





## Bullitt County Public Schools

1040 Highway 44 East  
Shepherdsville, Kentucky 40165

502-869-8000  
Fax 502-543-3608  
[www.bullittschools.org](http://www.bullittschools.org)

To: Jesse Bacon, Superintendent 

From: Adrienne Usher, Assistant Superintendent for Student Learning 

Date: May 29, 2019

Re: BCPS New Teacher Induction Program, August 2019-May 2020

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.

During the 2018-2019 school year, the district funded a "pilot" New Teacher Induction Program from January 2019-May 2019. The framework for this program was set up to KTIP process but focused more on areas of development using the TPGES Framework as a guide. In addition, the focus on the program was focused on growth, development and coaching as compared to evaluation. Based on the feedback and success of this program, the Student Learning Department would like to continue this program for the 2019-2020 school year. Attached you will find substitute contracts for the individuals, Melissa Whicker and Terri Lewis, who will be providing the observations, mentoring, coaching and professional learning for teachers with 0 years experience. The total cost of the work is \$50,000 for professional learning services, travel, materials/resources, professional texts, etc. Personnel costs will be approximately \$40,500 with \$4500 budgeted for travel and \$5000 for professional texts/materials/resources. The work will occur from August 2019 until May 2020 with Melissa Whicker working 72 days and Terri Lewis working 78 days with the BCPS New Teacher Induction Program. Funding has been included in the Student Learning budget for the 2019-2020 school year for this work. Approval is requested for the two attached, signed substitute contracts to be utilized for the purpose of implementing our BCPS New Teacher Induction Program.

Equal Education and Employment Institution

## **SUB TEACHER CONTRACT 2019 - 2020**

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2019 ~ 2020

**Bullitt County Public Schools**

**Substitute Teacher Contract for Employment**

THIS CONTRACT is entered into this **1st** day of **July 2019** by and between the Bullitt County Board of Education whose address is 1040 Highway 44 East, Shepherdsville, Kentucky 40165 ("Board") and **MELISSA WHICKER** and is subject to the following terms and conditions.

1. The services to be performed by said substitute teacher shall be such as are required by the Kentucky Revised Statutes, by the lawful rules and regulations of the State Board of Education, and the lawful rules and regulations of the District.
2. The Employee is assigned as a substitute teacher and agrees to satisfactorily perform all duties specified in the job description incorporated by reference. The Employee agrees to follow the directions of his/her immediate supervisor and to comply with all Board policies and procedures.
3. The duties to be performed are to commence on the first day required by the school calendar adopted or amended by the District and approved by the State Department of Education for the school year and shall include any days that the substitute is called to work. This contract shall terminate at the end of the required days worked, but in no circumstances later than the fiscal year ending **June 30, 2020**, unless terminated sooner by the Superintendent/Board or Employee.
4. For and in consideration of the services provided for by this contract the substitute teacher shall be paid a salary in accordance with the salary schedule adopted by the District and approved by the State Board of Education for any year coming within the limits of this contract.
5. Said salary shall be payable in accordance with a plan adopted by the District in compliance with the lawful rules and regulations of the State Board for Elementary and Secondary Education.
6. The substitute teacher shall keep such records and reports and furnish same to the District Superintendent at regular periods designated by him, state law, the lawful rules and regulations of the State Board for Elementary and Secondary Education, and the lawful rules and regulations of the Board.
7. All Board policies and procedures are incorporated by reference and the Employee acknowledges receiving and reviewing a copy of the substitute teacher handbook.
8. The Employee shall be evaluated annually by his/her immediate supervisor in all schools the employee teaches five or more days.
9. Any discipline of the Employee will be conducted in accordance with Board policy. Employee recognizes that he/she is an "at-will" employee and that this contract may be terminated without cause by the Superintendent/Board at any time. As a substitute, the employee is not guaranteed a minimum number of work days, nor does the employee gain entitlement to any benefits as a substitute. In addition, the employee acknowledges that he/she does not qualify for unemployment benefits for any day(s) he/she is not called upon to work.
10. This contract shall constitute the full agreement between the parties. No other document, publication or oral statement may change the terms and conditions of this contract.

WITNESS the following signatures as of the day, month and year first written above.

BOARD OF EDUCATION OF BULLITT COUNTY, KY

*Jesse Bacon*

Superintendent

## WORKFLOW

Attached Workflow

Employee Signature

Current Status

Approved

Workflow Steps

1

Signed by MELISSA WHICKER on 05/30/2019 at 06:40 PM  
Signature: Melissa Whicker

MELISSA WHICKER

Completed: 5/30/2019 6:40:34 PM

## **SUB TEACHER CONTRACT 2019 - 2020**

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**2019 ~ 2020**

**Bullitt County Public Schools**

**Substitute Teacher Contract for Employment**

THIS CONTRACT is entered into this **1st** day of **July 2019** by and between the Bullitt County Board of Education whose address is 1040 Highway 44 East, Shepherdsville, Kentucky 40165 ("Board") and **TERRI LEWIS** and is subject to the following terms and conditions.

1. The services to be performed by said substitute teacher shall be such as are required by the Kentucky Revised Statutes, by the lawful rules and regulations of the State Board of Education, and the lawful rules and regulations of the District.
2. The Employee is assigned as a substitute teacher and agrees to satisfactorily perform all duties specified in the job description incorporated by reference. The Employee agrees to follow the directions of his/her immediate supervisor and to comply with all Board policies and procedures.
3. The duties to be performed are to commence on the first day required by the school calendar adopted or amended by the District and approved by the State Department of Education for the school year and shall include any days that the substitute is called to work. This contract shall terminate at the end of the required days worked, but in no circumstances later than the fiscal year ending **June 30, 2020**, unless terminated sooner by the Superintendent/Board or Employee.
4. For and in consideration of the services provided for by this contract the substitute teacher shall be paid a salary in accordance with the salary schedule adopted by the District and approved by the State Board of Education for any year coming within the limits of this contract.
5. Said salary shall be payable in accordance with a plan adopted by the District in compliance with the lawful rules and regulations of the State Board for Elementary and Secondary Education.
6. The substitute teacher shall keep such records and reports and furnish same to the District Superintendent at regular periods designated by him, state law, the lawful rules and regulations of the State Board for Elementary and Secondary Education, and the lawful rules and regulations of the Board.
7. All Board policies and procedures are incorporated by reference and the Employee acknowledges receiving and reviewing a copy of the substitute teacher handbook.
8. The Employee shall be evaluated annually by his/her immediate supervisor in all schools the employee teaches five or more days.
9. Any discipline of the Employee will be conducted in accordance with Board policy. Employee recognizes that he/she is an "at-will" employee and that this contract may be terminated without cause by the Superintendent/Board at any time. As a substitute, the employee is not guaranteed a minimum number of work days, nor does the employee gain entitlement to any benefits as a substitute. In addition, the employee acknowledges that he/she does not qualify for unemployment benefits for any day(s) he/she is not called upon to work.
10. This contract shall constitute the full agreement between the parties. No other document, publication or oral statement may change the terms and conditions of this contract.

WITNESS the following signatures as of the day, month and year first written above.

BOARD OF EDUCATION OF BULLITT COUNTY, KY

*Jesse Bacon*

Superintendent

## WORKFLOW

Attached Workflow

Employee Signature

Current Status

Approved

Workflow Steps

1

Signed by TERRI LEWIS on 06/04/2019 at 11:51 AM

Signature: Terri Lewis

TERRI LEWIS

Completed: 6/4/2019 11:51:44 AM

# ***Melissa Whicker***

*550 Overhill Drive  
Shepherdsville, KY 40165  
melissa.whicker@bullitt.kyschools.us*

## **MEMORANDUM OF AGREEMENT FOR NEW TEACHER PROFESSIONAL LEARNING SERVICES BETWEEN Melissa Whicker & BULLITT COUNTY PUBLIC SCHOOLS**

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### **A. Terms of Agreement**

- a. This Agreement beginning August 1, 2019, and ending June 1, 2020 is made by and between Melissa Whicker, 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 8/01/2019 and 06/01/2020.
- e. The Parties acknowledge that Melissa Whicker is to deliver services under this Agreement, A
- f. By signing this Agreement, Melissa Whicker certifies that she is not presently disbarred, suspended or otherwise excluded from receiving federal financial or non-financial assistance

### **I. Responsibilities of Melissa Whicker**

Melissa Whicker 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 Melissa Whicker 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 Melissa Whicker 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 \$20,000 for professional learning services listed on Appendix A plus any additional fees outlined in Appendices B-F of this Agreement

### **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

<b>Outcomes and Goals</b>
Melissa Whicker 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, Melissa Whicker 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.
<b>Logistics and Pricing</b>
<ul style="list-style-type: none"><li>• 78 days of consulting services between 8/01/2019 and 6/01/2020</li></ul>
<b>Travel Expenses</b>
<ul style="list-style-type: none"><li>• Travel will be paid up to \$2,250 from 8/01/2019 to 6/01/2020</li><li>• Melissa Whicker will provide a travel reimbursement form each month by the last day of the month</li></ul>

Melissa Whicker 6/10/19

Melissa Whicker

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Bullitt County Public Schools Representative

## **Appendix B - Onsite Professional Learning Services Terms**

### **A. Responsibilities of Melissa Whicker**

Melissa Whicker 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. Individual meetings with 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. Planning and facilitation of Professional Learning based on the needs of new teacher interns



## **Appendix C — Travel and Material Expenses**

### **A. Responsibilities of Melissa Whicker**

Melissa Whicker 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.

***Terri W. Lewis***  
***9302 Artis Way***  
***Louisville, KY 40291***  
***terri.lewis@bullitt.kyschools.us***

MEMORANDUM OF AGREEMENT FOR **NEW TEACHER** PROFESSIONAL LEARNING SERVICES  
BETWEEN Terri W. Lewis & BULLITT COUNTY PUBLIC SCHOOLS

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**A. Terms of Agreement**

- a. This Agreement beginning August 1, 2019, and ending June 1, 2020 is made by and between Terri W. Lewis, 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 8/01/2019 and 06/01/2020.
- e. The Parties acknowledge that Terri W. Lewis is to deliver services under this Agreement, A
- f. By signing this Agreement, Terri W. Lewis certifies that she is not presently disbarred, suspended or otherwise excluded from receiving federal financial or non-financial assistance

**I. Responsibilities of Terri W. Lewis**

Terri W Lewis 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 Terri W. Lewis 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 Terri W. Lewis to map out the year's calendar to ensure dates of service convenient for both parties.

**C. Fees and Payment**

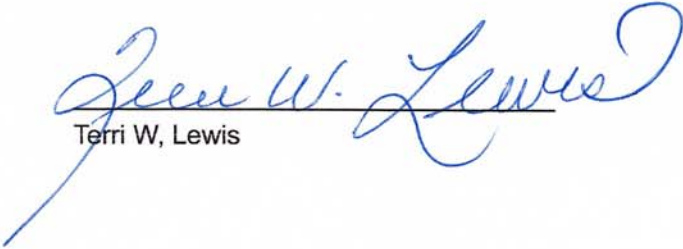
- a. Client agrees to pay \$20,000 for professional learning services listed on Appendix A plus any additional fees outlined in Appendices B-F of this Agreement

**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

<b>Outcomes and Goals</b>
Terri W. Lewis 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, Terri W. Lewis 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.
<b>Logistics and Pricing</b>
<ul style="list-style-type: none"><li>• 78 days of consulting services between 8/01/2019 and 6/01/2020</li></ul>
<b>Travel Expenses</b>
<ul style="list-style-type: none"><li>• Travel will be paid up to \$2,250 from 8/01/2019 to 6/01/2020</li><li>• Terri W. Lewis will provide a travel reimbursement form each month by the last day of the month</li></ul>

  
Terri W. Lewis

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Bullitt County Public Schools Representative

## **Appendix B - Onsite Professional Learning Services Terms**

### **A. Responsibilities of Terri W. Lewis**

Terri W. Lewis 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**

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### **C. Delivery and Usage of Services**

- a. Individual meetings with each teacher intern to provide feedback and discuss needed support and resources for next steps.
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- c. Consultation with Principals/IC coaches about needed support and resources for interns
- d. Planning and facilitation of Professional Learning based on needs of new teacher interns

## **Appendix C — Travel and Material Expenses**

### **A. Responsibilities of Terri W. Lewis**

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### **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.