

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: VII | **DATE:** May 19, 2025

TOPIC/TITLE: Approve Contracts

PRESENTER: Danny Adkins

ORIGIN:

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ☐ ACTION REQUESTED AT THIS MEETING
- ☒ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ☐ ACTION REQUESTED AT FUTURE MEETING: (DATE)
- ☐ BOARD REVIEW REQUIRED BY

- ☐ STATE OR FEDERAL LAW OR REGULATION
- ☐ BOARD OF EDUCATION POLICY
- ☐ OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- ☒ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- ☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:
- ☐ ACTION:

BACKGROUND INFORMATION:

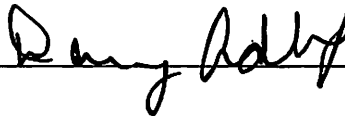
SUMMARY OF MAJOR ELEMENTS:

Attached Contracts: Field and Student Teaching Experience Agreement (Ohio Christian University); FY26 Transportation Contract (Woodford County Fiscal Court); DropletSign Contract (Droplet).

IMPACT ON RESOURCES:

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: ☒ Recommended ☐ Not Recommended



**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: **DATE:** May 12, 2025

TOPIC/TITLE: Approval of Ohio Christian University Field and Student Teaching Experiences Agreement

PRESENTER: Susan Tracy

ORIGIN:

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ☒ ACTION REQUESTED AT THIS MEETING
- ☒ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ☐ ACTION REQUESTED AT FUTURE MEETING: (DATE)
- ☐ BOARD REVIEW REQUIRED BY
 - ☐ STATE OR FEDERAL LAW OR REGULATION
 - ☐ BOARD OF EDUCATION POLICY
 - ☐ OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- ☐ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- ☐ PREVIOUS REVIEW OR ACTION
 - ☐ DATE:
 - ☐ ACTION:

BACKGROUND INFORMATION:

The Woodford County Public Schools will partner with Ohio Christian University to place student teachers and pre-student teaching candidates into clinical experiences for the purpose of training educator candidates.

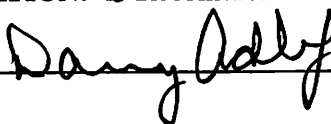
SUMMARY OF MAJOR ELEMENTS:

Seeking board approval of the clinical practice agreement between Woodford County Public Schools and Ohio Christian University.

IMPACT ON RESOURCES: NA

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: ☒ Recommended ☐ Not Recommended



OHIO CHRISTIAN UNIVERSITY

Memorandum of Understanding

This is an agreement between Woodford County School District herein referred to as the school system, and Ohio Christian University, herein referred to as the university, to provide **field** and **student teaching** experiences in the schools of the above-named school district.

This university will be represented by the Associate Dean, School of Education or his/her designee. The representative of the school system will be the superintendent or his/her designee.

School System Agrees

The school system will provide **field** and **student teaching** experiences for the number of students from the university agreed to by both parties each semester or year. The **field-based** experiences may include observation, tutoring, serving as classroom aides, planning and teaching lessons under teacher supervision, and related experiences. The **student teaching** experiences may include planning and teaching lessons, tutoring individuals and small groups, serving as classroom aides and related experiences. The administration of programs involving student teaching experiences will be carried out by the Associate Dean, School of Education or his/her designee for the university.

Much responsibility for guiding the university student through **field** and **student teaching** experiences rests with the clinical educator. Accordingly, the work of the clinical educator is vital to the success of these experiences. Clinical educators should be chosen with care and they should be given all possible support and assistance in their work with university students by both the school system and by the university.

Clinical educators will be nominated by the designated school official and accepted by the designated university official. All teachers nominated will have given their consent for nomination. To qualify as a **field** experience clinical educator, the teacher will:

- hold the appropriate provisional or professional certificate or a professional license,
- have at least one year's experience in the school system and in the current building where serving, and
- be recommended by his/her building principal as being a master teacher who has command of the subject and is likely to communicate well with a future teacher.

To serve as a clinical educator for **student teaching**, the teacher must meet all of the above qualifications, plus have a minimum of three years' classroom experience. While this is preferred for **field** clinical educators as well, it is not required.

OHIO CHRISTIAN UNIVERSITY

Clinical educators will be expected to evaluate the experience in writing on the basis of guidelines supplied by the university and approved by the school system.

The University Agrees

Let it be acknowledged that:

Field students will be available to assist cooperating teachers in routine duties related to teaching. These duties include limited supervised teaching, helping grade papers, taking attendance, keeping records, assisting in playground and lunchroom supervision, and giving instructional help to students who are in need of such assistance. **Field students** will not serve as substitute teachers when the regular teachers are absent.

Student teachers will be available to assist clinical educators in routine duties related to instruction. These duties include teaching under the supervision of the clinical educator, grading papers, keeping records, playground and lunchroom supervision, providing tutorial instruction for students who need special help, and, when ready, teaching classes when the clinical educator is absent from the classroom, but available elsewhere in the school building. Should the district board of education or school governing authority wish to hire and compensate a **student teacher** as a substitute teacher, the employing district board or school governing authority will follow its standard procedures for such employment without input from the University.

Before the placement of any student is complete, the University guarantees that each field or student teacher has received the Pre-Service Teacher Permit through the Ohio Department of Education & Workforce Development.

Guidelines for clinical educator will be supplied via the course syllabus. Clinical educators' questions should be addressed to the instructor of the course or his/her designee. E-mail addresses for the instructors are available on the syllabus.

The university will provide the school system with the following:

- a tuition waiver to take a 1-hour continuing education class at OCU, within 5 years of earning it, for only the cost of the registration fee, when the following criteria have been met:
 - 3 Field Experience Supervisions = 1 waiver
 - 1 Student Teaching Supervision = 1 waiver

The waiver notice will be sent to the school system at the termination of the **field** and/or **student teaching** experience when all completed forms required by the university have been submitted.

OHIO CHRISTIAN UNIVERSITY

As an agreement to this contract, please sign, date, and return this document via email to dpayne@ohiochristian.edu.


The Parties Mutually Agree

The effective date of this agreement is August 1, 2025. The agreement is subject to annual review, which will be concluded by June 30 of each year by both the cooperating school system and the university. If neither party notified the other in writing of a desire to review this agreement prior to the June 30 deadline, this agreement will automatically be extended for the following school year.

FOR THE SCHOOL SYSTEM:

FOR THE UNIVERSITY:

Superintendent of Schools or Designee



Associate Dean, School of Education

DATE: _____

DATE: April 15, 2025

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: **DATE:** May 19, 2025

TOPIC/TITLE: FY26 Fiscal Court Transportation Contract

PRESENTER: Shane Smith

ORIGIN:

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ☐ ACTION REQUESTED AT THIS MEETING
- ☒ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
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- ☐ STATE OR FEDERAL LAW OR REGULATION
- ☒ BOARD OF EDUCATION POLICY
- ☐ OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- ☐ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- ☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:
- ☐ ACTION:


BACKGROUND INFORMATION:

FY26 Fiscal Court Transportation Contract
SUMMARY OF MAJOR ELEMENTS:

IMPACT ON RESOURCES:

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: ☒ Recommended ☐ Not Recommended

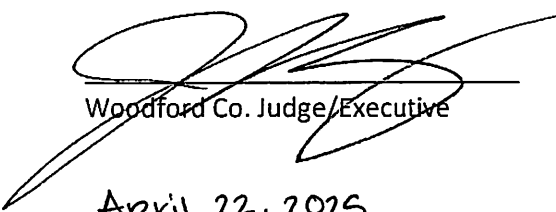


CONTRACT

This **CONTRACT** is entered into this ____ day of _____, 2025, by and between the **WOODFORD COUNTY BOARD OF EDUCATION, KENTUCKY**, 180 Frankfort St., Versailles, Kentucky 40383, and **WOODFORD COUNTY FISCAL COURT**, 103 Main Street, Versailles, Kentucky 40383.

The purpose of this contract is to comply with **KRS 158.110** and set forth terms related to the transportation provided by the **WOODFORD COUNTY BOARD OF EDUCATION** to non-public school students in Woodford County. The Kentucky General Assembly has appropriated funds to reimburse county fiscal courts for a portion of cost incurred for the transportation of non-public school students. Therefore, it is agreed upon that at the end of the 2025-2026 school year, **WOODFORD COUNTY FISCAL COURT** will reimburse the **WOODFORD COUNTY BOARD OF EDUCATION** for the transportation of non-public students.

The **WOODFORD COUNTY BOARD OF EDUCATION** will submit a statement of cost to transport non-public schools to the **WOODFORD COUNTY FISCAL COURT** at the end of the school year and upon receipt of said statement, reimbursement will be issued to the **WOODFORD COUNTY BOARD OF EDUCATION**.



Woodford Co. Judge/Executive

April 22, 2025

Date Approved

ATTEST:



Witness

Woodford Co. Schools Superintendent

Date Approved by Board of Education

ATTEST:

Witness

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: **DATE:** May 13, 2025

TOPIC/TITLE: DropletSign

PRESENTER: Josh Rayburn

ORIGIN:

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ☐ ACTION REQUESTED AT THIS MEETING
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- ☐ OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- ☐ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- ☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:
- ☐ ACTION:

BACKGROUND INFORMATION:

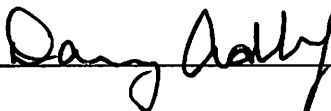
SUMMARY OF MAJOR ELEMENTS:

This would replace ReadySign and keep our documents and signatures using the same platform. It would be an add on to our current contract and will automatically renew with our subscription next year. The total cost is \$5000 per year for DropletSign.

IMPACT ON RESOURCES:

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: ☒ Recommended ☐ Not Recommended





Contract Proposal

312

PREPARED BY

Alexandra Abbate

alexandra@droplet.io

2701 N. Thanksgiving Way

Lehi, UT 84043

PREPARED FOR

Josh Rayburn

josh.rayburn@woodford.kyschools.us

Woodford County Schools

Effective Dates: 06/01/2025 — 12/01/2025 (6 months)

Proposal Expires: 6/30/2025

PRODUCTS

DropletSign

\$2,500.00

\$2,500.00

PAYMENTS

Payment Due

07/01/2025

5

PO Number

Add the PO Number, if known.

RENEWAL

\$5,000.00

AUTO-RENEWAL

The products identified as recurring or usage-based in this contract shall automatically renew on the anniversary date of its commencement, extending the term for an additional **12 month(s)**. If the customer wishes to cancel the contract, they must do so by providing written notice at least **30 day(s)** before the end of the current term.

STANDARD TERMS

Please review this proposal, its payment terms, and the attachments below carefully. When you click "ACCEPT" at the bottom of this proposal, you expressly agree that:

- You have reviewed this proposal in detail and are doing so on behalf of the customer or organization named above.
- You have reviewed, in full, the attachments in this proposal; and based on that review, you agree to be bound by the terms contained therein and this proposal for the services Droplet will provide to you.
- Your acceptance of this proposal, documented by clicking "ACCEPT" below, constitutes your valid and binding signature and consent, given on behalf of the customer or organization named above.

Droplet W-9

SaaS Terms of Service - Amended - KY.pdf

(<https://api.droplet.io/v1/assets/drplt-f-p-203705-ye49M0-lyyw7IN3vPTjN8rY3PVLUGylvQ49.pdf>)

Option to upload custom files

☐ I am authorized to sign. ☐ Someone else is authorized to sign.

Print

