



Bullitt County Public Schools

1040 Highway 44 East
Shepherdsville, Kentucky 40165

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

TO: Dr. Jesse Bacon, Superintendent
FROM: Adrienne Usher, Assistant Superintendent
DATE: July 14, 2021
RE: THRIVE Academy: New Teacher Induction

Since the Kentucky Internship Program (KTIP) has been unfunded for several years now, we have instituted a New Teacher Induction Program that was piloted the last half of the 2018-2019 school year. Due to the positive feedback from past participants through surveys, we would like to continue our new teacher program. We have worked to revise our program for the upcoming year for increased teacher support and provide a more comprehensive mentoring program. The program will be called the THRIVE Academy. The acronym "THRIVE" stands for thoughtful, honorable, reflective, initiative, versatile, and enthusiastic which represent the characteristics we want our new teachers to characterize after participating in the academy. In addition, the program will focus on four areas of support: physical, instructional, emotional, and institutional. This model is based on the work of Dr. Tina Boogren who specializes in the necessary and critical support that new teachers need in their first year to provide a solid foundation into their future years of teaching.

Attached you will find substitute contracts for Terri Lewis and Melissa Whicker who will serve as our THRIVE Academy coaches to provide mentoring, support, coaching, and professional learning for teachers with zero years of experience. The total cost of the work is \$60,000 for professional learning services and travel. Approval is requested for the attached, signed substitute contracts to be utilized for the purpose of implementing our New Teacher Induction Program.


7.15.21

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

A. Terms of Agreement

- a. This Agreement beginning July 1, 2021, and ending June 1, 2022 is made by and between Melissa Whicker and Bullitt County Public Schools, collectively referred to as "the Parties" and "the Agreement year"
- b. Upon 30 day written notice, with or without cause, BCPS may terminate this agreement
- c. All services must be completed between 7/1/2021 and 06/30/2022.
- d. The Parties acknowledge that Melissa Whicker is to deliver services under this Agreement.

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 \$28,500 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

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| Outcomes and Goals |
| Melissa Whicker will provide differentiated support as outlined in the BCPS T.H.R.I.V.E. Academy plan for all newly hired first-year teachers. 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. 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. |
| Logistics and Pricing |
| <ul style="list-style-type: none">• 99 days of consulting services between 7/01/2021 and 6/30/2022 at her state designated daily wage threshold |
| Travel Expenses |
| <ul style="list-style-type: none">• Travel will be paid up to \$1,500 from 7/01/2021 to 6/30/2022.• Melissa Whicker will provide a travel reimbursement form each month by the last day of the month |

Melissa Whicker

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

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

A. Terms of Agreement

- a. This Agreement beginning July 1, 2021, and ending June 30, 2022 is made by and between Terri Lewis, and Bullitt County Public Schools, collectively referred to as "the Parties" and "the Agreement year"
- b. Upon 30 day written notice, with or without cause, BCPS may terminate this agreement
- c. All services must be completed between 7/01/2021 and 06/30/2022.
- d. The Parties acknowledge that Terri Lewis is to deliver services under this Agreement.

I. Responsibilities of Terri Lewis

Terri 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 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 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 \$28,500 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

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| Outcomes and Goals |
| Terri Lewis will provide differentiated support as outlined in the BCPS T.H.R.I.V.E. Academy plan for all newly hired first-year teachers. 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. All new teacher support will be planned with the BCPS Student Learning Department to ensure alignment of district expectations. In addition, Terri 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. |
| Logistics and Pricing |
| <ul style="list-style-type: none">• 107 days of consulting services between 7/01/2021 and 6/30/2022 at her state designated daily wage threshold |
| Travel Expenses |
| <ul style="list-style-type: none">• Travel will be paid up to \$1500 from 7/01/2021 to 6/30/2022• Terri Lewis will provide a travel reimbursement form each month by the last day of the month |

Terri Lewis

Bullitt County Public Schools Representative

Appendix B - Onsite Professional Learning Services Terms

A. Responsibilities of Terri Lewis

Terri 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

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 Terri Lewis

Terri Lewis 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.