



College of Education and Human Services
Nunn Drive
Highland Heights, Kentucky 41099
www.nku.edu
<http://coehs.nku.edu/>

To: Matthew L. Turner, Superintendent
Dr. Geniene P. Delahunty, Director of Language Learners
From: Dr. Steven A Crites, Associate Dean, College of Education
RE: Boone County Schools and NKU – ESL Certification Cohort
Date: December 10, 2020

Memorandum of Agreement
NKU Partnership with Boone County Schools/ESL Certification Cohort

The Northern Kentucky University College of Education would like to enter into an agreement to provide graduate training to a cohort of Boone County teachers seeking their endorsement in English as a Second Language (ESL). This agreement would begin in August 2021 and be in effect for four consecutive semesters, ending in December 2022. The participant teachers from Boone County will complete the five ESL courses required for certification in the state of Kentucky.

Participants will also need to take and pass the Praxis II in ESL before applying to EPSB for the endorsement to be added to their existing certificate. Once the coursework and Praxis II requirements have been completed, The NKU College of Education will recommend the participant for the ESL endorsement to the EPSB.

A draft of our agreed responsibilities is included below and was generated through informal discussions with the Dr. Geniene Delahunty, Boone County Schools; Dr. Ginni Fair, Dean, College of Education; Dr. Steve Crites, Associate Dean College of Education; and Dr. Michael DiCicco, Associate Professor, ESL Program. This agreement is contingent on enrollment numbers of Boone County teachers recruited for the cohort. Specific responsibilities for each party of the agreement are described below.

Respectfully submitted for your consideration,

Steven A. Crites, Ph.D.
Northern Kentucky University
College of Education
Department of Teacher Education
critess1@nku.edu
859-572-5621

Responsibilities of NKU:

- a) NKU will review application materials and admit Boone County teachers who qualify into the non-degree program to pursue ESL endorsement. Those who are degree seeking must meet degree seeking requirements as well.
- b) NKU will advise the Boone County ESL cohort on which classes to take in which semester.
- c) NKU will offer the five classes in an on-line format in the following order:

<u>COURSE#</u>	<u>TITLE</u>	<u>HOURS</u>	<u>SEMESTER</u>
ESL 601	Advocacy and Leadership in TESOL	<u>3</u>	Fall 2021
ESL 608	Grammar & Linguistics for Teachers of TESOL	<u>3</u>	Spring 2022
ESL 602	Testing and Evaluation in Second Language Learning	<u>2</u>	Summer 2022
ESL 605	Second Language Acquisition for Classroom Teachers	<u>3</u>	Summer 2022
ESL 606	Methods/Materials for Teachers of TESOL	<u>4</u>	Fall 2022

- d) NKU will review application for ESL endorsement (CA-1) and provide authorization for the endorsement if all requirements are met.
- e) During the Fall 2022 semester, NKU will provide up to three follow up consultations, total, for participating teachers to ensure that they are able to apply their new professional learning in meeting district needs.

Responsibilities of School District (Boone County Schools):

- a) Recruit a minimum of 10 (continuing) Boone County teachers who would like to pursue ESL certification.
- b) Pay tuition for teachers who would like to pursue ESL certification. Tuition for each teacher will be \$6000.00; \$400.00 per credit hour for 15 semester hours of credit (5 courses).

Responsibilities of Participating Boone County Teachers:

- a) Participating Boone County teachers must apply to NKU as graduate non-degree students or to a graduate degree program if they plan to seek a degree once the ESL endorsement is completed.
- b) Participating Boone County teachers will be responsible for maintaining a 3.0 average in graduate studies.
- c) Participating Boone County teachers are responsible for paying all fees charged by NKU other than tuition.
- d) Participating Boone County teachers will be responsible for taking and passing the state required Praxis II exam after finishing the ESL coursework to be recommended for KY certification to EPSB.

Sue Ott Rowlands
Provost & Executive Vice President of Academic Affairs, NKU

Dr. Ginni Fair
Dean, NKU College of Education

Matthew L. Turner
Superintendent, Boone County Schools

Dr. Steve Crites
Associate Dean, NKU College of Education

Dr. Geniene P. Delahunty
Director of Language Learners



Boone County Schools ~2020-2021 EL Endorsement Teacher Application

Overview

Description

According to the US Department of Education's Office of English Language Acquisition, "the LEAs that cannot hire an adequate number of qualified ESL/bilingual or trained core-content teachers must ensure that current teachers obtain the requisite training, either through the SEA's training and certification program or through the LEA's own training program". This model of building teaching capacity allows for our large district to provide additional support to ELs working to provide equity and access so ALL Boone County students are College, Career, and Life Ready!

Qualifications

- Currently employed by Boone County Schools and assigned to Collins, Florence, Ockerman Elementary and/or Boone County High School

Responsibilities & Commitments

Participating Boone County teachers

- a) must apply to NKU as graduate non-degree students, or to a graduate degree program if they plan to seek a degree once the ESL endorsement is completed.
- b) will be responsible for maintaining a 3.0 average in graduate studies.
- c) are responsible for paying all fees charged by NKU other than tuition (application fee, books)
- d) will be responsible for taking and passing the state required Praxis II exam after finishing the ESL coursework to be recommended for KY certification to EPSB.
- Repay tuition upon the following conditions: failure to complete the endorsement program, failure to remain committed to be employed for 3 full years, failure to maintain an overall grade of B.

Application Guidelines: All applications are **DUE NO LATER THAN APRIL 30, 2021** to Geniene Delahunty: geniene.delahunty@boone.kyschools.us. All applicants will be notified regarding acceptance no later than May 30th.

1. Please name the forced copy of your application, "FIRST NAME LAST NAME EL Application"
2. Share the completed application with Geniene Delahunty no later than January 1st..



**Boone County Schools ~2020-2021
EL Endorsement Teacher Application**

Name:		
Grade(s):	Content Area(s):	School:

Please respond to each question:

1. Why are you interested in earning your EL Endorsement at NKU in the cohort for Boone County Schools?

2. Describe a time you recently explicitly taught or collaborated to meet the needs of an EL student.

3. What else should we know about your qualifications and interest that might help the panel when deciding? This could include teaching diverse learners.



Boone County Schools ~2020-2021
EL Endorsement Teacher Application

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Participation Agreement:

Responsibilities and Commitments:

- **Read and sign Professional Commitment Form (attached)**

I _____ agree to perform all responsibilities and commitments contained in the Professional Commitment Form with the understanding that failure to do so could result in my requirement to repay BCS for tuition paid on my behalf.

Signature:

Print:

Date:

Principal Recommendation:

- **By signing below, I acknowledge my recommendation of the above applicant for the EL endorsement cohort.**

I _____ recommend _____
without reservation.

Signature:

Print:

Date:

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Earn your TESOL endorsement from NKU ! FREE!

Boone County Schools has entered into an MOU with NKU. BCS will pay your tuition in return for teaching commitment in our high need schools.

WHY?

Boone County is a very diverse community serving the educational needs of students coming from all over the world. This program is being developed to support English Learners by educating Boone County teachers in best practices incorporating language learning while teaching the academic standards.

WHO?

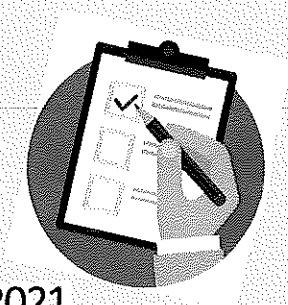
Boone County educators with a passion for supporting English Learning in the classroom who understand the need for students to learn English so they can fully access all academic areas and also learn how to communicate in the social community around them.

APPLICATION

Opens: March 15, 2021

Closes: April 30, 2021

Candidates selected: May 2021



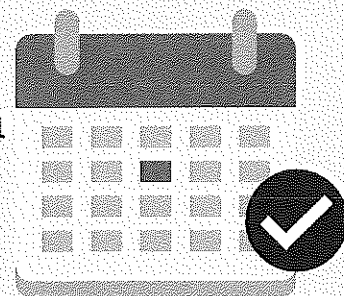
MASTERS PROGRAM

If a candidate so chooses, and applies according to NKU requirements, 9 credit hours can go toward Masters of Arts in Education.

The application to Masters program needs to take place during the first semester of endorsement.

WHEN?

The cohort will begin classes in the August 2021 and complete classes in the Fall of 2022.



HOW MANY TEACHERS?

20* TEACHERS
TOTAL

- * - 10 Teachers for Jones MS funded by Grant obtained by JMS
- 10 Teachers remaining schools in Boone Cluster funded by District

COST TO PARTICIPANTS

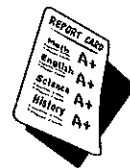


Books _____

Fees: Approximately \$50 per semester

REQUIREMENTS

- Maintain 3.0 GPA in all classes
 - BCS will monitor during the semester
- 3 year Professional Commitment following completion of Program



If you have questions about the process, please reach out to:
Director of Language Learners: Dr. Geniene Delahunty
geniene.delahunty@boone.kyschools.us 859-283-3225



July 15, 2021

Ms. Diana Reincke
Northern Kentucky University
Nunn Drive
Highland Heights, KY 41099

Dear Ms. Reincke:

Boone County Schools (BCS) will pay the tuition costs of \$400 per credit hour, for the Fall 2021 term for the individuals listed below who are participating in the EL Endorsement Program at Northern Kentucky University. Additional fees and textbook expenses will be the responsibility of the participants.

The BCS staff participating in the EL Program for the Fall 2021 term are:

<u>Name</u>	<u>NKU Student ID</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Sincerely,

Learning Support Services Approval
Name

Learning Support Services Printed

Finance Approval

Finance Printed Name

**BOONE PUBLIC SCHOOLS
PROFESSIONAL COMMITMENT FORM
FOR TUITION PAYMENT**

I, _____, (____-____-____) agree that in exchange for the receipt of my tuition payment to Northern Kentucky University made by the Board of Education of Boone County, Kentucky d/b/a Boone County Public Schools (hereafter BCPS) for participating in the ESL Endorsement program, I understand and agree to the following:

1. **After completion of the program, work for BCPS in the capacity of teacher at an assigned school with high EL enrollment as defined by BCPS in both the grade and program assigned by BCPS for three (3) full years of service [one full year of service, equaling no less than 140 days as defined by KRS 157.310 to 157.440] in my certification area understanding that this commitment supersedes any other right relating to assignment and/or transfer that I may claim via my employment until this obligation is fulfilled (xxxxxxxxxxxxx);**
2. Maintain acceptable evaluations as a BCPS employee;
3. I will be solely responsible for payment of all other expenses related to my participation in this program, including but not limited to university fees, the cost of books, and other relevant expenses;
4. Complete my certification program in no more than four concurrent (4) semesters maintaining an overall grade of "B" for each course, beginning with the tuition contract date **8/30/2021**; and,
5. Provide to the BCPS Recruitment and Staffing Designee a signed copy of my curriculum contract for my area of certification from the recommending university. If there are changes, I will send a new copy to the BCPS Recruitment and Staffing Designee.
6. I further understand that my agreement to work for BCPS as a teacher as set forth above does not constitute an obligation by BCPS to continue my employment as a teacher during the entire period set forth above. Without limitation, I understand that BCPS may terminate or suspend my employment for any reason for which the employment of a BCPS employee can be terminated or suspended under then existing BCPS policies, including my failure to perform my duties satisfactorily and/or unavailability of funds.

I further understand and agree that:

7. **If I do not complete my endorsement program for any reason (including, but not limited to, discharge, suspension or non-renewal), OR fail to complete my professional commitment of employment with BCPS for at least three (3) full years of service as set forth in paragraph 1 above, OR fail to maintain an overall grade of "B" in the course(s), I will repay BCPS the amount of tuition paid by BCPS on my behalf, which may be prorated as set forth hereafter.**

BCPS will prorate the debt according to the number of full years of service that I have completed, as a percentage of three (3) full years which I agree to serve by enrolling in the program in exchange for tuition paid by BCS on my behalf. To qualify for proration I must have satisfactorily completed the program, and begun service in BCS at the assigned location as stipulated in Paragraph 1 of this form. The proration will be determined according to each year of service based on the number of days that I taught during each year of service, as a percentage of 140 days.

In addition, I hereby authorize BCPS to withhold via salary deduction or other appropriate means any compensation due me to satisfy any debt that I might incur by not fully completing my endorsement program or professional commitment of employment or if I fail to maintain an overall grade of "B" in the course(s). I understand and authorize that this withholding may be taken in one lump sum from one pay period.

8. If I receive scholarship or grant monies from any source that I use to pay part or all of the cost of my tuition for any semester, BCPS will only reimburse the difference between the full cost of my tuition and the amount of the scholarship or grant monies, up to the maximum allowed under the first paragraph set forth above.
9. If I am granted leave in accordance with existing BCPS policies during any semester, the reimbursement by BCPS for that semester will be paid as follows: Classes that began prior to the start date of an approved leave, BCPS will pay tuition. Classes that began after the start date of a leave, BCPS will not pay tuition.

Tuition Contract Date: 8/30/2021

CONTRACT DUE TO BCPS BY: 9/30/2021

10. If I resign from this program, I will give BCPS written notification (sent to BCPS Recruitment and Staffing Designee) no less than 30 days before the next semester begins, and provide repayment in full for tuition paid by BCPS.
11. If I fail to receive a grade of "B" or above for any class, BCPS is under no obligation to continue my participation in the program.
12. I am responsible for submitting all paperwork required to the BCPS Recruitment and Staffing Designee. If I fail to do so in a timely manner (fiscal year July 1-June 30), BCPS will not be required to pay tuition for that semester.
13. If I fail to adhere to any part of this agreement, BCPS may terminate or suspend any future tuition payments that otherwise would be due under this agreement, after giving written notice to me of the failure.
14. Any decision by any legally authorized entity declaring any part or section of this agreement to be invalid will solely invalidate that section of this agreement, and the remainder of this agreement shall remain in full legal force and binding effect.
15. That BCPS, in its sole discretion and without limitation may end my participation in this program, and create the requirement to repay my tuition as set forth in this agreement.

I am currently enrolled at _____.

Teacher's Signature

Date

(YOUR NAME, YOUR ADDRESS, YOUR CITY, STATE, ZIP, YOUR PHONE NUMBER)

BCPS Recruitment and Staffing Designee Signature

Date

BOARD COPY

**BOONE PUBLIC SCHOOLS
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FOR TUITION PAYMENT**

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I am currently enrolled at _____.

Teacher's Signature

Date

(YOUR NAME, YOUR ADDRESS, YOUR CITY, STATE, ZIP, YOUR PHONE NUMBER)

BCPS Recruitment and Staffing Designee Signature

Date

YOUR COPY

STUDENT AUTHORIZATION TO RELEASE EDUCATION RECORD INFORMATION

Student Name: _____ SSN: ____ - ____ - _____ Date of Birth: _____

(Please Print)

I understand that the Family Educational Rights and Privacy Act (FERPA) protects the confidentiality of my student education records ("Education Records") and that Boone County Public Schools may only release these records to third parties with my prior written consent or as otherwise permitted by law. Intending to waive my right to confidentiality, I consent and direct Northern Kentucky University to release information from my Education Records to the following recipient and authorized agent of Boone County Public Schools currently employed by the Boone County Board of Education. Such records may be released electronically to the requesting party by email, or mailed to the address listed below as indicated below:

BCPS requests the documents via:

____ Email to the following address (must contain @boone.kyschools.us):

OR

____ Mailing to the following address:

I authorize the university to share any and all Education Records relating to my participation in the ESL Endorsement program.

PLEASE NOTE THE FOLLOWING:

- I understand that I may inspect or receive a copy of the information disclosed to BCPS, upon request.
- I understand that this authorization will remain in effect throughout my continuous enrollment at NKU unless I revoke access in writing (dated and signed) to the custodian of the Education Record or am no longer in active status in the ESL Enrollment Program.

By signing below, I hereby authorize Northern Kentucky University to release my Education Record information as specified above.

Student's Signature: _____

Student's Address:: _____

Student's Phone # _____

Effective Date: _____

Recruitment and Staffing Tuition Payment Form

BCS Teacher _____ Location _____
 Current Assignment (grade level/content area) _____

Type of Payment	Required Documents (please use this as a checklist)	Deadline
<input type="checkbox"/> Tuition Assistance Program for Certified Employees (TAPCE) (\$Full Tuition) *Must be enrolled in approved endorsement program, critical or high needs area as designated by BCS OSS office.	<input type="checkbox"/> Tuition Payment Form (This form should be submitted each time a tuition payment request is made.) *this will be edited once we get approval for full tuition payments and how often those will be made. <input type="checkbox"/> A signed copy of your program sheet (*signed by advisor and student) <input type="checkbox"/> A schedule of classes for semester of tuition request <input type="checkbox"/> A signed copy of the BCS Professional Commitment Form for Tuition payment (stating you agree to work in the district for three years) – You only have to sign and submit this once. Keep a copy for your records. <input type="checkbox"/> A copy of transcripts reflecting grades earned (B or better). *This is submitted at the end of each semester.	Employees eligible for full tuition should submit invoices 30 days before the start of the semester.

*Note: You will receive a Professional Commitment Form for Tuition Payment to complete once you have submitted all of the requirement documents.

Employee Signature _____ Date _____

Approval, HR Designee _____ Date _____

Please scan and email documents to: ??

OFFICE USE ONLY: Employee #		Employee Status		Date Status Checked	
PO # Voucher#	Program:	Hours	Program Sheet	Sharepoint updated	
Date	Vendor Name:	\$	Transcripts	Loan/Grant	Y or N
Commitment Form? Y or N	Vendor #	Semester	Schedule	Credit Card	Y or N
Certified? Cert Area	Code	Processed by	Invoice from School	Bank Statement	Y or N

Rev. 12/4/20 Dr. Geniene Delahunty

Note: This support is based on availability of grant funds.