



Kenton County School District | It's about ALL kids.

# Issue Paper

**DATE:**

03/22/2023

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve revised Memorandum of Understanding (MOU) between the Kenton County School District (KCS D) and the Boone County School District on the continuing partnership for the Ignite Institute for the 2023- 2024 school year.

**APPLICABLE BOARD POLICY:**

01.11 General Powers and Duties

**HISTORY/BACKGROUND:**

The Ignite Institute is providing an excellent education experience for the KCS D students. The 2023-2024 school year will be the fifth year and the opportunities for students to become transition ready while at the Ignite Institute continues to grow. While at Ignite, students are provided with opportunities in the high demand sectors in the Northern Kentucky area through business and industry internships, dual credit courses, industry certifications, interdisciplinary curriculum, development of soft skills, and graduating both college and/or career ready.

**FISCAL/BUDGETARY IMPACT:**

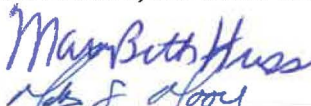
KCS D will continue to contribute funding and follow the MOU requirements.

**RECOMMENDATION:**


Approval to accept the revised Memorandum of Understanding (MOU) between the Kenton County School District (KCS D) and the Boone County School District on the continuing partnership for the Ignite Institute for the 2023-2024 school year.

**CONTACT PERSON:**

Matt Moore, Director of District Wide Programs

  
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  
KENTON COUNTY SCHOOL DISTRICT AND  
BOONE COUNTY SCHOOL DISTRICT  
IGNITE INSTITUTE  
Scope and Term for 2023-24 School Year**

**General Scope**

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"). Ignite is a regional high school at the Roebeling Innovation Center in Boone County, Kentucky which will provide a regional high school offering programs as described herein.

This MOU is effective upon the mutual approval of the BC and KC Boards of Education. The MOU is 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 the 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.

Ignite is a regional high school which is owned and operated by Boone County Board of Education. BC retains authority and responsibility to ensure compliance of the school in all requirements of law and KDE. The parties agree to ensure 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.

An annual meeting on ~~the fourth Monday of January~~ will be conducted between BC and KC Superintendents and their designees to discuss Ignite Institute on an agreed upon date. This meeting will include an annual review of financial status and forecasts, instruction and curricular status and priorities, student achievement status as measured by local and state assessments, and the ruling MOU.

### **Financial Structure**

An annual budget will be established by the month of May by the Ignite finance committee and approved by the Superintendents. The budget will be based on needs presented to the Ignite finance committee and prior year's spending. The budget will include all operating and personnel expenditures and forecasted expenditures.

BC and KC will provide a starting annual operating budget of \$660,000 with each district contributing an equal amount after deducting the regional schools SEEK tuition. Regional schools joining Ignite will contribute base SEEK amount established by the Kentucky Department of Education for each student attending Ignite. This budget will provide the principals with the needed income to operate the school instructionally and operationally. An amount of \$400,000 will be set aside for instructional money.

Ignite may receive funds from private contributions to provide annual tuition scholarships and contributions from regional business partners. Any 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 for any future adult evening program.

Financial reporting obligations are the responsibility of BC, and hence, procurement and purchasing will follow BC procedures. Assets acquired through the annual operations of Ignite will be owned and accounted for by BC.

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

### **Committee Structure**

The Finance Committee, composed of both BC and KC personnel will meet monthly to ensure oversight of budgetary items, and to collaborate with principals on the status of the school. The Finance Committee will make recommendations to the BC and KC Superintendents. Each Superintendent will determine the makeup of their district's finance committee.

The Curriculum Committee will meet monthly to review Curriculum, Instruction, and Assessment (CIA) items for the Ignite Institute. Changes to CIA at Ignite will be reviewed by the Curriculum Committee, which will provide feedback and recommendations. Each Superintendent will determine the makeup of their district's curriculum committee. Principals will present a professional development plan to the committee for the following school year by the month of May.

Other committees may be formed upon the request of the BC and KC Superintendents, and the structure shall be determined by the Superintendent for each district. The inclusion of Regional Schools within committee structures will be determined by the BC and KC Superintendents. All committees will have equal representation from BC and KC.

In the event a new district initiative is issued, (i.e. CASE, Resiliency Poll, STAR, Panorama), the initiative will be brought before the appropriate Ignite committee to determine its impact, and to determine how to implement appropriately.

If the committee cannot reach consensus on a decision, designee's from each district will meet to work collaboratively to come to agreement on the change or request. If a consensus cannot be reached, the BC and KC Superintendents will make the determination on a new initiative and its potential implementation plan.

### **Staffing**

~~A co-principal model will be followed until the current Kenton County principal is no longer employed in the role. Upon resignation, retirement, or termination of the Kenton County principal, that position will become a Boone County Assistant Principal.~~ The current Kenton County Assistant Principal position will

remain a Kenton County employee even if the original employee leaves the position until there are less than 25% Kenton County staff. Upon Kenton County composing less than 25% of employees at Ignite, that position will become a Boone County Assistant Principal and shall be subject to the hiring procedures of the Boone County School District.

The hiring of all personnel for Ignite shall be collaborative and agreed upon with equal decision and representation between BC and KC.

All employees hired after 2019-20 will be Boone County employees, and KC employees will remain KC employees until they leave Ignite. The process to hire personnel will be established by the principals to ensure effective input and collaboration of each district.

The current staffing structure will remain intact. Attachment AA-1 defines the school employee positions included in the staffing structure. Changes to the staffing structure will be made only after approval by the Ignite finance committee, BC and KC Superintendent(s), and if applicable the Board(s) of Education. Staffing costs will be split equally between BC and KC, with each school contributing equal amounts. All staff position salaries will be paid in accordance with each district's annual salary schedule. Costs for additional staffing added to the staffing structure will be split equally excluding special situations reflected in a student's IEP, 504, or PSP plan. Any special services (OT, PT, Speech, 1:1 student supports) will be provided by the students' respective district and not included in the Ignite Operational budget.

Ignite staff members will service all students. Ignite staff members will work collaboratively with each district's coordinators to ensure individualized student learning plans are followed, (I.e., students with an IEP, 504 plan, or PSP plan). Due process hearings will be addressed by the home school district. The home school district will be responsible for all expenses related to due process hearings.

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.



Staff may be required to obtain a dual credit certification based upon the needs of students within the program. Staff would be responsible for obtaining certification if required. Staff are paid according to their respective district's pay scale. Until all staff are BC employees:

- BC certified teachers will be paid a stipend for extra duties in cases where the KC pay scale exceeds the BC pay scale to equalize pay.
- Teachers may receive up to ten additional days to complete their professional learning plan. Compensation for these days shall have the approval of the superintendent or designee.

### Operations

~~The existing co-principal model will maintain the existing evaluation process for certified and classified staff established by each district's Certified Evaluation Plan. The co-principals will be qualified to evaluate staff from each district. Personnel supported by an assistance plan or personal improvement plan will be developed and evaluated by the principal of the staff members' shared home district.~~

The one principal model, when achieved, will require The Boone County Principal is must be qualified to lead the evaluation process for both districts. The Boone County principal, and anyone they delegate to perform evaluations, will need to attend annual trainings and be proficient on the evaluation tools utilized by both school districts. Personnel for KC that may require an assistance plan will be supported by the Superintendent's designee from KC in collaboration with the principal.

~~Each principal will be evaluated by the Superintendent or their designee.~~

Ignite will have its own Code of Conduct that will be used for discipline of Ignite students. This school Code of Conduct shall incorporate the applicable district Code of Conducts for more serious offenses. The Ignite Code of Conduct must be presented and approved by each Board of Education by May.

Transportation will be provided by each respective district. Buses used during the school day for educational field trip purposes will be financed through the Ignite operational budget. Ignite will follow BC procedures for field trips.

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

It is the goal of BC and KC calendar committees to collaborate together in creating the Ignite School Calendar. BC calendar will be followed annually.

Evening programs will be run by Boone County Schools and will not interfere with the day operations of Ignite. Funds generated from evening programs will be solely Boone County's. Any costs outside of common usage (i.e., electric) would be the responsibility of Boone County.

### **Student Body Composition**

Ignite freshman class will consist of 45% students from both KC and BC and 10% from regional schools. Upon the completion of annual student recruitment, remaining student spaces will be filled evenly by BC and KC. The student population distribution is outlined in Attachment BB-1. All vacancies that occur above the freshmen level will be filled by following the same process.

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 ensure 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.

### **Advisory Boards**

Ignite shall enjoy the expertise and advice of the Advisory Boards. The Pathway Advisory Committees will meet the Kentucky Department of Education Career and Technical Education requirements. This includes the Mission/Philosophy with focus on individual Pathway support with representatives from BC, KC, regional and state educators along with Business Leaders from industry (Local, Regional, State, and National).

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Boone County Board of Education Board Chair

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Date

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Kenton County Board of Education Board Chair

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Date



Attachment AA-1

<b>Ignite Institute Staffing Structure</b>					
<b>Engineering Pathway</b>			<b>Information Technology College</b>		
	KCSD Teachers	BCS Teachers		KCSD Teachers	BCS Teachers
CTE	1	1	CTE, Dual Credit, and Tech	1	1
Math	0	1	Math	1	0
English	0	1	English	0	1
Science	0	1	Science	0	1
Spanish	0	1	Spanish	0	1
Social Studies	0	1	Social Studies	1	0
<b>Totals</b>	<b>1</b>	<b>6</b>	<b>Totals</b>	<b>3</b>	<b>4</b>
<b>Health Science - Bio-Med</b>			<b>Health Science - Allied Health</b>		
	KCSD Teachers	BCS Teachers		KCSD Teachers	BCS Teachers
CTE and Science	2	0	CTE	0	1
Math	0	1	Math	1	0
English	0	1	English	1	0
Spanish	0	1	Science	1	0
Social Studies	0	1	Spanish	0	1
			Social Studies	0	1
<b>Totals</b>	<b>2</b>	<b>4</b>	<b>Totals</b>	<b>3</b>	<b>3</b>
<b>Education - Teaching and Learning</b>			<b>Design - Creative Arts and Media</b>		
	KCSD Teachers	BCS Teachers		KCSD Teachers	BCS Teachers
CTE	1	0	CTE	0	2
Math	1	0	Math	0	1
English	1	0	English	0	1
Science	0	1	Science	0	1
Spanish	0	1	Social Studies	0	1
Social Studies	0	1			

<b>Totals</b>	<b>3</b>	<b>3</b>	<b>Totals</b>	<b>0</b>	<b>6</b>
<b>Logistics</b>			<b>Administration</b>		
	KCSD Teachers	BCS Teachers		KCSD	BCS
CTE	0	1	Principal	0	1
Math	0	1	Assistant Principal	1	1
English	0	1			
<b>Totals</b>	<b>0</b>	<b>3</b>	<b>Totals</b>	<b>1</b>	<b>2</b>
<b>Certified Support Staffing</b>			<b>Classified Support Staffing</b>		
	KCSD	BCS		KCSD	BCS
Counselor	0	2	Secretary	1	1
Coach	1	2	Bookkeeper	1	0
			Nurse Aide	0	1
			Nurse	0	0.5
			Custodian	0	7
<b>Totals</b>	<b>1</b>	<b>4</b>	<b>Totals</b>	<b>2</b>	<b>9.5</b>
<b>Special Education</b>			<b>School Resource Officer</b>		
	KCSD Teachers	BCS Teachers		KCSD	BCS
Teacher	1	3	SRO	0	1
<b>Totals</b>	<b>1</b>	<b>3</b>	<b>Totals</b>	<b>0</b>	<b>1</b>
<b>Total Ignite Staffing</b>					
<b>Job Classification</b>	<b>Kenton County</b>		<b>Boone County</b>		
Regular Education Teachers	12		29		
Special Education Teachers	1		3		
Administration	1		2		
Certified Support Staff	1		4		
Classified Support Staff	2		9.5		
School Resource Officer	0		1		
<b>Totals</b>	<b>17</b>		<b>48.5</b>		

## ATTACHMENT BB-1

### Student Population Distribution at the Ignite Institute

The student population at the Ignite Institute will be made up of students from across the region. The majority of students 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 students at the Ignite Institute will be given slots based on the breakdown of 45% BCS scholars, 45% the KCSD scholars, and 10% students 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 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.

Regional students are accepted at the seek base amount. The per pupil amount will never be equivalent to BC/KC contribution. The 120 scholars when filled to capacity would generate approximately \$480,000 additional revenue to offset expenses to BC/KC. In a school this size this, the number of regional students will add some expense, however, this should result in net revenue to offset the additional expenses. Moreover, 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.

