

# CONTRACT OF EMPLOYMENT

Elementary Science Professional Learning, Collaborative Planning, and Assessment Support

This Consulting Services Agreement is made and entered into by and between Covington Independent Public Schools, hereinafter referred to as the “District,” and Jennifer Maines, hereinafter referred to as the “Consultant.”

The Consultant’s address is 9 Arbor Drive, Alexandria, KY 41001

Phone: 859-391-4375

Email: jenmaines1302@gmail.com

## 1. Term of Agreement

The term of this Agreement shall begin on July 1, 2026 and end on June 30, 2027, unless terminated earlier in accordance with the terms of this Agreement.

The Consultant shall provide services to the District for no more than forty-five days during the term of this Agreement.

## 2. Scope of Services

The Consultant shall provide elementary science consulting services to support district-level curriculum implementation, collaborative planning, professional learning, and assessment development/revision.

Services may include, but are not limited to:

- a. Leading district collaborative planning sessions for elementary science teachers.
- b. Supporting teachers and district staff with the internalization and implementation of Amplify Science units.
- c. Participating in professional development during the District’s PD Academy and/or other district-designated professional learning opportunities.
- d. Preparing materials, agendas, resources, and support documents for professional development and collaborative planning sessions.
- e. Supporting the development, review, revision, and alignment of elementary science assessments.
- f. Reviewing assessments to ensure alignment to content taught through Amplify Science and district curriculum expectations.
- g. Supporting the preparation of assessments for administration, including formatting, revision, and readiness for district platforms as needed.
- h. Providing consultation and support to instructional coaches, school administrators, and the Director of Curriculum and Instruction as requested.

## 3. Anticipated Service Day Breakdown

The District anticipates the following use of consultant service days. This breakdown may be adjusted based on district needs, scheduling, and mutual agreement between the District and Consultant, provided that the total number of days does not exceed forty-five.

- 2 days for August for PD Academy professional development
- 2 days in August for PD day and Teacher Equivalency Day
- 10 days throughout the school year to support K–3 unit planning
- 5 days throughout the school year to support planning with 4th Grade
- 14 days curriculum development and revision
- 12 days assessment development

Maximum allowable days under this Agreement: 45 days

#### 4. Compensation

The Consultant shall be compensated at a rate not to exceed \$400 per full service day.

Total compensation under this Agreement shall not exceed \$18,000, regardless of the number of services, preparation activities, or deliverables provided.

Payment shall be made upon submission of appropriate documentation, invoices, timesheets, or other records required by the District. Services must be approved by the Director of Curriculum and Instruction or designee prior to payment.

#### 5. Independent Consultant Status

The Consultant is engaged to provide professional consulting services to the District. Nothing in this Agreement shall be interpreted as creating an entitlement to continued employment, benefits, tenure, or any other employment rights beyond the specific terms of this Agreement.

No benefits, including but not limited to health insurance, retirement contributions, paid leave, or other employee benefits, are included with this Agreement unless specifically required by law or separately approved in writing by the District.

#### 6. Work Products and Materials

Any materials, resources, assessments, planning documents, or other work products created, revised, or developed by the Consultant as part of this Agreement for District use shall be the property of the District and housed in a district Google Drive or on the Mastery Connect Assessment platform.

#### 7. Confidentiality

The Consultant shall maintain confidentiality regarding student information, assessment materials, district records, personnel matters, and any other confidential information obtained through work with the District.

The Consultant shall comply with all applicable District policies and state and federal confidentiality requirements.

#### 8. District Direction and Scheduling

The Consultant shall coordinate services with the Director of Curriculum and Instruction or designee. Dates, times, locations, and deliverables shall be determined based on district needs and availability.

The District reserves the right to adjust the schedule, scope, or number of service days based on program needs, funding, staffing, or other district priorities, provided that compensation shall only be provided for approved services rendered.

#### 9. Termination

Either the District or the Consultant may terminate this Agreement with written notice.

The District may terminate this Agreement for sufficient cause, including but not limited to failure to perform agreed-upon duties, failure to follow reasonable directions from the District, inability to carry out the duties specified herein, inefficiency, incompetence, neglect of duty, violation of District policies, or involvement in conduct that negatively impacts the District.

In the event of termination, the Consultant shall be compensated only for approved services rendered prior to the effective date of termination.

#### 10. Entire Agreement

This Agreement represents the entire understanding between the District and the Consultant regarding the services described herein. Any changes or amendments to this Agreement must be made in writing and approved by both parties.

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Consultant

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District Administrator  
Covington Independent Schools