



JESSE BACON, SUPERINTENDENT
ADRIENNE USHER, ASSISTANT SUPERINTENDENT
BRANDY HOWARD, CHIEF ACADEMIC OFFICER
TROY WOOD, CHIEF OPERATIONS OFFICER

TO: Dr. Jesse Bacon, Superintendent

FROM: Dr. Adrienne Usher, Deputy Superintendent

DATE: December 3, 2025

RE: Supplemental THRIVE Academy Coach Agreement

THRIVE is an integral part of our new teacher support program that has expanded to support teachers in Years 1-3 of their career. Due to the differentiated needs of our new teachers based on their entry point into the education profession, support from an additional THRIVE coach to add supplemental support to our existing team is necessary. In addition, one of our current THRIVE coaches is experiencing some health related procedures impacting support for our new teachers as well. To effectively implement the THRIVE Academy program, I am requesting approval for the attached, signed substitute contracts for Mrs. Katie Stephens. She will serve as a supplemental THRIVE Academy coach, providing crucial mentoring, direct support, coaching, and professional learning opportunities for teachers with zero years of experience. Your approval of this agreement is requested to allow us to move forward with the implementation of our enhanced THRIVE Academy program for the second semester to ensure our new teachers and inexperienced teachers receive the best possible start in BCPS for retention in our district and the profession. The total estimated cost for this additional support to cover salary, travel, and programming supplies, (January 1-June 30, 2026 will not exceed \$17,000.00 and will be paid through the Curriculum, Instruction, and Assessment budgets.

OUR MISSION IS TO INSPIRE AND EQUIP OUR STUDENTS TO SUCCEED IN LIFE

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION

MEMORANDUM OF AGREEMENT FOR **NEW TEACHER** PROFESSIONAL LEARNING
SERVICES BETWEEN CATHERINE STEPHENS & BULLITT COUNTY PUBLIC SCHOOLS

A. Terms of Agreement

- a. This Agreement beginning January 1, 2026, and ending June 30, 2026 is made by and between Catherine Stephens and Bullitt County Public Schools, collectively referred to as "the Parties" and "the Agreement year"
- b. Upon 30 day written notice, with or without cause, BCPS may terminate this agreement
- c. All services must be completed between 1/1/2026 and 06/30/2026.
- d. The Parties acknowledge that Catherine Stephens is to deliver services under this Agreement.

I. Responsibilities of Catherine Stephens

- A. Work with Client to determine the agenda, start and end times and materials and equipment needed.

II. Responsibilities of Client

Client agrees to:

- A. Work with Catherine Stephens to determine the agenda, start and end times and materials and equipment needed.
- B. Provide space and facilities for presentations
- C. Provide technology equipment needed for Professional Learning Presentations

B. Scheduling

- a. Client is responsible for working with Katie Stephens to map out the year's calendar to ensure dates of service convenient for both parties.

C. Fees and Payment

- a. Client agrees to pay for professional learning services listed on Appendix A plus any additional fees outlined in Appendices B-F of this Agreement

D. Services to be Provided and Related Terms

- a. Services to be provided are listed in Appendix A.
 - i. Professional Learning Services — Terms outlined in Appendix B
- E. Travel and Material Expenses — Terms outlined in Appendix C

Appendix A — Services to be Provided

Outcomes and Goals
<p>Catherine Stephens will provide differentiated support as outlined in the BCPS THRIVE Academy plan for teachers with zero years experience up to three years, as needed. Support will include one-on-one coaching, modeling and mentoring through Google Classroom/Inkwire, classroom observations, face-to-face meetings, PD opportunities, and access to best practice resources. All new teacher support will be planned with the BCPS Curriculum, Instruction, and Assessment team to ensure alignment of district expectations. In addition, Catherine Stephens will also consult with school level principals and instructional coaches to provide specific school-related teacher development as set forth by the school instructional leadership team.</p>

Logistics and Pricing
<ul style="list-style-type: none"> Up to 45 days of consulting services between 1/01/2026 and 6/30/2026 at the state designated daily wage threshold for Catherine Stephens.
Travel Expenses
<ul style="list-style-type: none"> Travel will be paid up to \$800 from 1/01/2026 to 6/30/2026. Catherine Stephens will provide a travel reimbursement form each month by the last day of the month

Appendix B - Onsite Professional Learning Services Terms

A. Responsibilities of Catherine Stephens

Catherine Stephens agrees to:

- a. Participate fully in the joint creation, ongoing monitoring and revision of the Professional Learning Plan for each first-year teacher.

B. Responsibilities of Client

Client agrees to:

- a. Participate fully in the joint creation, ongoing monitoring and revision of the Professional Learning Plan for each first-year teacher.

C. Delivery and Usage of Services

- a. Individual meetings with each teacher intern to provide feedback and discuss needed support and resources for next steps.
- b. A Google Classroom will be created and maintained for interns to access resources and submit assignments designed to support new teacher growth.
- c. Consultation with Principals/instructional coaches about needed support and resources for interns
- d. Planning and facilitation of Professional Learning based on the needs of new teacher interns

Appendix C — Travel and Material Expenses

A. Responsibilities of Catherine Stephens

Catherine Stephens agrees to:

- a. Submit all required mileage reimbursement forms;

B. Responsibilities of Client

Client agrees to:

- a. Pay for mileage costs outlined on this page.

C. Travel Policies and Procedures

- a. Mileage is calculated at the same rate dictated by the Bullitt County Board of Education Office.

Signatures:

Ms. Catherine Stephens
1727 Bass Circle
LaGrange, KY 40031

Dr. Adrienne Usher, BCPS Deputy Superintendent