



Kenton County School District | *It's about ALL kids.*

Issue Paper

DATE:

2/3/26

AGENDA ITEM (ACTION ITEM):

Consider/Approve the letter of agreement with Ryland Heights Elementary and Kentucky Shakespeare to perform "Living History: We the People" for 3rd – 5th grade. The performance will take place at Ryland Heights Elementary School on March 9, 2026.

APPLICABLE BOARD POLICY:

01.1 - Legal Status of the Board

HISTORY/BACKGROUND:

As the most comprehensive in-school arts education provider in the Commonwealth, Kentucky Shakespeare serves schools throughout the region with interactive educational programming directly tied to academic standards, helping impact student achievement.

FISCAL/BUDGETARY IMPACT:

\$405 0802104-0349-125M

RECOMMENDATION:

Approve the letter of agreement with Ryland Heights Elementary and Kentucky Shakespeare to perform "Living History: We the People" for 3rd – 5th grade. The performance will take place at Ryland Heights Elementary School on March 9, 2026.

CONTACT PERSON:

Dan Schacherer

Principal/Administrator

District Administrator

Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.



Letter of Agreement

Kentucky Shakespeare and Ryland Heights Elementary hereby agree to bring Kentucky Shakespeare's Outreach Education Programs to Ryland Heights Elementary.

Program Details

On 3/9/2026, Kentucky Shakespeare will bring to your students the following:

Program Name:	Time:	Max # of Students:	Grade Level(s):
<u>Living History: We the People</u>	1:30-2:30	225	3rd, 4th, 5th

Attendance Policy

We recommend the audience size not exceed the above number of students. We understand that often times in order to serve a body of students, teachers must include as many students as possible. Therefore we will allow up to a maximum number of students at no additional charge. Beyond the stated maximum number of participants, there will be a \$5.00 charge per student for each additional student. Please contact the education department at 502.574.9900 for more information.

Payment

The total cost for your interactive performance program(s) is: **\$405.00.**

This amount is the total cost of all programs less any sponsorship money.

Payment for the full amount is due 14 days prior to the performance. Programs will not take place until payment is received. Please make checks payable to Kentucky Shakespeare.

Additional Conditions of the Agreement

1. Payment will be refunded if a cancellation takes place within 30 days of confirmed booking so long as the cancellation is more than 90 days from the performance program date. Otherwise payment is nonrefundable. If school is closed due to weather conditions, the program(s) will be rescheduled in the same school year at no additional cost.
2. ~~In the case of cancellations, payment is due in full on or before the aforementioned performance date. Any payment received after the scheduled performance date will incur a 15% late fee and an additional \$5.00 per day thereafter.~~ *KW*
3. Kentucky Shakespeare assumes no liability or responsibility for accident, illness, injury, or cancellation in cases of Acts of God, strikes or any other causes beyond the organization's control.
4. Kentucky Shakespeare requires at least one staff member to be in attendance during the performance or workshop at all times that students are present.
5. It is understood that the actors' program may not be audiotaped, videotaped or broadcast without written permission from the Education Department.

Kentucky Shakespeare

By: _____, Director of Creative Engagement

Ryland Heights Elementary

By: _____, _____, _____
Signature of Booking Contact Print Title Date

Please FAX (502.566.9200) or MAIL signed agreement to: Kentucky Shakespeare 616 Myrtle St. Louisville, KY, 40208 Thank You!

Groeschen, Tammie

From: Madison Harmon <madison@kyshakespeare.com>
Sent: Thursday, February 5, 2026 11:50 AM
To: Groeschen, Tammie
Cc: Lee, Sarah
Subject: Re: Performance Confirmation - Letter of Agreement, Study Guide, & Forms!
Attachments: Amended letter of agreement - ryland heights elementary - LH - 3_9_26 - 25_26.pdf

External Message

Here you are! My boss, Kyle Ware, marked off #2 and initialed it. We use a program that creates templates so it's harder for us to make amendments, but he has approved this as Director of Education! Please let me know if there's anything else I can do to help in this process.

Thank you,

Madison Harmon

(she/her/hers)

Artist Educator at Kentucky Shakespeare

madison@kyshakespeare.com | 502-574-9900 ext. 18

"We know what we are, but know not what we may be."
- Ophelia, *Hamlet*, Act IV, Scene V

Kentucky Shakespeare
616 Myrtle Street
Louisville, KY 40208

From: Groeschen, Tammie <Tammie.Groeschen@kenton.kyschools.us>
Sent: Wednesday, February 4, 2026 1:14 PM
To: Madison Harmon <madison@kyshakespeare.com>
Subject: RE: Performance Confirmation - Letter of Agreement, Study Guide, & Forms!

Thank you 😊

From: Madison Harmon <madison@kyshakespeare.com>
Sent: Wednesday, February 4, 2026 1:10 PM
To: Groeschen, Tammie <Tammie.Groeschen@kenton.kyschools.us>; Lee, Sarah <Sarah.Lee@kenton.kyschools.us>
Subject: Re: Performance Confirmation - Letter of Agreement, Study Guide, & Forms!

External Message

Hey Tammie,

Of course. My boss is working on a version without #2; I'll get that to you as soon as possible.

Thank you for your continued patience, I appreciate it!

Warmly,

Madison Harmon

(she/her/hers)

Artist Educator at Kentucky Shakespeare

madison@kyshakespeare.com | 502-574-9900 ext. 18

"We know what we are, but know not what we may be."

- Ophelia, *Hamlet*, Act IV, Scene V

Kentucky Shakespeare

616 Myrtle Street

Louisville, KY 40208

From: Groeschen, Tammie <Tammie.Groeschen@kenton.kyschools.us>

Sent: Wednesday, February 4, 2026 9:30 AM

To: Madison Harmon <madison@kyshakespeare.com>; Lee, Sarah <Sarah.Lee@kenton.kyschools.us>

Subject: RE: Performance Confirmation - Letter of Agreement, Study Guide, & Forms!

Madison,

Our Board may not approve this agreement because of #2 on "Additional Conditions of the Agreement". On contracts, they don't allow late fee penalties. Can you take off #2?

Tammie

From: Madison Harmon <madison@kyshakespeare.com>

Sent: Tuesday, February 3, 2026 8:47 AM

To: Groeschen, Tammie <Tammie.Groeschen@kenton.kyschools.us>; Lee, Sarah <Sarah.Lee@kenton.kyschools.us>

Subject: Re: Performance Confirmation - Letter of Agreement, Study Guide, & Forms!

External Message

There you are!

From: Groeschen, Tammie <Tammie.Groeschen@kenton.kyschools.us>

Sent: Monday, February 2, 2026 3:20 PM

To: Lee, Sarah <Sarah.Lee@kenton.kyschools.us>; Madison Harmon <madison@kyshakespeare.com>

Subject: RE: Performance Confirmation - Letter of Agreement, Study Guide, & Forms!

Madison,

Could you send me an updated quote with the new date?

Tammie