

Amendment to Contract Between Jefferson County Public Schools and The Leadership Academy

The following activities are added to the Professional Services Contract dated July 1, 2022 between Jefferson County Public Schools (JCPS) and The Leadership Academy. This amendment describes the additional services and associated prices.

Additional Services

The additional services include:

Keynote Address

A Leadership Academy representative will plan and deliver a 2-hour in-person keynote address at the JCPS New Principal Orientation on July 25, 2023. We will meet with JCPS leaders to better understand the meeting and then review the draft presentation with those leaders so they can provide feedback.

Thought Partnership

We will provide the following virtual thought partnership with JCPS leaders:

- Co-development of comprehensive learning plan for FY 2024 for Assistant/Associate Principals including sessions on July 24-25, 2023
- Co-development of Principal Supervisor Retreat agenda

Estimated Price

The prices for the services described in this proposal are:

Keynote Address	\$3,200
Thought Partnership	<u>\$6,000</u>
Total Additional Cost	<u>\$9,200</u>

This price includes professional time for Leadership Academy staff and relevant out-of-pocket expenses (primarily travel).


IN TESTIMONY WHEREOF, witness the signatures of the parties hereto this 28th day of June, 2023.

JEFFERSON COUNTY PUBLIC SCHOOLS

BY: _____

Dr. Marty Pollio
Superintendent

THE LEADERSHIP ACADEMY

BY: 

Dr. Nancy Gutierrez
President & Chief Executive Officer

**JEFFERSON COUNTY PUBLIC SCHOOLS
CONTRACT FOR THE PROCUREMENT OF PROFESSIONAL SERVICES**

THIS CONTRACT FOR PROCUREMENT OF PROFESSIONAL SERVICES (hereinafter "Contract") is entered into between the JEFFERSON COUNTY BOARD OF EDUCATION (hereinafter "Board"), a political subdivision of the Commonwealth of Kentucky, with its principal place of business at 3332 Newburg Road, Louisville, Kentucky 40218 and The Leadership Academy, Inc. (hereinafter "Contractor"), with its principal place of business at 10-27 46th Ave Suite 0101, Long Island City, NY 11101 USA.

WITNESSETH:

WHEREAS, the Board desires to procure the particular services of Contractor, which are more fully defined below; and

WHEREAS, Contractor has held itself out to be competent and capable of performing the services contracted for herein;

NOW, THEREFORE, in consideration of the mutual promises and agreements hereinafter set forth, the Board and Contractor (hereinafter "Parties") agree as follows:

ARTICLE I

Entire Agreement; Amendments

This Contract is the entire agreement between the Parties and supersedes any and all agreements, representations and negotiations, either oral or written, between the Parties before the effective date of this Contract. This Contract may not be amended or modified except in writing as provided in Article VIII. This Contract is supplemented by the Board's Procurement Regulations currently in effect (hereinafter "Regulations") that are incorporated by reference into and made a part of this Contract. In the event of a conflict between any provision of this Contract and any provisions of the Regulations, the Regulations shall prevail.

ARTICLE II

Services

Contractor agrees to perform the following services (hereinafter "Services") of a quality and in a manner that is within the highest standards of Contractor's profession or business. The Services are as follows:

Contractor shall appoint one person who shall be responsible for reporting to the Board on all Services performed under the terms of this Contract and who shall be available for consultation with the Contract Administrator. Contractor is an independent contractor, not an employee. Contractor is responsible for the payment of all federal, state and local payroll taxes and providing unemployment insurance and workers compensation coverage to Contractor's employees. Contractor shall provide all equipment, materials and supplies necessary for the performance of the Services.

Contractor shall design and deliver professional learning and coaching for up to 20 participants including assistant superintendents and their executive administrators, the chief of schools, and the director of professional learning. Understanding the critical role that culturally responsive principal supervisors play in improving academic achievement, JCPS through services provided by The Leadership Academy wants to:

- Build the capacity of principal supervisors as culturally responsive instructional leaders.
- Establish a culture of equity-centered coaching by building the coaching capacity of principal supervisors to support principals.
- Build coherence across the principal supervisors and their teams.

Contractor shall provide a Program Launch that is a 3-hour virtual program launch meeting that will provide an opportunity for JCPS and The Leadership Academy to come together as partners to review and refine the plan and timeline, as needed. Additionally, we will confirm roles and responsibilities and define short- and long-term outcomes.

Contract shall provide Stakeholder Engagement to ensure that the professional learning and coaching program reflects the specific context of JCPS, The Leadership Academy will work with JCPS to gather quantitative and qualitative data. This information will be used to inform the design and facilitation of the professional learning and coaching sessions. The stakeholder engagement activities include:

- 4 one-hour virtual interviews with JCPS leaders
- 3 one-hour virtual focus groups with principal supervisors, principals, etc.
- Review of relevant data and artifacts

Program Planning During the 2-hour virtual program planning meeting, JCPS and The Leadership Academy will review Stakeholder Engagement results and discuss their implications for their identified short-term and long-term outcomes and the program design.

Contract shall provide an Opening Convening. The Opening Convening is a 1.5-day in-person session where participants will:

- Review JCPS principal supervisor leadership standards
- Develop an understanding of the history of inequities in education in Jefferson County, the state of Kentucky, and across the country
- Explore how principal supervisors allocate time for principal development
- Explore research-based actions principal supervisors take to cultivate instructional leadership
- Understand the difference between a compliance driven versus teaching and learning approach to principal supervision
- Begin to explore the systemic inequities present in school systems today
- Examine current processes for collaboration across team and identify areas for further coherence

Contractor shall provide Virtual Professional Learning Session following the Opening Convening. Participants will engage in 5 virtual 3-hour professional learning sessions that will enable them to unpack the role of the principal supervisor and build their capacity by learning and practicing critical leadership and coaching skills. Participants will engage in 30 to 60 minutes of pre-work in advance of each session (readings, videos, and self-reflection questions). While the design of these sessions will be finalized with JCPS based on the program launch and the results of stakeholder engagement, a preliminary overview is presented below.

September 2022: Dismantling Inequities Activities.

November 2022: Culturally Responsive Instructional Leadership Activities.

February 2023: Build Equitable Systems and Structures, Part 1.

April 2023: Build Equitable Systems and Structures, Part 2.

June 2023: Leading as a Coach and Supervisor.

Contractor shall provide a Mid-Year Convening. The Mid-Year Convening builds on the November virtual professional learning session on culturally responsive instructional leadership and includes two facilitated classroom walkthroughs at local JCPS schools. Our normed approach to classroom observation focuses on culturally responsive teaching and learning and enables (1) principal supervisors to debrief with and coach principals, (2) principals to support classroom teachers with actionable feedback, and (3) all leaders to surface issues of equity throughout the process to improve instructional practice. Classroom walkthroughs will be conducted in small groups (8 to 10 participants per group). Each group will observe instruction in 2 classrooms and gather at the end of the visit to share observations and feedback.

Contractor shall provide Small Group Coaching to help JCPS establish a culture of equity-centered coaching, we will provide small group coaching concurrent with our professional learning. Small group coaching will enable each team to begin/continue developing their capacity as coaches and apply these skills to support the principals they supervise. These sessions will also provide an opportunity for principal supervisors to create/revise systems and structures and address problems of practice. Each small group will consist of an Assistant Superintendent (or equivalent) and their associated team. Each group will participate in four 1.5-hour virtual coaching sessions.

Contractor shall provide Measurement of Outcomes and Feedback to ensure that we monitor and evaluate the impact of our partnership. We will use a combination of Feedback Surveys and our Principal Supervisor Reflection Tool (PSRT). This tool:

- Helps principal supervisors reflect on their practice and informs our support.
- Is aligned to our Culturally Responsive Leadership Actions for Principal Supervisors.
- Will be used before the program to assess extent to which a set of statements represent their daily practice.
- Will be used after the program to measure growth and development.

Dates for all activities and sessions will be determined by The Leadership Academy and the JCPS Leadership & Professional Development Office.

ARTICLE III Compensation

The Board shall pay Contractor the total amount stated below (hereinafter "Contract Amount"). The Contract Amount shall be paid in a lump sum upon completion of the Services, unless a schedule of progress payments is stated below. The Contract Amount shall be for total performance of this Contract and includes all fees, costs and expenses incurred by Contractor including but not limited to labor, materials, taxes, profit, overhead, travel, insurance, subcontractor costs and other costs, unless otherwise stated below. To receive payment, Contractor must submit an itemized invoice or invoices. If progress payments are authorized, each invoice must specify the actual work performed. If payment of costs or expenses is authorized, receipts must be attached to the invoice.

Contract Amount:	\$127,000
Progress Payments (if not applicable, insert N/A):	Upon receipt of invoice for services completed.
Costs/Expenses (if not applicable insert N/A):	NA
Fund Source:	AS12052-0322-022I

ARTICLE IV Term of Contract

Contractor shall begin performance of the Services on July 1, 2022 and shall complete the Services no later than August 30, 2023, unless this Contract is modified as provided in Article VIII.

ARTICLE V Performance of Services by Contractor

The Services shall be performed by Contractor, and in no event shall Contractor subcontract with any other person to aid in the completion of the Services without the prior written approval of the Contract Administrator defined below.

Contractor shall appoint one person who shall be responsible for reporting to the Board on all Services performed under the terms of this Contract and who shall be available for consultation with the Contract Administrator.

Contractor is an independent contractor, not an employee. Contractor is responsible for the payment of all federal, state and local payroll taxes and providing unemployment insurance and workers compensation coverage to Contractor's employees. Contractor shall provide all equipment, materials and supplies necessary for the performance of the Services.

Contractor shall at all times during the term of this Contract comply with all applicable laws, regulations, rules and policies. Contractor shall obtain and keep in force all licenses, permits and certificates necessary for the performance of the Services.

Contractor agrees to hold harmless, indemnify, and defend the Board and its members, agents, and employees from any and all claims or losses accruing or resulting from injury, damage, or death of any person, firm, or corporation, including the Contractor himself, in connection with the performance of this Contract. Contractor also agrees to hold harmless, indemnify, and defend the Board and its members, agents, and employees from any and all claims or losses incurred by any supplier, contractor, or subcontractor furnishing work, services, or materials to Contractor in connection with the performance of this Contract. This provision survives termination of this Contract.

Unless waived in writing by the Contract Administrator, Contractor shall maintain during the term of this Contract policies of primary insurance covering the following risks and in at least the following amounts: commercial general liability, including bodily injury, property damage, personal injury, products and completed operations, and contractual, \$1,000,000; and automobile liability, \$1,000,000. Contractor shall furnish to the Contract Administrator certificates of insurance evidencing this coverage and naming the Board as an additional insured. Additionally, Contractor shall maintain workers compensation coverage with limits required by law; and professional errors and omissions coverage with minimum limits of \$1,000,000. Contractor shall furnish certificates of insurance evidencing this coverage to the Contract Administrator.

ARTICLE VI Equal Opportunity

During the performance of this Contract, Contractor agrees that Contractor shall not discriminate against any employee, applicant or subcontractor because of race, color, national origin, age, religion, marital or parental status, political affiliations or beliefs, sex, sexual orientation, gender identity, gender

expression, veteran status, genetic information, disability, or limitations related to pregnancy, childbirth, or related medical conditions. If the Contract Amount is paid from federal funds, this Contract is subject to Executive Order 11246 of September 24, 1965 and in such event the Equal Opportunity Clause set forth in 41 Code of Federal Regulations 60-1.4 is hereby incorporated by reference into this Contract as if set forth in full herein.

ARTICLE VII Prohibition of Conflicts of Interest

It shall be a breach of this Contract for Contractor to commit any act which is a violation of the provisions of Article XI of the Regulations entitled "Ethics and Standards of Conduct," or to assist or participate in or knowingly benefit from any act by any employee of the Board which is a violation of such provisions.

ARTICLE VIII Changes

The Board and Contractor may at any time, by mutual agreement set forth in a written addendum, make changes in the definition of the Services; the scope of the Services; and the Contract Amount. The Contract Administrator and Contractor may, at any time, by mutual agreement set forth in a written addendum, make changes in the time within which the Services are to be performed; the schedule of Progress Payments; and mutual Termination of the Contract.

ARTICLE IX Termination for Convenience of the Board

The Board may terminate this Contract in whole or in part at any time by giving written notice to Contractor of such termination and specifying the effective date thereof, at least thirty (30) days before the specified effective date. The Board shall compensate Contractor for Services satisfactorily performed through the effective date of termination.

ARTICLE X Termination for Default

The Board may, by written notice of default to Contractor, terminate the whole or any part of this Contract, if Contractor breaches any provision of this Contract, or so fails to make progress as to endanger performance of this Contract, and in either of these circumstances, does not cure the breach or failure within a period of five (5) days after receipt of notice specifying the breach or failure. In the event of termination for default, the Board may secure the required services from another contractor. If the cost to the Board exceeds the cost of obtaining the Services under this Contract, Contractor shall pay the additional cost. The rights and remedies of the Board provided in this Article shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

ARTICLE XI Disputes

Any differences or disagreements arising between the Parties concerning the rights or liabilities under this Contract, or any modifying instrument entered into under Article VIII of this Contract, shall be resolved through the procedures set out in the Regulations.

ARTICLE XII Contractor's Work Product

~~Unless waived in writing by the Contract Administrator, the Board shall retain ownership in and the rights to any reports, research data, creative works, designs, recordings, graphical representations or other works of a similar nature (hereinafter "Works") produced or delivered by Contractor under this Contract. Contractor agrees that the Works are "works for hire" and Contractor assigns all right, title and interest in the Works to the Board.~~

Any reports, information, data, etc. given to or prepared or assembled by Contractor under this Contract shall not be made available to any individual or organization by Contractor without the prior written approval of the Board. Provided, nothing in this Article may be used to violate the provisions of any Kentucky or Federal statute or regulation which requires reporting of information.

Copyright and Intellectual Property Rights in materials created or fixed in any tangible medium of expression of The Leadership Academy in the performance of this Contract shall rest in The Leadership Academy. However, The Leadership Academy will grant Jefferson County Public Schools a royalty-free, nonexclusive, perpetual, and irrevocable license to reproduce, copy, adapt, distribute, publicly display, perform, make derivative works of or otherwise use of the materials created pursuant to this Contract. Jefferson County Public Schools agrees not to license, assign or otherwise transfer any of the material created by The Leadership Academy pursuant to this Contract to, or permit the use of such materials by, any third party or entity.

ARTICLE XIII Contract Administrator

The Board shall appoint a Contract Administrator for the purposes of daily administrative decision-making pertaining to the Contract. If Contractor and the Contract Administrator disagree on any circumstance or set of facts pertaining to the administration or execution of this Contract, the Board shall resolve the matter after notification by either the Contract Administrator or the Contractor in the manner prescribed by the Regulations. If the Board fails to give notice to Contractor of the appointment of a Contract Administrator, the Contract Administrator shall be the Board's Chief Financial Officer.

ARTICLE XIV Right to Audit

The Board shall have the right to inspect and audit all accounting reports, books or records which concern the performance of the Services. Inspection shall take place during normal business hours at Contractor's place of business. Contractor shall retain all records relating to the performance of this Contract for five (5) years after the end of the term of this Contract.

ARTICLE XV Miscellaneous

- A. All Articles shall be construed as read, and no limitation shall be placed on any Article by virtue of its descriptive heading.
- B. Any notices or reports by one Party to the other Party under this Contract shall be made in writing, to the address shown in the first paragraph of this Contract, or to such other address as may be designated

in writing by one Party to the other. Notices shall be effective when received if personally delivered, or three days after mailing if mailed.

- C. If any part of this Contract is held to be void, against public policy or illegal, the balance of this Contract shall continue to be valid and binding.
- D. This Contract shall be governed and construed in accordance with the laws of the Commonwealth of Kentucky.
- E. No delay or omission by either Party in exercising any right under this Contract shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of this Contract.
- F. At all times during the term of this Contract, Contractor shall comply with the Family Educational Rights and Privacy Act of 1974. If Contractor has access to student records, Contractor shall limit its employees' access to those records to persons for whom access is essential to perform this Contract.
- G. If this Contract requires Contractor and/or any employees of Contractor access to school grounds on a regularly scheduled and continuing basis for the purpose of providing services directly to a student or students, all individuals performing such services under this Contract are required to submit per KRS 160.380 to a national and state criminal history background check by the Department of Kentucky State Police and the Federal Bureau of Investigation and have a letter, provided by the individual, from the Cabinet for Health and Family Services stating no administrative findings of child abuse or neglect found through a background check of child abuse and neglect records maintained by the Cabinet for Health and Family Services.
- H. Contractor shall be in continuous compliance with the provisions of KRS Chapters 136, 139, 141, 337, 338, 341 and 342 that apply to the Contractor or subcontractor for the duration of this Contract and shall reveal any final determination of a violation by the Contractor or subcontractor of the preceding KRS Chapters.

IN WITNESS WHEREOF, the Parties hereto have executed this Contract to be effective as of June 29, 2022.

Contractor's Social Security Number or Federal Tax ID Number:

JEFFERSON COUNTY BOARD OF
EDUCATION

By: 

Title: Martin A. Pollio, Ed.D.
Superintendent

The Leadership Academy, Inc.
CONTRACTOR

By: 

Title: Dr. Nancy Gutierrez
President & Chief Executive Officer

Cabinet Member: Robert Moore

(Initials)

Jefferson County Public Schools
**NONCOMPETITIVE NEGOTIATION
DETERMINATION AND FINDING**

1. An emergency exists which will cause public harm as a result of the delay in competitive procedures (Only the Superintendent shall declare an emergency.) —

State the date the emergency was declared by the superintendent: N/A

2. There is a single source for the items within a reasonable geographic area —

Explain why the vendor is a single source: N/A

3. The contract is for the services of a licensed professional, education specialist, technician, or an artist —

State the type of service: Educational Specialist

4. The contract is for the purchase of perishable items purchased on a weekly or more frequent basis —

State the item(s): N/A

5. The contract is for proprietary item(s) for resale: This can include the buying or selling of item(s) by students when it is part of the educational experience —

State the type(s) of item(s): N/A

6. The contract is for replacement parts when the need cannot be reasonably anticipated and stockpiling is not feasible —

State the item(s): N/A

7. The contract or purchase is for expenditures made on authorized trips outside the boundaries of Jefferson County Public Schools —

State the location: N/A

8. The contract is for a sale of supplies at reduced prices that will afford Jefferson County Public Schools a savings (Purchase must be approved by Director of Purchasing) —

Explain the logic: N/A

9. The contract is for the purchase of supplies which are sold at public auction or by receiving sealed bids —

State the items: N/A

I have determined that, pursuant to K.R.S. 45A. 380, the above item(s) should be obtained by the Noncompetitive Negotiation Methods since competition is not feasible.

Faith Stroud

Print name of person making Determination

Leadership & Professional Development, Teaching & Learning
School or Department

Signature of person making Determination

Date

The Leadership Academy, Inc.

Name of Contractor (Contractor Signature Not Required)

Requisition Number

Explanation of Noncompetitive Negotiation Methods can be found under K.R.S. 45A.380 and on page 15 in the Procurement Regulations