

DATE:
2/25/2021

AGENDA ITEM (ACTION ITEM):

Consider/Approve the REVISED Memorandum of Understanding (MOU) between Kenton County School District and Boone County School District on the continuing partnership/merger for the Ignite Institute for the 2021-22 School Year.

APPLICABLE BOARD POLICY:
01.11 General Powers and Duties

HISTORY/BACKGROUND:

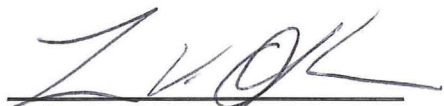
The Ignite Institute is providing an excellent educational experience for the KCSD scholars. The 2021-22 will be the third year and the Ignite Institute opportunities for scholars to become Transition Ready are growing. The Ignite Institute is providing opportunities in the areas of business and industry internships, dual credit, industry certifications, interdisciplinary curriculum, learning of soft skills, and scholars to graduate both college ready and/or job ready.

FISCAL/BUDGETARY IMPACT:
KCSD will continue to contribute funding and follow the MOU requirements.

RECOMMENDATION:

Approval to the REVISED Memorandum of Understanding (MOU) between Kenton County School District and Boone County School District on the continuing partnership/merger for the Ignite Institute for the 2021-22 School year.

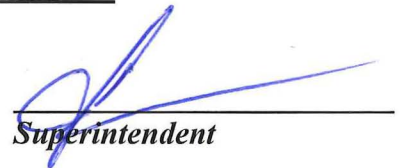
CONTACT PERSON:
Francis O'Hara, Director of Districtwide Programs and Transition Education



Principal/Administrator



District Administrator



Superintendent

*Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.
Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.*

MEMORANDUM OF UNDERSTANDING BETWEEN
KENTON COUNTY SCHOOL DISTRICT
AND
BOONE COUNTY SCHOOL DISTRICT
REGARDING THE IGNITE INSTITUTE
Scope and Term for 2021-22 School Year

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 by giving written notice two (2) full school years prior to its termination process. If Boone County Board of Education chooses 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 an MOU Review Committee to formulate revisions to the MOU. Revisions of the 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 will review all Ignite finances prior to monthly meetings. The Finance Director and senior central office administrator from BC and KC will 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 Ignite Principals. BC will establish an MOU with regional school districts participating in the IGNITE program. Each district MOU must be approved by the BC Board of Education and the applying district Board of Education.

All regional school districts that participate in Ignite's programs will agree to the courses offered by Ignite as meeting the graduation requirements for the state of Kentucky. Ignite will not be responsible for additional requirements of the home school SBDM. If these requirements still exist, they will need to be managed by the scholar's primary enrollment school.

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-1, which may be adjusted as enrollment evolves. Any material deviation of the ratio of pupil distribution must be approved by each Board of Education. Attachment C-2 shows 2020-21 enrollment and projected enrollment for the following two years.

Ignite is a regional high school which is owned and operated by Boone County Board of Education. 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 and ongoing maintenance and operational aspects (i.e., food service, maintenance) of Ignite.

Committees

As Ignite grows and moves forward the superintendents may establish committees as needed. Each committee will have equal representation from BC and KC with regional participation.

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.

Operational 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.

Substitutes will be provided by each respective district in alignment to each district's substitute salary schedule.

Transportation will be provided by each respective district. Busses used during the school day for educational field trip purposes will be paid through the Ignite operational budget. 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 annually.

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-1, Ignite Institute Staffing Structure 2019-20 Chart, sets forth the initial staffing allocations.

All new hires will be hired by BC and will be BC employees with the exception of the KC principal. KC will pay to BC the cost of the new hire when the new hire is a replacement of one of the 26 staffing positions provided by KC. Attachment A-2 shows the 2020-21 staffing.

Ignite will begin with two principal positions, one from BC and one from KC. When the KC principal leaves, KC will hire the replacement principal as long as there is over 25% of KC employees at Ignite. When the KC principal leaves, BC will hire the replacement assistant principal as long as there is 25% or less of KC employees at Ignite. KC will pay to BC the cost of the new Assistant Principal.

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

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. The one special education position added in 2019-20 will also be a shared cost collaboratively by both districts. Additions to special education staffing and costs for special needs of students

should be incurred consistent with standards for reporting costs in the required reporting of the Maintenance of Fiscal Effort by the respective 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.

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.

BC will follow its use of facilities procedures concerning staffing for evening programs. BC will operate the evening programs that will not interfere with day programs at Ignite.

Dual credit certification will be required in the content areas to meet the needs of Ignite scholars in the associate's degree pathway. Teachers may use the Kentucky Department of Education Tuition Waiver Program to offset cost.

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 Superintendent/designee.

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. The Instructional budget will be set at \$425,000 for the Ignite principals to provide quality instruction and materials for the program.

In addition to the \$475,000 annually, KC will contribute \$40,000 for custodian cost and \$42,500 to the SRO cost.

In 2020-21 Ignite added a Logistics Pathway (Attachment A-1 Phase Two). Two teachers were added to the Logistics Pathway and an additional special education teacher was added. These 3 positions are above the initial 26. In addition to the \$475,000 the cost of these three teachers is split 50/50 for BC and KC.

The detailed instructional budget will be provided to the Ignite Finance Committee and principals by August 1 each year. A detailed budget including both instruction and operations will be provided to the Ignite Finance Committee by September 1 each year.

KC and BC will provide adequate monthly reports detailing both instruction and operation revenue and expenditure activity to the Ignite Finance Committee. Attachment D-1 shows the financial cost of KC.

If the total budget is not expended/encumbered at the end of the school year, the excess funds will carryover if a plan is developed and approved by the Ignite Finance Committee otherwise the excess funds will be equally divided to reduce KC and BC contributions for the next school year.

Ignite may receive funds from private contributions to provide annual tuition scholarships and contributions from regional business partners.

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 except adult evening programs.

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-1 as long as they sustain themselves.

Boone County Board of Education
Board Chair

Date

Kenton County Board of Education
Board Chair

Date

ATTACHMENT A-1

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 Morgan - 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 A-2

Ignite Institute Staffing Structure 2020-21

Engineering College

Engineering Pathway	Kenton County Teachers	Boone County Teachers
	Adam Klaine - PLTW	Jeff Hartline - Career
	Dawn Reinhard - Science	
	Alyssa Morgan - English	
ORIGINALLY KENTON 2019-20	REIMBURSED BY KENTON	Tayland Boswell - Math
	Adam Abston – World Language	
		Joe Dees – Social Studies
Construction Pathway	Kenton County Teachers	Boone County Teachers
	FUTURE PHASE	FUTURE PHASE

Health Science College

Biomedical Pathway	Kenton County Teachers	Boone County Teachers
	Sara Anderson – PLTW & Science	
	Niki Mathews – PLTW & Science	
		Brady Smiley - English
ORIGINALLY KENTON 2019-20	REIMBURSED BY KENTON	Josh Knox - Math
		Debra Jones – World Language
	Gannen Cogswell - Social Studies	
Pre-Nursing Pathway	Kenton County Teachers	Boone County Teachers
	Shauna Elbisser – Nursing	
		Justin Cann - Chemistry
	Chris Norris - English	
	Debra Hambrick - Math	
		Keith Maddox – World Language
		Samantha Luhn - Social Studies

Information Technology College

Computer Science Pathway	Kenton County Teachers	Boone County Teachers
	Sarah Brown - PLTW	Jim Mardis-Tech/Media
		Elaine Dietz - Biology
		Mark Dirksing - English
	Gary Kentrup - Math	
		Bernie Rademacher- World Language
		Lisa Stamper – Social Studies

Education College

Teaching & Learning Pathway	Kenton County Teachers	Boone County Teachers
	Leah Jefferson - TLP	
		Clairice Galey - Biology
	Morgan Kelly - English	
	Emily Himonidis – Math Different	
		Kim Dirksing- World Language
	Jamie Dalzell – Social Studies	

Design College

Creative Arts & Media Pathway	Kenton County Teachers	Boone County Teachers
		Tom Seyss - Media
		Jessica Issacs – Art
		Crystal High – Science
	Casey Wolfe - English	
		Michael Kerner - Math
		Darren Smith – Social Studies
Total Teachers	Kenton County Teachers	Boone County Teachers
	17 + 2 REIMBURSED BY KENTON	21 - 2 REIMBURSED BY KENTON

Special Education

	Kenton County Teachers	Boone County Teachers
		Kahil Mulha - Special Education
		Mindy D'Amico - Sped
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
	Brian Noll – Assistant Principal	
Total Adm. & Certified	Kenton County Teachers	Boone County Teachers
	2	1

Certified Support Staffing

Certified Staffing	Kenton County Teachers	Boone County Teachers
	Michelle Light- Counselor	Amanda Bardo - Counselor
	Chris Bryson – College Intern Coach	Don Black – Instructional Coach
ORIGINALLY KENTON 2019-20	REIMBURSED BY KENTON	Lindsey Knapp-College Intern Coach
Total Adm. & Certified	Kenton County Teachers	Boone County Teachers
	2 + 1 REIMBURSED BY KENTON	3 - 1 REIMBURSED BY KENTON

Classified Support Staffing

Classified Staffing	Kenton County Staff	Boone County Staff
	Jenni Kentrup - Secretary	Suzanne Hemingway - Secretary
	Heather Johnson - Bookkeeper	
		Carole Daily – Medical Aide
Total Classified Staffing	Kenton County	Boone County
	2	2

TOTAL

Total Ignite Staffing	Kenton County Teachers	Boone County Teachers
Teachers	17 + 2 REIMBURSED BY KENTON	21 - 2 REIMBURSED BY KENTON
Special Ed Teachers	0	2
Administration	2	1
Certified Support Staff	2 + 1 REIMBURSED BY KENTON	3 - 1 REIMBURSED BY KENTON
Classified Support Staff	2	2
Total	23 + 3 REIMBURSED BY KENTON = 26	29 - 3 REIMBURSED BY KENTON = 26

NOT IN ORIGINNAL 26

Engineering College

Logistics Pathway	Kenton County Teachers	Boone County Teachers
NOT IN ORIGINAL 26 (Phase Two)	0.5 REIMBURSED BY KENTON	Eric Skeen - Logistics
NOT IN ORIGINAL 26 (Phase Two)	0.5 REIMBURSED BY KENTON	Stephanie Younger - Math

Special Education

	Kenton County Teachers	Boone County Teachers
NOT IN ORIGINNAL 26	Jessica Poe - Sped	0.5 REIMBURSED BY BOONE

Classified Support Staffing

Classified Staffing	Kenton County Staff	Boone County Staff
NOT IN ORIGINNAL 26	\$40,000 REIMBURSED BY KENTON	Custodian
NOT IN ORIGINNAL 26*	\$42,500 REIMBURSED BY KENTON	Don Taylor - SRO

ATTACHMENT B - 1

College Pathway Advisory Committees

Mission/Philosophy with focus on individual Pathway support with representaives from BC, KC, regional and state educators along with Business Leaders from industry (Local, Regional, State, and National).

ATTACHMENT C-1
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.

ATTACHMENT C-2

Scholar Population Distribution at the Ignite Institute

Going forward IGNITE should be 300 total per grade level. The allocation of spots is 45% Kenton, 45% Boone, and 10% region, so that would be 135 Kenton, 135 Boone, and 30 for the region every year for GRADE 9.

After completion of the recruitment process for Ignite students from Boone, Kenton, and regional districts, remaining unfilled positions will be divided amongst Boone and Kenton to allow for equalization of student enrollment between the two districts.

Regional scholars accepted at the seek base amount. This invitation is logical due to the following: While the per pupil amount will never be equivalent to BC/KC the 120 scholars when filled to capacity would generate approximately \$480,000 annually to offset expenses to BC/KC. Additionally, in a school this size this number of scholars will add some expense, however, this should result in NET REVENUE to offset expenses. In addition, the money in the Horizon funds will be used to offset expenses for BC/KC through allocation of additional expenses for regional scholars to attend until that fund is depleted.

2020-21 IGNITE CURRENT ENROLLMENT (1-8-21)				
SCHOLARS	BOONE	KENTON	WALTON	TOTAL
9th	147	133	11	291
10th	160	189	3	352
11th	45	120	4	169
12th	27	92	0	119
TOTAL	379	534	18	931
% of Enrollment	41%	57%	2%	100%

2021-22 IGNITE CURRENT ENROLLMENT (Per Model-Subject to change if either BC/KC does not fill slots as they go to the other district)				
SCHOLARS	BOONE	KENTON	REGION	TOTAL
9th	135	135	30	300
10th	147	133	11	291
11th	160	189	3	352
12th	45	120	4	169
TOTAL	487	577	48	1112
% of Enrollment	44%	52%	4%	100%

2022-23 IGNITE CURRENT ENROLLMENT (Per Model-Subject to change if either BC/KC does not fill slots as they go to the other district)				
SCHOLARS	BOONE	KENTON	REGION	TOTAL
9th	135	135	30	300
10th	135	135	30	300
11th	147	133	11	291
12th	160	189	3	352
TOTAL	577	592	74	1243
% of Enrollment	46%	48%	6%	100%

ATTACHMENT D-1

KENTON STAFFING & COSTS

FY 2021 Ignite Personnel Paid by Kenton	No. of Positions
Principal	1
Assistant Principal	1
Counselor	1
Internship Coordinator	1
HS Teacher	17
Office Staff	2
SUBTOTAL	23
FY 2021 Kenton Staff Replacements Hired by Boone (100% reimbursement to be paid to Boone)	3
TOTAL FY 2021	26

Additional Positions Added	Cost distribution
July 2019, Special Education Teacher	Kenton employee, Boone pays half
May, 2020 Logistics Teacher	Boone employee, Kenton pays half
August, 2020 Logistics/Math Teacher	Boone employee, Kenton pays half

Operational Budget Contribution	Amount
Original MOU Amount (FY 2020)	\$ 475,000
Additional Custodian reimbursement to Boone (FY2020)	\$ 40,000
SUBTOTAL MOU Amount (FY 2021)	\$ 515,000
Additional SRO Cost	\$ 42,500
TOTAL (FY 2021)	\$ 557,500