
		World Language – Hire 12

		Darren Smith – Social Studies
Total Teachers	Kenton County Teachers	Boone County Teachers
	19 (13 Existing + 6 New)	19 (7 Existing + 12 New)

Special Education

Creative Arts & Media Pathway	Kenton County Teachers	Boone County Teachers
		Kahil Mulha - Special Education
		TBD - Special Education– Hire 13
Total Teachers	Kenton County Teachers	Boone County Teachers
	0	2

Administration

Administration & Certified	Kenton County Teachers	Boone County Teachers
	Julie Whitis - Principal	Jerry Gels - Principal
1000 Scholars – Add for Growth	TBD - Asst. Principal– Hire 7	
Total Adm. & Certified	Kenton County Teachers	Boone County Teachers
	2	1

Certified Support Staffing

Certified Staffing	Kenton County Teachers	Boone County Teachers
600 Scholars – Add for Growth	Amanda Knochelman - Counselor	TBD – Counselor – Hire 14
	Chris Bryson – College Intern Coach	Don Black – Instructional Coach
	A.Dempsey – College Intern Coach	
Total Adm. & Certified	Kenton County Teachers	Boone County Teachers
	3	2

Classified Support Staffing

Classified Staffing	Kenton County Teachers	Boone County Teachers
	Jenni Kentrup - Secretary	Suzanne Hemingway - Secretary
	Heather Johnson - Bookkeeper	
		Nurse – Hire 15
Total Classified Staffing	Kenton County Teachers	Boone County Teachers
	2	2

TOTAL

Total Ignite Staffing	Kenton County Teachers	Boone County Teachers
Teachers	19	19
Special Ed Teachers	0	2
Administration	2	1
Certified Support Staff	3	2
Classified Support Staff	2	2
Total	26 (19 Existing + 7 New)	26 (11 Existing + 15 New)

ATTACHMENT B

Board of Directors

Mission/Philosophy with focus on National Objectives
3-5 Educational and Business Leaders
Boone County and Kenton County Superintendents

Executive Advisory Board

Mission/Philosophy with focus on Regional and State Objectives
6-8 Educational Leaders including a representative from Boone County and Kenton
County Schools
3 Business Leaders

College Pathway Advisory Committees

Mission/Philosophy with focus on individual Pathway support
with Education and Business Leaders per Pathway

ATTACHMENT C

Scholar Population Distribution at the Ignite Institute

The scholar population at the Ignite Institute will be made up of scholars from across the region. The majority of scholars will be accepted from BCS and the KCSD with a portion coming from public schools in the region that are outside BCS and the KCSD public school districts.

Specifically, each incoming class of scholars at the Ignite Institute will be given slots based on the breakdown of 45% BCS scholars, 45% the KCSD scholars, and 10% scholars from regional high schools. These percentages will be applied per class, per college.

(Year 1: % are applied after current enrolled scholars are transferred to IGNITE. This will ensure that the % breakdown is applied evenly from year one of the agreement)

Example 1: 160 slots available in new Allied Health Pathway: BCS 45% (72), KCSD 45% (72), Region 10% (16)

Example 2: 160 slots available in Design Pathway: 100 slots already accounted for from BCS Program; BCS 45% of available 60 slots (27), KCSD 45% of available slots (27), Region 10% of available slots (6)

Example 3: 160 slots available Bio-Med: 120 slots accounted for from KCSD program; BCS 45% of the 40 available (18), KCSD 45% of 40 (18), Region (4)

*All enrollment in colleges/pathways in colleges would follow this model moving forward which would ensure equity over time

Should any regional slots not be filled, the remaining slots will be split evenly between BCS and the KCSD scholars. Furthermore, if BCS slots are not filled, the remaining unfilled slots will be given to the KCSD scholars first, then offered to the region. Likewise, if the KCSD slots are not filled, the remaining slots will be given to BCS scholars first, then offered to the region.