



# Every Child Every Day

**SUPERINTENDENT**  
TONYA HORNE-WILLIAMS

**BOARD CHAIR DISTRICT 1**  
LINDA GEARHEART

**VICE CHAIR DISTRICT 4**  
KEITH SMALLWOOD

**MEMBER DISTRICT 2**  
DR. CHANDRA VARIA

**MEMBER DISTRICT 3**  
WILLIAM NEWSOME, JR

**MEMBER DISTRICT 5**  
STEVE SLONE

**Consent Agenda Item (Action Item):** Approve the Memorandum of Agreement (MOA) between the Kentucky Department of Education and the Floyd County Board of Education for the employment of Mike Bell as the Regional Principal Support Leader. This MOA is effective from July 1, 2026-June 30, 2027.

**Applicable State or Regulations:** BOE Policy 01.11 Powers and Duties of the Local Board of Education

**Fiscal/Budgetary Impact:** There will be no fiscal/budgetary impact as the Kentucky Department of Education will reimburse Floyd County Schools for the salary of Mike Bell.

**History/Background:** Mike Bell has been offered continuing employment with Kentucky Department of Education. KDE has agreed to reimburse Floyd County Schools for the salary for the period of July 1, 2026- June 30, 2027. The Regional Principal Support Leader will be responsible for overseeing and facilitating the work done by KDE on behalf of principals in the region, including but not limited to the Early Literacy Leadership Network. This role is crucial in building sustainable district-level models for implementing evidence-based early literacy instructional programming connected to High Quality Instructional Resources (HQIR).

**Recommended Action:** Approve the Memorandum of Agreement between the Kentucky Department of Education and Floyd County Schools.

**Contact Person:** Greta Thornsberry, Floyd County Schools Director of Districtwide Services

Director

Superintendent

**Date:**

June 11, 2026

The Floyd County Board of Education does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability in employment, educational programs, or activities as set forth in Title IX & VI, and in Section 504.

442 KY ROUTE 550, EASTERN KY, 41622  
TEL: 606.886.2354 FAX: 606.886.4550



# Commonwealth of Kentucky

## CONTRACT

<b>Document Number:</b>	PON2	540	2600003376	<b>Version:</b> 1
Record Date:				
Document Description:	Personnel MOA-Regional Principal Supports Leader-Mike Bell			
Cited Authority:	FAP111-44-00 Memorandum of Agreement			
Reason for Modification:				

<b>Issuer Contact:</b>	
Name:	Nicole Crosthwaite
Phone:	502-564-1979
E-mail:	nicole.crosthwaite@education.ky.gov

<b>Vendor Name:</b>	<b>Vendor No.</b>	KY0035328
FLOYD COUNTY BOARD OF EDUCATION	<b>Vendor Contact Name:</b>	Tiffany Warrix Campbell
442 KY RT 550	Phone:	606-886-4508
EASTERN	E-mail:	tiffany.warrix@floyd.kyschools.us
KY	41622	

<b>Shipping Information:</b>	<b>Billing Information:</b>
	KDE - Division of Financial Management
	300 Sower Blvd, 5th Floor, CSW
	Frankfort
	KY 40601

**Effective From:** 07/01/2026      **Effective To:** 06/30/2027

Line Item	Delivery Date	Quantity	Unit	Description	Unit Price	Contract Amount	Total Price
1		0.00000		Personnel MOA-Regional Principal Supports Leader-Mike Bell	\$0.000000	\$84,996.00	\$84,996.00

**Extended Description:**

Effective Date: July 1, 2026 - June 30, 2027

100% General

The vendor will furnish the services of its employee in the following capacity:

Name: Mike Bell  
 Title: Regional Principal Supports Leader  
 Location: Office of Teaching and Learning

The Regional Principal Supports Leader will be responsible for overseeing and facilitating the work done by the Kentucky Department of Education on behalf of principals in the region, including but not limited to the Early Literacy Leadership Network. This role is crucial in building sustainable district-level models

for implementing evidence-based early literacy instructional programming connected to High Quality Instructional Resources (HQIR).

The contract amount for the district employees services includes contract salary (KDE contract 240 days), district level stipend, fringe benefits and school district indirect costs. The total contract amount includes a 3% adjustment allowance.

This contract authorizes funding for the contract period based upon the availability of funds.

Method of Payment: Quarterly payments will be made by October 15, January 15, April 15, and June 15. Any funds not specifically used for the purposes stated herein must be returned to the Kentucky Department of Education no later than June 30 of the current fiscal year.

<b>TOTAL CONTRACT AMOUNT</b>	<b>\$84,996.00</b>
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**MOA Template**  
Revised February 2026  
Memorandum of Agreement

This Memorandum of Agreement (MOA) is entered into, by and between the Commonwealth of Kentucky, Kentucky Department of Education (“the Commonwealth”) and Floyd County Board of Education (“the Contractor”) to establish an agreement for a Regional Principal Supports Leader position. This MOA is effective from July 1, 2026 through June 30, 2027.

**Scope of Services:**

The Regional Principal Supports Leader will be responsible for overseeing and facilitating the work done by the Kentucky Department of Education on behalf of principals in the region, including but not limited to the Early Literacy Leadership Network. This role is crucial in building sustainable district-level models for implementing evidence-based early literacy instructional programming connected to High Quality Instructional Resources (HQIR).

**Job Description:**

This position is responsible for (1) collaborating with KDE-selected professional learning partners as part of the Kentucky Reading Academies, (2) developing and implementing strategies aligned to Senate Bill 9 (2022), and (3) ensuring local education leaders understand and are supported in implementing the provisions outlined in SB 9 (2022), the *Read to Succeed Act*.

The Regional Leader will support principals in several ways:

**Professional Development:** The Regional Leader will provide opportunities for principals to engage in professional learning communities. In addition to the Early Literacy Leadership Network meetings, this could involve organizing learning experiences, site visits, and/or communities of practice that focus on improving early literacy instruction and implementing High Quality Instructional Resources (HQIR).

**Mentorship:** The Regional Leader will serve as a mentor to principals, offering guidance and advice based on their own experiences and expertise. This could involve one-on-one mentoring or group mentoring sessions.

**Resource Allocation:** The Regional Leader will help principals identify and allocate resources effectively to support early literacy instruction. This could involve helping principals understand how to use HQIR or other resources to improve literacy outcomes.

**Strategy Implementation:** The Regional Leader will work with principals to develop and implement effective strategies for K-5 literacy. This could involve helping principals create a strategic plan, set goals, and monitor progress.

**Collaboration:** The Regional Leader will facilitate collaboration among principals. This could involve organizing regular meetings where principals can share best practices, discuss challenges, and learn from each other.

**Advocacy:** The Regional Leader will advocate for the needs and interests of principals with Office of Teaching and Learning leadership. This could involve communicating with leaders about the support principals need to improve early literacy instruction across the region.

Perform other duties as assigned.

**Salary:**

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The total contract price is for salary (KDE contract days 240), fringe benefits and school district indirect costs.

The contract cost for 240 days of the district employee's services includes FY 2026 district salary, district level stipend, fringe benefits and school district indirect costs.

Since FY 2027 costs are not available for an effective date of July 1, 2026, an additional 3% of the contract cost is being added to the total amount of the original contract.

When FY 2027 costs have been established, the district will be asked to recalculate the final cost for their employee for whose services we are contracting.

If the final cost is less than the original contract, KDE will pay the lesser amount. If the final cost is more than the original contract, KDE will generate a contract modification for the increase and will pay the contract in full.

**Pricing:**

Contract contact: Nicole Crosthwaite, Division of Budgets and Financial Management, Kentucky Department of Education, 300 Sower Blvd -- 5<sup>th</sup> Floor, Frankfort, KY 40601.

Method of Payment: Quarterly payments will be made by October 15, January 15, April 15 and June 15. Any funds not specifically used for the purposes stated herein must be returned to the Kentucky Department of Education no later than June 30 of the current fiscal year.

**Budget**

Salary: \$77,856  
Fringe Benefits: \$3,525  
Indirect Cost: \$1,139  
Total Current Cost: \$82,520  
3% adjustment allowance: \$2,476  
Total Contract Amount: \$84,996

**KENTUCKY DEPARTMENT OF EDUCATION ADDITIONAL TERMS AND CONDITIONS**

**Discrimination**

The contractor agrees to comply with the provisions of Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794 (Section 504), and applicable federal regulations relating thereto set forth at 34 C.F.R. Part 104 prohibiting the exclusion of participation, denial of benefits, or discrimination of any qualified individual under any program or activity.

**Choice of Law and Forum**

The laws of the Commonwealth of Kentucky shall govern all questions as to the execution, validity, interpretation, construction, and performance of this agreement or any of its terms.

Any suit, action or other proceeding regarding the execution, validity, interpretation, construction, or performance of this agreement shall be filed in the Franklin Circuit Court of the Commonwealth of Kentucky.

**Requirements for Reporting to Kentucky Teachers Retirement System:**

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Please note that, if contractor is a current retiree of the Kentucky Teachers Retirement System (KTRS), or proposes to use a current or potential retiree of KTRS to perform any work under any contract, this may have an adverse impact upon retirement benefits for that retiree. This would occur, regardless of whether a contract is awarded to the individual directly, or to another legal entity for which the individual works.

Accordingly, if a contractor proposes to use such individuals to perform the work, the contractor is strongly encouraged to check with KTRS to determine what requirements apply, before entering into a contract. The KTRS help desk number is 1-800-618-1687.

Furthermore, as a condition of any successful contract award, any information on such retirees (as defined and required by KTRS) must be submitted prior to any services being performed by said individuals under this contract.

As a firm condition of this contract, the contractor shall be financially responsible for any failure by such current or potential retirees to properly report information concerning their retirement status, during the life of any contract awarded.

#### **508 Compliance**

Vendor hereby warrants that the products or services to be provided under this contract comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, part 1194.1. Vendor further warrants that the products or services to be provided under this contract comply with existing federal standards established under Section 255 of the Federal Telecommunications Act of 1996 (47 U.S.C. § 255), and its implementing regulations set forth at Title 36, Code of Federal Regulations, part 1194.2, to the extent the vendor's products or services may be covered by that act. Vendor agrees to promptly respond to and resolve any complaint regarding accessibility of its products or services which is brought to its attention.

Vendor will use the W3C's Web Content Accessibility Guidelines (WCAG) 2.0 Levels A and AA and the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0 for web content, which are incorporated by reference.

#### **Family Educational Rights and Privacy Act**

If during the course of this agreement, KDE discloses to the contractor any data protected by the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, and its regulations, and data protected by the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq)(NSLA) and Child Nutrition Act of 1966 (42 U.S.C. 1771 et seq.) (CNA) the contractor is bound by the confidentiality, security and redisclosure requirements and restrictions stated in FERPA, NSLA and CNA and will enter into a confidentiality agreement and ensure its employees and contractors execute affidavits of nondisclosure as required by KDE.

#### **Data Security and Breach Protocols**

Contractors that receive Personal Information as defined by and in accordance with Kentucky's Personal Information Security and Breach Investigation Procedures and Practices Act, KRS 61.931, et seq., (the "Act"), shall secure and protect the Personal Information by, without limitation, complying with all requirements applicable to non-affiliated third parties set forth in the Act.

"Personal Information" is defined in accordance with KRS 61.931(6) as "an individual's first name or first initial and last name; personal mark; or unique biometric or genetic print or image, in combination with one (1) or more of the following data elements:

An account number, credit card number, or debit card number that, in combination with any required security code, access code or password, would permit access to an account;

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A Social Security number;

A taxpayer identification number that incorporates a Social Security number;

A driver's license number, state identification card number or other individual identification number issued by an agency;

A passport number or other identification number issued by the United States government; or

Individually identifiable health information as defined in 45 C.F.R. sec. 160.013, except for education records covered by the Family Education Rights and Privacy Act, as amended 20 U.S.C. sec 1232g."

As provided in KRS 61.931(5), a "non-affiliated third party" means "any person or entity that has a contract or agreement with the Commonwealth and receives (accesses, collects or maintains) personal information from the Commonwealth pursuant to the contract or agreement."

The contractor hereby agrees to cooperate with the Commonwealth in complying with the response, mitigation, correction, investigation, and notification requirements of the Act.

The contractor shall notify as soon as possible, but not to exceed seventy-two (72) hours, the contracting agency, the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Kentucky Attorney General, and the Commonwealth Office of Technology of a determination of or knowledge of a breach, unless the exception set forth in KRS 61.932(2)(b)2 applies and the contractor abides by the requirements set forth in that exception. If the agency is a unit of government listed in KRS 61.931(1)(b), the contractor shall notify the Commissioner of the Department of Local Government in the same manner as above. If the agency is a public school district listed in KRS 61.931(1)(d), the contractor shall notify the Commissioner of the Department of Education in the same manner as above. If the agency is an educational entity listed under KRS 61.931(1)(e), the contractor shall notify the Council on Postsecondary Education in the same manner as above. Notification shall be in writing on a form developed by the Commonwealth Office of Technology.

The contractor hereby agrees to report, immediately and within twenty-four (24) hours, any known reasonably believed instances of missing data, data that has been inappropriately shared, or data taken off site

to my immediate supervisor, Associate Commissioner, and

to the KDE Office for whom I perform work under the contract with KDE.

The contractor hereby agrees that the Commonwealth may withhold payment(s) owed to the contractor for any violation of the Identity Theft Prevention Reporting Requirements.

The contractor hereby agrees to undertake a prompt and reasonable investigation of any breach as required by KRS 61.933.

Upon conclusion of an investigation of a security breach of Personal Information as required by KRS 61.933, the contractor hereby agrees to an apportionment of the costs of the notification, investigation, and mitigation of the security breach.

In accordance with KRS 61.932(2)(a) the contractor shall implement, maintain, and update security and breach investigation procedures that are appropriate to the nature of the information disclosed, that are at least as stringent

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as the security and breach investigation procedures and practices established by the Commonwealth Office of Technology:

[Security Policies, Standards and Procedures - Commonwealth Office of Technology \(Kentucky\)](#)

**Student Data Security**

Pursuant to KRS 365.734 (House Bill 232 (2014)), if contractor is a known cloud computing service provider (as defined in KRS 365.734(1)(b) as “any person or entity other than an educational institution that operates cloud computing services”), or, through service to agency, becomes the equivalent of a cloud computing service provider, contractor does further agree that:

Contractor shall not process student data for any purpose other than providing, improving, developing, or maintaining the integrity of its cloud computing services, unless the provider receives express permission from the student’s parent. The contractor shall work with the student’s school and district to determine the best method of collecting parental permission. KRS 365.734 defines “process” and “student data”.

With a written agreement for educational research, contractor may assist an educational institution to conduct educational research as permitted by the Family Education Rights and Privacy Act of 1974, as amended, 20 U.S.C.sec.1232g.

Pursuant to KRS 365.734, contractor shall not in any case process student data to advertise or facilitate advertising or to create or correct an individual or household profile for any advertisement purposes.

Pursuant to KRS 365.734, contractor shall not sell, disclose, or otherwise process student data for any commercial purpose.

Pursuant to KRS 365.734, contractor shall certify in writing to the agency that it will comply with KRS 365.734(2).

**Funding**

This contract authorizes funding for the contract period based upon the availability of funds.

The Kentucky Department of Education reserves the right to withhold or cease funding for non-performance, or breach, during the life of the contract, if it is in the best interest of the Commonwealth to do so.

**ASSIGNMENT OF COPYRIGHT**

Whereas, the Contractor may create, contribute to the creation, and/or have ownership interest in certain original works of authorship created pursuant to the terms of this contract;

And whereas, the Kentucky Department of Education (“KDE”) desires to acquire the entire interest of the Contractor in the original works of authorship created pursuant to the terms of this contract, and any copyrightable material which may be created pursuant to the terms of this contract;

Now therefore, for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the Contractor, hereby irrevocably assigns and transfers to KDE, its legal representatives, successors and assigns, all right, title, interest, and ownership in the original works of authorship and any copyrightable material which may be created pursuant to the terms of this contract, including copyrights, copyright registrations, and the right to procure United States and foreign copyrights registrations thereon, together with the right to prepare derivative works in all media, including current and yet to be developed electronic media, secure renewals, reissues, and extensions of any such copyright registrations, including in any foreign county, and the right to publicly display and make copies of the original works of authorship or derivative works in all media and forms of expression and communication

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now known or later developed, which interests and rights shall be held to the full end of the term for which such copyrights or any extension thereof is or may be granted.

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**Memorandum of Agreement Standard Terms and Conditions**  
**Revised February 2026**

**1.00 Effective Date**

All Memorandum of Agreements are not effective until the Secretary of the Finance and Administration Cabinet or his authorized designee has approved the agreement and until the agreement has been submitted to the government contract review committee. However, in accordance with KRS 45A.700, memoranda of agreement in aggregate amounts of \$50,000 or less are exempt from review by the committee and need only be filed with the committee within 30 days of their effective date for informational purposes.

KRS 45A.695(7) provides that payments on personal service contracts and memoranda of agreement shall not be authorized for services rendered after government contract review committee disapproval, unless the decision of the committee is overridden by the Secretary of the Finance and Administration Cabinet or agency head if the agency has been granted delegation authority by the Secretary.

The Commonwealth will make payment within thirty (30) working days of receipt of contractor and/or subrecipient's invoice or of acceptance of goods and/or services in accordance with KRS 45.453 and KRS 45.454.

Payments are predicated upon successful completion and acceptance of the described work, services, supplies, or commodities, and delivery of the required documentation. Invoices for payment shall be submitted to the agency contact person or its representative.

**2.00 Cancellation Clause**

Both parties shall have the right to terminate and cancel this contract at any time not to exceed thirty (30) days' written notice served on the Contractor and/or subrecipient by registered or certified mail.

**3.00 Funding Out Provision**

The state agency may terminate this agreement if funds are not appropriated to the contracting agency or are not otherwise available for the purpose of making payments without incurring any obligation for payment after the date of termination, regardless of the terms of the agreement. The state agency shall provide the Contractor and/or subrecipient thirty (30) calendar day's written notice of termination of the agreement due to lack of available funding.

**4.00 Reduction in Contract Worker Hours**

The Kentucky General Assembly may allow for a reduction in contract worker hours in conjunction with a budget balancing measure for some professional and non-professional service contracts. If under such authority the agency is required by Executive Order or otherwise to reduce contract hours, the agreement will be reduced by the amount specified in that document. If the contract funding is reduced, then the scope of work related to the contract may also be reduced

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commensurate with the reduction in funding. This reduction of the scope shall be agreeable to both parties and shall not be considered a breach of contract.

#### **5.00 Access to Records**

The state agency certifies that it is in compliance with the provisions of KRS 45A.150, "Access to contractor and/or subrecipient's books, documents, papers, records, or other evidence directly pertinent to the contract." The Contractor and/or subrecipient, as defined in KRS 45A.030, agrees that the contracting agency, the Finance and Administration Cabinet, the Auditor of Public Accounts, and the Legislative Research Commission, or their duly authorized representatives, shall have access to any books, documents, papers, records, or other evidence, which are directly pertinent to this agreement for the purpose of financial audit or program review. The Contractor and/or subrecipient also recognizes that any books, documents, papers, records, or other evidence, received during a financial audit or program review shall be subject to the Kentucky Open Records Act, KRS 61.870 to 61.884. Records and other prequalification information confidentially disclosed as part of the bid process shall not be deemed as directly pertinent to the agreement and shall be exempt from disclosure as provided in KRS 61.878(1)(c).

#### **6.00 Violation of tax and employment laws**

KRS 45A.485 requires the Contractor and/or subrecipient and all subcontractors performing work under the contract to reveal to the Commonwealth any final determination of a violation by the Contractor and/or subrecipient within the previous five (5) year period of the provisions of KRS chapters 136, 139, 141, 337, 338, 341, and 342. These statutes relate to corporate and utility tax, sales and use tax, income tax, wages and hours laws, occupational safety and health laws, unemployment insurance laws, and workers compensation insurance laws, respectively. Disclosure of any violations is required prior to the award of any state contract and throughout the duration of the contract.

Failure to disclose violations shall be grounds for the Commonwealth's disqualification of a contractor and/or subrecipient or subcontractor from eligibility for future state contracts for a period of two (2) years.

To comply with KRS 45A.485, the Contractor and/or subrecipient and all subcontractors performing work under this contract shall report any such final determination(s) of any violation(s) within the previous five (5) years to the Commonwealth by providing a list of the following information regarding any violation(s): (1) specific KRS violated, (2) date of any final determination of a violation, and (3) state agency which issued the final determination.

A list of any disclosures made prior to award of a contract shall be attached to the contract. The Contractor and/or subrecipient affirms that it has not violated any of the provisions of the above statutes within the previous five (5) year period, aside from violations explicitly disclosed and attached to this contract. Contractor and/or subrecipient further affirms that it will (1) communicate the above KRS 45A.485 disclosure requirements to any subcontractors and (2) disclose any subcontractor violations it becomes aware of to the Commonwealth.

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### 7.00 Nondiscrimination

The Equal Employment Opportunity Act of 1978 (the "Act"), KRS 45.560 to 45.640, applies to all State government contracts or subcontracts in an amount exceeding \$500,000. The contractor and/or subrecipient shall comply with all terms and conditions of the Act.

During the performance of this contract, the Contractor and/or subrecipient agrees as follows:

- (a) The Contractor and/or subrecipient shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age forty (40) and over, disability, veteran status, or national origin or.
- (b) The Contractor and/or subrecipient shall take affirmative action in regard to employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination rates of pay or other forms of compensation, and selection for training, so as to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, age forty (40) and over, disability, veteran status, and national origin.
- (c) The Contractor and/or subrecipient shall state in all solicitations or advertisements for employees placed by or on behalf of the Contractor and/or subrecipient that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age forty (40) and over, disability, veteran status, or national origin.
- (d) The Contractor and/or subrecipient shall post notices in conspicuous places, available to employees and applicants for employment, setting forth the provisions of this non-discrimination clause.

The Contractor and/or subrecipient shall send a notice to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding advising the said labor union or workers' representative of the Contractor and/or subrecipient's commitments under this nondiscrimination clause.

The Contractor and/or subrecipient's noncompliance with the nondiscrimination clauses of this contract shall constitute a material breach of the contract.

Each Contractor and/or subrecipient shall, for the length of the contract or at the point at which the contract is covered by this Act and until its conclusion, furnish such information as required by the Act and any rules, regulations and orders issued pursuant thereto and permit access to all books and records pertaining to his employment practices and work sites by the contracting agency and the Cabinet to ascertain compliance with the Act.

This section applies to agreements disbursing federal funds, in whole or part, only when the terms for receiving those funds mandate its inclusion.

### 8.0 Artificial Intelligence (AI)

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Vendor agrees to adhere to [CIO-126 Artificial Intelligence Policy.pdf](#), which includes but is not limited to, the required written disclosure, in advance, of every use of generative AI and/or integrations with generative AI system. Vendor agrees to disclose all parts of contracted work that is expected to be or will be performed with the assistance of AI. Further, Vendor understands and agrees to take appropriate measures to ensure Generative AI shall not be used for any activities that are illegal or in violation of state policy, COT policy, or agency policy per CIO-126. Vendors may not use Commonwealth confidential or internal data in generative AI queries or for building or training proprietary generative AI programs unless explicitly approved in writing by the agency head with consultation from the COT Chief Information Officer. Vendor agrees to provide reasonable written notice of any issue of noncompliance with these requirements.

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**Approvals**

This agreement is subject to the terms and conditions stated herein. By affixing signatures below, the parties verify that they are authorized to enter into this agreement and that they accept and consent to be bound by the terms and conditions stated herein. In addition, the parties agree that (i) electronic approvals may serve as electronic signatures, and (ii) this agreement may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts together shall constitute a single agreement.

**1st Party:**

_____	Director, Div. of Budgets & Financial Management
Signature	Title
Karen Wirth	_____
Printed Name	Date

**2nd Party:**

_____	_____
Signature	Title
_____	_____
Printed Name	Date

**Other Party:**

_____	_____
Signature	Title
_____	_____
Printed Name	Date

**Approved as to form and legality:**

Approved in eMARS  
 \_\_\_\_\_  
 Kentucky Department of Education Attorney

**Applicable for federal funds:**

**Unique Entity Identifier (UEI) Number:** \_\_\_\_\_

Must be registered in the [System for Award Management](#) system.

*Include Unique Entity Identifier (UEI) Number if the amount of Federal funds awarded to the Second Party is \$30,000 or more. (See Federal Funding Accountability and Transparency Act Compliance section)*

**SAM CAGE Code** \_\_\_\_\_



# 2026-2027 SCHOOL YEAR DISTRICT MOA CONTRACT CALCULATION WORKSHEET INSTRUCTIONS

Please populate all fields (except the For KDE use only: box)

It is the responsibility of the district to notify our agency of any needed modification to the contract. Please email Nicole Crosthwaite (nicole.crosthwaite@education.ky.gov) a revised Contract Calculation Worksheet to reflect any needed changes to the 2026-2027 contract.

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## District Salary Information

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**Total District Salary** - including all salary paid to employee except stipend.

**Total District Days** - total number of days that the employee is employed by the district (including Extended days).

**District Daily Rate** - Total District Salary divided by Total District Days.

**Stipend** - any stipend paid the last year before KDE contracted for the employee services. **If your employee received the \$2,000 National Board Certification Salary Supplement from your district during the year prior to KDE contracting with you for their services, then enter the amount as a stipend. Do not request reimbursement from the Office of District Support Services at KDE for the years that they are on a MOA.**

**Purpose of Stipend** - what duties were performed for the stipend. **Always note if part of the stipend is for the National Board Certification Salary Supplement.**

**Total District Salary and Stipend** - the total amount the employee receives at the district.

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## KDE Contract Salary Information

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**District Daily Rate** - same as District Daily Rate above.

**KDE Contract Daily Rate** - same as District Daily Rate

**KDE Contract Days** - **the number of days to be worked will be entered by KDE**

**KDE Salary Subtotal** - KDE Contract Daily Rate multiplied by KDE Contract Days

**Total Contract Stipend** - same as Stipend in the district

**KDE Contract Subtotal** - Total KDE Salary Subtotal and Total Contract Stipend. This is the annual salary that is to be paid to the employee for whose services KDE is contracting.

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## Fringe Benefit Information

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**Fringes Benefits** - All fringe benefits paid by the district for the employee for whose services KDE is contracting.

**Workers Comp** - Paid at the district policy rate.

**Unemployment Insurance** - Paid on 10% of the first \$6,000 of salary; or recommended amount by KSBIT.

**Medicare** - Paid at the rate of 1.45%.

**Insurance** - Any insurance paid by the district for the employee for whose services KDE is contracting.

If the MOA is paid from Federal funds, KDE will pay your district for the total amount of the Medical Insurance for your employee.

If the MOA is paid from General funds, KDE will pay your district for the contribution paid to the KTRS Medical Insurance Fund at the rate of at the rate of 3%.

If the MOA is paid from Federal Funds, KDE will pay your district for the contribution paid to the KTRS Medical Insurance Fund 16.105%. **This federal rate include the 3% for KTRS Medical Insurance Fund.**

When an employee is funded by Federal funds, the district should also be reimbursed for State Administrative Fees.

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## Indirect Cost Calculation & KDE Contract Total Information

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**Indirect Cost Rate** - the current District Restricted Indirect Cost Rate.

**KDE Contract Subtotal & Total District Fringe Benefits** - total of above amounts.

**Indirect Cost Total**- Indirect Cost Rate multiplied by the KDE Contract Subtotal.

**CCW Total**- Total of the KDE Contract Subtotal, Total District Fringe Benefits, and Indirect Cost Total.

3% adjustment allowance- When the CCW is revised, if the increase is more than the KDE Contract Total the contract will be modified. If not, the district will be paid the amount of the revised CCW Total.

**KDE Contract Total** - Total of the CCW Total, and 3% adjustment allowance.

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