



**Oldham County School District**

**Request for Proposal**

**University of Kentucky Reading Recovery Center**

**Matching Grants for Reading Recovery Teacher Leaders**

**2023-2024**

**August 15, 2023**

**Reading Recovery University Training Center**

**Matching Grants for Teacher Leaders**

**Request for Proposal (RFP) Notice**

**School Year: 2023-2024**

**Deadline: Must be received by 5:00 EST, August 15, 2023**

**Background**

In 2000, House Bill 502 provided funding for the establishment and training of Teacher Leaders with the Reading Recovery University Training Center at the University of Kentucky. Through this legislation, the Reading Recovery University Training Center at the University of Kentucky will award one-year grants to support the work of Reading Recovery Teacher Leaders in Kentucky. These Teacher Leader Grants are contingent on funding availability.

**Eligible Institutions**

\*All Kentucky postsecondary education institutions, consortia/cooperatives and local school districts.

\*Submit the completed RFP with Attachments and electronic signatures by the required date.

- Attachment A: Cover Sheet on page 3 (No Signatures)
- Attachment B: Statement of Assurance on page 4 (Signatures of Superintendent and Site Coordinator)
- Attachment C: Grant Narrative on page 5
- Attachment D: Total Project Budget Form on page 6

**Application Deadline**

Application must be received at the Reading Recovery University Training Center at the University of Kentucky, College of Education, 251 Scott Street, Lexington, Kentucky, 40508 or electronically to [lindy.harmon@uky.edu](mailto:lindy.harmon@uky.edu) by August 15, 2023, 5:00 P.M. Eastern Standard Time

**Selection Criteria**

Proposals will be evaluated according to the following criteria that have been assigned weighted values:

- |                                  |     |
|----------------------------------|-----|
| ● Need                           | 40% |
| ● Implementation Plan/Commitment | 35% |
| ● Action Plan for Sustaining RR  | 20% |
| ● Budget                         | 5%  |

All questions regarding this solicitation should be in writing, via email and directed to:

Dr. Lindy Harmon, Reading Recovery Center Director

University of Kentucky, College of Education

251 Scott Street

Lexington, Kentucky 40508

[Lindy.harmon@uky.edu](mailto:Lindy.harmon@uky.edu)

## **Attachment A: Cover Sheet for the Teacher Leader 2023-2024 Grant Application**

### **Name of Institution placing the Request for Proposal (RFP):**

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#### **Fiscal Agent:**

Agency Name: Oldham County School District

Agency Address: (Mailing Address) 6165 W. Highway 146  
Crestwood, Kentucky 40014  
(Physical Location) 6165 W. Highway 146  
Crestwood, Kentucky 40014

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#### **Site Coordinator/Contact Person:**

Name: Sharla Six Title: Deputy Superintendent

Agency: Oldham County School District Phone: (502) 241-3500

Agency Address: 6165 W. Highway 146, Crestwood, Kentucky 40014

Fax: (502) 241-3209 E-mail: sharla.six@oldham.kyschools.us

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#### **Teacher Leader**

Name: Mandi Morris Title: District Intervention Teacher Leader

Agency: Oldham County School District Phone: (502) 548-7358

Agency Address: 1901 KY-1793. Goshen, KY 40026

E-mail: amanda.morris@oldham.kyschools.us

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#### **Teacher Leader Project Abstract:**

**Estimated Number of Qualified Students: 200**

**Number of Teachers Participating: 20**

**Demonstration Sites (window(s) within Region Served: 2**

**Number of Districts Served: 1**

**Grant Funds Requested: 100,000**

#### **Summary of Teacher Leader Training Site:**

Camden Station Elementary School

Principal: Dana Corson

6401 W. Highway 146

Crestwood, Kentucky 40014

## ATTACHMENT B: Statement of Assurance

The Fiscal Agent assures that:

1. The fiscal agent matches the Reading Recovery Teacher Leader Grant based on need.
2. The fiscal agent will use fiscal control and fund accounting procedures to ensure proper disbursement and accounting for state funds paid under the Reading Recovery University Training Center.
3. The fiscal agent will:
  - \*provide regular updates on budget to the University Training Center at the University of Kentucky;
  - \*maintain records, provides information, and afford access to the records to the University Training Center;
  - \*comply with the Open Records law.

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Signature of Superintendent and/or Dean (Fiscal Agent)

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Date

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The Site Coordinator assures that:

1. The training site follows and adheres to the *Standards and Guidelines* from the Reading Recovery Council of North America (RRCNA) and the Reading Recovery University Training Center at the University of Kentucky.
2. Evaluation data will be collected and made available to the University Training Center.
3. The Site Coordinator supports the Teacher Leader and teachers at the training site through on-going implementation plans that involve strengthening Reading Recovery within the long-range development of each school's comprehensive literacy plan throughout the Commonwealth of Kentucky.

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Signature of Site Coordinator

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Date



## **ATTACHMENT C: Grant Narrative**

### **Grant Narrative Requirements**

The Grant Narrative must be described in detail using the following headings and format:

#### **1. Overview**

The Oldham County School District Teacher Leader training sites are located at Camden Station Elementary School and Centerfield Elementary. Together, Camden Station Elementary and Centerfield Elementary are located within areas of the district that are in a central proximity among nine elementary schools. Camden Station Elementary and Centerfield Elementary staff and students alike believe that students will become lifelong learners and valuable citizens of the community. This belief in lifelong learning and a commitment to meeting the needs of all students is shared throughout the district's nine elementary schools. Through evidence-based instruction, teachers foster opportunities for students to become effective communicators, critical thinkers, who can work creatively in both independent and collaborative situations.

The Oldham County School District is located 20 miles north of Louisville, Kentucky. Student enrollment has more than doubled in recent years, bringing the current number of students to over 12,000 in grades Preschool through 12<sup>th</sup> grade. The district consists of a preschool, nine elementary schools, four middle schools, three high schools, an alternative school, a career center, and a center for the arts and community education. All 20 schools in our district are accredited through the Southern Association of Colleges and Schools (SACS). Regardless of enrollment increases, Oldham County Schools are dedicated to maintaining quality education as the community grows. This dedication to maintaining quality is why the district is committed to the continued implementation of Reading

Recovery in all nine elementary schools next year through the training sites. Currently, there are 18 trained Reading Recovery/Literacy Lessons teachers across the Oldham County School District Reading Recovery Site.

Since the establishment of the Oldham County School District Reading Recovery Site, there have been numerous teachers trained in Reading Recovery and Literacy Lessons from various nearby districts. In 2012-2013, the first Literacy Lessons teachers were trained which included 5 special education and EL teachers from Oldham County Schools. In 2014-2015, 5 Reading Recovery and 3 Literacy Lessons teachers from both Oldham and Shelby County Schools were trained. The next cohort of Reading Recovery and Literacy Lessons teachers that trained in 2016-2017 were trained in collaboration with the Reading Recovery teacher leader from Shelby County and included teachers from Oldham, Shelby, Trimble, Bullitt and Nelson counties. The 2017-2018 school year, the teacher leader trained a cohort of Reading Recovery and Literacy Lessons teachers from Oldham County. This cohort of teachers included two Reading Recovery teachers, a literacy coach, and four Literacy Lessons teachers. Lastly, in 2019-2020, the cohort of teachers that trained ranged in their educational backgrounds and experiences as well as the location of their home districts. Five of the teachers were from Oldham County, while the remaining three teachers were from the following counties: Shelby, Washington, and Anderson.

Students served at the Oldham County training site demonstrate varying literacy needs.

Within the 9 elementary schools, there are approximately 200 possible students with early literacy intervention needs. They range in ethnic, socio-economic, and racial backgrounds.

Each child enters our schools with varying experiences in preschool and life to which we respond appropriately.

## **2. Implementation Plan**

The Oldham County School District is committed to long range implementation of the Reading Recovery program and includes capacity building throughout the district. The following points of the implementation plan are relevant:

### **Salary:**

The Teacher Leader position in the Oldham County School District will consist of a 195 day contract.

### **Training Facility:**

The training facilities for Reading Recovery/Literacy Lessons are located at Camden Station Elementary and Centerfield Elementary School. Camden Station Elementary is centrally located in Crestwood, Kentucky. Centerfield Elementary is located in the southwest corner of Oldham County in Centerfield, Kentucky. The two training sites have two-way training mirrors as well as a large conference table for discussions and professional training.

### **Materials:**

The Teacher Leader, Reading Recovery teachers, and Literacy Lessons teachers in the Oldham County School District will have the necessary books, supplies, and instructional resources to effectively implement the Reading Recovery/Literacy Lessons program. Each teacher has been provided an easel for instruction, the full collection of leveled Reading Recovery student books,



magnetic letters, consumable materials, as well as the professional literature resources to fully and successfully teach Reading Recovery/Literacy Lessons.

Travel:

It is the understanding of the Oldham County School District that the teacher leader will continue to have responsibilities for classroom learning and training that will take her out of the district.

These travel expenses will be included in the budget. The district is committed to reimbursement for mileage as travel is required for professional development and training both in-state and out-of-state.

One important aspect of the implementation of Reading Recovery/Literacy Lessons in Oldham County Schools is the vision of how Reading Recovery/Literacy Lessons will continue to be an important piece of the mosaic of intervention instruction in schools. The district believes strongly in the measurable impact of this professional training for teachers. It is this highly-skilled decision-making and instructional implementation that will be nurtured throughout the elementary classrooms in the district. With collaboration between the Reading Recovery Teacher Leader, Reading Recovery teachers, Literacy Lessons teachers, and Instructional Coaches, the district believes that this professional development model, and sharing of literacy processing, will also build capacity among classroom teachers.

Currently, Instructional Coaches work to model instruction, coach teachers, and lead instructional best practice to ensure that the needs of every child in schools is met. It is the vision of the district that the Reading Recovery Teacher Leader and the Reading



Recovery/Literacy Lessons teachers will continue to have the same instructional impact, modeling of best practice, and implementation of professional development in the area of reading.

### **3. Project Sustainability**

#### **Project Sustainability**

The Oldham County School District is committed to the implementation and sustainability of the Reading Recovery program. A commitment to instruction that is specially designed to assist struggling readers will ensure the sustainability of Reading Recovery. Many years ago the Oldham County Board of Education made a commitment to fund and sustain Literacy Coaches, now Instructional Coaches in the schools. Now, the Instructional Coach position is respected as an instructional leader in literacy. It is with the same level of respect and commitment that our district embarks upon the full implementation of Reading Recovery both for the academic progress of emergent readers, and the professional growth of our primary teachers.

### **4. Budget Narrative**

This year Oldham County will be training a teacher leader. This budget below includes an additional retired teacher leader's compensated days, as this person will be facilitating the continuing education classes and site visits until the Teacher Leader is trained. Additionally travel costs will be increased this year due to the trainees travel to classes that will range from between 97 to 127 miles each round trip.

### **5. Total Project Budget Form (Attachment D)**

The Total Project Budget Form should include the following with matching funds from the institution:

- Salary & Benefits for the Teacher Leader
- Travel, in and out-of-state for the Teacher Leader

- On-going research with the Reading Recovery University Training Center and The International Data Evaluation Center (IDEC)
- Professional and Children's Books
- Education Materials and Supplies
- Construction and/or Maintenance of the Reading Recovery Site

**ATTACHMENT D: Total Project Budget Form**

<b>School District:</b>	<b>Oldham County</b>					
<b>Reading Recovery Project Budget Report</b>						
<b>2023-24 Budget</b>						
	<b>Carry-over</b>	<b>Grant</b>	<b>Matching</b>	<b>Total</b>	<b>Projected</b>	<b>Funds</b>
	<b>2022-2023</b>	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>	<b>Expenses</b>	<b>Carry-over \$'s</b>
Salaries/benefits	\$	\$ 80,000	\$ 10,000	\$	\$ 90,000	\$
Travel	\$	\$ 20,000	\$	\$	\$ 20,000	\$
Supplies	\$	\$	\$ 500	\$	\$ 500	\$
Professional & Children's Books	\$	\$	\$ 750	\$	\$ 750	\$
IDEC	\$	\$	\$ 2,500	\$	\$ 2,500	\$
Miscellaneous (Registrations)	\$	\$	\$ 3,000	\$	\$ 3,000	\$
Build/Maintain RR Site	\$	\$	\$	\$	\$	\$
Teacher Training & CC Fees	\$	\$	\$	\$	\$	\$
<b>TOTAL</b>	\$	\$ 100,000	\$ 16,750	\$	\$ 116,750	\$
Please show no in-kind monies						