

**Memo of Agreement
Bellarmine University & JCPS
Literacy Learning Program**

This Agreement is made and entered into as of December 6, 2023 by and between Bellarmine University and Jefferson County Board of Education.

Bellarmino University's Annsley Frazier Thornton School of Education agrees to provide a 12-month professional learning program (June 2024 – December 2024) focused on building the knowledge and instructional capacity of in-service JCPS teachers (elementary, middle school, and high school) in the area of literacy with a focus on reading foundations and assessments. This program will consist of *one to two monthly 3-hour professional development sessions delivered in-person and/or virtually*. Upon successful completion of the program, participating teachers will receive a total of *6 graduate credits to be earned incrementally (3 in summer, and 3 in the fall semester)*. *A minimum of 35 and a maximum of 45 teachers may participate across three cohorts; 15 elementary teachers; 10-15 middle school teachers; 10-15 high school teachers.*

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained and intending to be legally bound, the parties agreed as follows:

Duties of Bellarmine include:

- Design the curriculum for the capacity program
- Deliver the capacity-building program for up to 45 teachers
- Provide credit for teachers who successfully complete the program
- Provide quarterly updates on program progress and teacher learning
- Collaborate with designated JCPS leaders to support alignment between district needs and program implementation
- Assist as needed in registering teachers for participation in the Literacy Learning Program
- Provide opportunities for participant reflection on the connection between academic innovation and literacy instruction
- Provide space for in-person learning sessions and platforms for digital learning sessions
- Identify the required texts not to exceed \$60 per participating teacher

Duties of JCPS include:

- Recruiting and identifying participating teachers at the elementary, middle school, and high school levels
- Support participating teachers' attendance at all learning sessions (in-person and virtual)
- Support participating teachers' implementation of instructional practices and assessments in their classrooms
- Assist as needed in registering teachers for participation in the Literacy Learning Program
- Collaboration with Bellarmine faculty to support the alignment between district needs and program implementation

- Pay Bellarmine university for services as outlined in this agreement the equivalent of \$350 per credit hour for a minimum of 3 hours and a maximum of 6 hours, per participating teacher
- Supply teachers with the required texts up to \$60 per participating teacher.

Non-Discrimination. Bellarmine University shall not discriminate on the basis 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.

Modification. This Agreement may not be modified or amended except by written agreement.

Governing Law. This Agreement shall be interpreted and enforced in accordance with the laws of the State of Kentucky.

Notice. All notices, requests and other communications required or permitted under the terms of this Agreement shall be in writing and sent by: (i) certified U.S. Mail, return receipt requested; or (ii) private overnight express courier (for example Federal Express) to the parties at the following addresses:

If to JCPS:

Attn: Terra Greenwell
Jefferson County Public Schools
3332 Newburg Road
Louisville, KY 40218

If to Bellarmine University:

The term of this agreement will commence on December 06, 2023 and will terminate on December 31, 2024.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on January 24, 2024 to be effective as of December 6, 2023.

BY: _____

Title: Dr. Marty Pollio, Superintendent

BY: Susan M. Donovan

Title: Dr. Susan Donovan, President