

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: **DATE:** December 1, 2025

TOPIC/TITLE: New Horizons MOU

PRESENTER: Garet Wells *GW*

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:

Board policy 01.1 states in part "The Board may....make contracts.... and do all things necessary to accomplish the purposes for which it is created."

SUMMARY OF MAJOR ELEMENTS:

New Horizons has provided a virtual option for our students in the past primarily focused on home school students or students at risk of withdrawing to home school.

IMPACT ON RESOURCES:

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: ☒ Recommended ☐ Not Recommended

Yoni Jones

MEMORANDUM OF UNDERSTANDING BETWEEN

NEW HORIZONS ACADEMY / KEDC

and

WOODFORD COUNTY SCHOOL DISTRICT

This Memorandum of Understanding (MOU) is entered into by and between New Horizons Academy, operating under the Kentucky Educational Development Corporation (hereinafter referred to as NHA), and Woodford County School District (hereinafter referred to as “the District” or WCSD), collectively referred to as “the Parties.”

1. Term of Agreement

This MOU shall commence on July 1, 2025, and shall remain in effect until June 30th, 2026.

2. Purpose

The purpose of this MOU is to establish a collaborative partnership between NHA and WCSD for the provision of virtual educational services to **homeschool students in grades 6 through 12** who are enrolled in NHA during the **2025–2026** school year.

3. Responsibilities of New Horizons Academy / KEDC

NHA agrees to:

- A. Provide a high-quality, digital curriculum that aligns with Kentucky Academic Standards and meets grade-level expectations.
 - B. Employ Kentucky-certified educators to facilitate and support instruction.
 - C. Monitor student progress and determine student success at the end of each academic semester.
 - D. Maintain and provide official transcripts for all credits earned through NHA courses.
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4. Responsibilities of the District WCSD

WCSD agrees to:

- A. Designate a **primary** and **secondary** point of contact for communication with NHA.
- B. Remain responsible for all **special education services** and ensure compliance with IEP/504 requirements.
- C. Offer a **hybrid option** for high school students wishing to take in-person courses not offered virtually (e.g., band, choir, or CTE programs).
- D. Provide a **technology device** (e.g., Chromebook) to students who do not otherwise have access.
- E. Issue a **Kentucky High School Diploma** to students who complete all state and district graduation requirements while enrolled in NHA.

- F. Permit transitions back to in-person enrollment only at the **beginning of a semester**, unless a student is inactive within the first two weeks of NHA enrollment. In such cases, the student will be directed to return to their in-person school or their previous homeschool.
 - G. Administer **all required state assessments** to NHA students, including the provision of a testing location, qualified proctors, and necessary materials.
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5. Compensation

- A. WCSD shall compensate KEDC / NHA **80% of BASE SEEK for students** enrolled full-time in NHA courses (defined as earning 6 or more credits during the academic year), except when that amount exceeds the calculated state portion. At that time, student billing will not exceed the calculated state portion per student.
 - a. *For the 25-26 academic year, the full-time student cost will be \$2253
 - b. Part-time students will be billed per course at \$375
- B. Students enrolled part-time in NHA courses will be billed at a **prorated rate** based on the number of completed credits through NHA.
- C. This per-student amount shall remain in effect unless and until **SEEK funding** allocations change, at which time the compensation may be renegotiated.
- D. A **\$100.00 registration fee** will be assessed for any student who enrolls in NHA and withdraws to return to the district after the three-week trial period has passed, but before completing the semester. Students returning due to inactivity during the trial period will not be charged the registration fee.

6. Signatures

By signing below, the undersigned representatives affirm that they are duly authorized to execute this agreement and agree to the terms herein.

WCSD County School District Superintendent

Signature: _____

Date: _____

New Horizons Academy / KEDC Executive Director

Signature: _____

Date: _____



Portrait Renewal Agreement

☐ 1 Year ☐ 2 Years ☐ 3 Years ☐ Bid

Office Use Only

School #: 111621

School Year: 2027

School: Safe Harbor Academy County: Woodford District: Woodford County School District Phone: (859)879-4694

Ship Address: 134 Macey Ave. City: Versailles ST: KY Zip: 40383

Mail Address: 134 Macey Ave. City: Versailles ST: KY Zip: 40383

Title	Name	Email	
Principal	Mr. Logan Culbertson	logan.culbertson@woodford.kyschools.us	Grades at Campus: <u>6-12</u>
Senior Contact	Ms. Kristen Wilson	Kristen.Wilson@woodford.kyschools.us	# of Classrooms: _____
			Underclass Enrollment: <u>29</u>
			Senior Enrollment: <u>0</u>
			Mascot: <u>N/A</u>
			Last Day of School: _____

Strawbridge Studios, Inc. Agrees: 1. To provide complimentary faculty portraits. 2. To supply each Principal and Secretary with a large desk calendar for the current school year. 3. To guarantee complete satisfaction. The studio agrees to refund complete payment to any student who requests same upon return of their portraits.

Fall Date 08-19-2026 Time _____ Location _____ Program 1783 PF-J.E.-Fall Bundle

Notes _____

Senior Date TBD Time _____ Location _____ Program Simply Seniors

Notes _____

Date _____ Time _____ Location _____ Program _____

Notes _____

Date _____ Time _____ Location _____ Program _____

Notes _____

Date _____ Time _____ Location _____ Program _____

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Date _____ Time _____ Location _____ Program _____

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Date _____ Time _____ Location _____ Program _____

Notes _____

If you have a yearbook account with Strawbridge, check here if you would like to renew your yearbook contract. ☐ YES, RENEW MY YEARBOOK!

Total Sale is based on the total retail price of all commissionable items minus applicable taxes/fees. Due to the cost of production, the agreed upon commission percentage offered may be adjusted if the percentage of sale is lower than the commission percentage offered.

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REBOOK BY DEC 15th AND RECEIVE \$100 IN CUSTOM PRINTING

We will provide you with a \$100 coupon code in June to be used on the Strawbridge Shopify site. Please allow 3-6 weeks for all custom printing requests.

School Representative Signature

Date

Strawbridge Studios Representative

Date

Print Name

Print Name



Woodford County School District

Contract Fee E-Rate Agreement for Category Two Services
Internal Connections
Funding Year 2026 Schedule of Fees

Fees and Services		
Category 2 - Phase 1	E-Rate Form Preparations, Category 2 Eligibility Consultation and Optimization, FCC Category 2 Budget Review, Category 2 E-Rate Timeline Direction, Management of the USAC Portal (EPC), and Category 2 RFP review (if applicable) and/or review list of equipment and services to be purchased. Submission of FCC Forms 470 and 471, and Consultation for Category 2 Program Compliance with E-Rate Rules and Regulations. <i>Approximate Invoice Date: April 2026</i>	\$ 1995
Category 2 - Phase 2	Reviews, Appeals, and Submission of FCC Forms 486, 472(BEAR), and, if applicable, discount/SPI set-up. <i>Approximate Invoice Date: November 2026</i>	\$ 1995
Annual Total		\$ 3990

Please choose a Preferred Method of Payment:

- _____ Annual Invoice – Annual total amount above invoiced April 2026
- _____ Two Invoices - Phase 1 invoiced April 2026 and Phase 2 invoiced November 2026

Complete, sign and return this page for Category Two Services. Your signature also acknowledges that you have received and read pages 2-3, “E-Rate Timeline for Category 2 Funding”.

Signature

Date

Print Name



E-Rate Timeline for Category 2 Funding Funding Year 2026 (July 1, 2026 to June 30, 2027)

Timeframe	E-Rate Details and Tasks
July – December 2025	<ol style="list-style-type: none"> 1. Develop an RFP. Your AdTec Consultant can provide a template for your use. Use the Eligible Services List provided by your AdTec consultant to determine which products are eligible. 2. Consider scheduling or requiring an on-site bidder's meeting. If you choose to have a meeting, it must be listed on the RFP and Form 470, and should be at least 2 weeks after the 470 and RFP are released. 3. Send AdTec your RFP no later than December 1st. RFPs are not required, but are strongly encouraged to help vendors verify equipment and quantities needed. 4. Sign the AdTec contract addendum for E-Rate filing for Category 2 services.
October 2025 –January 2026	<ol style="list-style-type: none"> 5. Your E-Rate consultant will file the necessary Form 470 for Category 2 equipment/services. This 470 will reference the RFP and must list any criteria that would disqualify a bid. 6. Follow all state and local board rules regarding purchases and services. If your board has a policy regarding advertising contracts and selecting vendors, be sure to follow those. Many local board policies parallel State Law, but if not, defer to the stricter standard. 7. Accept proposals for at least 28 days. Reasonable service provider questions must be answered during this time. 8. Ensure ALL vendors feel that it is a fair and competitive bidding process. Do not show ANY favoritism towards any vendor. 9. Forward all proposals to your AdTec Consultant and keep in a FY2026 E-Rate folder for your records. 10. Use a matrix to evaluate proposals. See example here. Award points for each section of the matrix (do not give zero points for any section) and date the matrix. Email your AdTec Consultant a copy of the completed matrix. 11. Choose vendor with an eligible SPIN. Service providers can NOT participate in the preparation of an RFP/Form 470 or any of the bid evaluation process (although they can answer questions about their bid) 12. Sign an agreement with vendor <u>after</u> the Allowable Contract Date, which will be provided by your AdTec Consultant. 13. Send your AdTec Consultant the legally binding agreement*, who will then file the FCC Form 471.
April 1, 2026	<ol style="list-style-type: none"> 14. April 1st is the first day the chosen vendor can invoice, install, or be paid for the Category 2 equipment project. Note: If your entity is depending on E-rate funding to do the project, you must wait until the FCDL (Funding Approval) is issued before proceeding. If your Category 2 project is for a Managed WiFi (MIBS) or a Basic Maintenance project, the invoice date should be July 1, 2026 or after. 15. When equipment has arrived, please



	<ol style="list-style-type: none"> a. Save packaging slip b. On each piece of equipment, put a tag that says FY2026 and FRN # (FRN # provided by AdTec Consultant) c. Record each piece of equipment in your school or library asset (inventory) register or create an E-rate asset register (recommended). The asset register must contain the following information: <ul style="list-style-type: none"> • Make & Model • Serial number (if available) • Physical location of equipment (building/room number) • Date installed • Funding Year • Funding Request Number d. Equipment must stay in place for 3 years after the installation date. e. Equipment cannot be disposed of or traded in for 5 years, but it can move to another eligible entity after 3 years. f. Save proof of payment (i.e. front and back of check; bank statement); send copy of it to your AdTec Consultant g. Save copy of the invoice; send copy of it to your AdTec Consultant
July 2026 – Sept 2027	16. Wait for funding to be approved. Subject to E-Rate approval, your reimbursement check will be applied for and received. For Managed WiFi (MIBS) or Basic Maintenance projects, the invoice date should be July 1, 2026 or after.
September 30, 2026	17. Last day to install, invoice, or pay for Category 2 project. Please contact your AdTec Consultant if you need additional time.

***Legally Binding Agreements:**

The E-Rate process no longer requires that you have a signed contract BEFORE you file your funding application, but you must have a legally binding agreement. They will accept something as simple as an email thread that has the winning bidder's proposal and your statement that you intend to sign a contract based on that proposal. We recommend at a minimum a Letter of Intent (request a sample).

You can have caveats to your acceptance of a proposal (you must list them in your email or on the LOI).

Routine caveats are: approval of E-Rate funding; approval of the Board. Keep in mind that if you put caveats in your agreement, you need to live with them. Don't state that the project will not proceed without E-Rate funding approval and then start the project before you get that approval.