

**Memorandum of Understanding between  
the Kentucky Department of Education,**

**LEAD Kentucky Participant, and the Participant's School District**

KDE has been working in concert with the National Institute for School Leadership (NISL) to establish LEAD-Kentucky, a research-based professional development program to train and support highly effective educational leaders across all parts of the state to advance the pace of reform in Kentucky. With 36 Priority schools, the need for leadership expertise is great, and is compounded by the fact that the availability of such leaders does not always coincide with the locations with the greatest need.

In order to have an immediate impact on as many schools as possible and to establish a statewide pipeline, KDE began the program in April 2013, training an initial cadre of Kentucky education leaders who would train future participants. Future participants will be aspiring leaders and/or those newly-appointed to lead a school.

NISL is a thoroughly researched and fully tested program designed to assist schools and districts across the state with leadership development efforts. The intent is to build leadership capacity through distributed leadership, increase recruitment and retention of effective leaders and improve student achievement.

The twelve to thirteen month Executive Development for School Leadership curriculum focuses on:

- training in standards-based instructional systems aligned and developed by KDE and NISL staff,
- training in data analysis skills related to student achievement data,
- building capacity to take learning theory into practice by providing skills and knowledge to enable principals to be instructional leaders in literacy, math, and science in their own schools, and training principals in distributed leadership strategies that will assist in developing the professional capacity of school staff.

This Memorandum of Understanding will outline the roles and responsibilities of participants, their sponsoring school districts, and the Kentucky Department of Education.

Participants shall:

- Attend all LEAD-Kentucky sessions, equaling twenty-six (26) to twenty-eight (28) face-to-face sessions.
- Understand that this Executive Development Program for school leaders requires reading from text, writing, and completion of online activities in order to be prepared for each monthly scheduled meeting, and that authentic and active engagement during face-face training sessions is required to be successful.

- Understand that if they are unable to attend a scheduled face-to-face session, they will be required to attend a make-up session in- or out-of-state depending on availability, which will be at district expense.
- Successfully complete the Action Learning Project that is embedded into the curriculum.
- Understand that participants are expected to successfully complete LEAD-Kentucky as determined by facilitators.
- Understand that cost for content of the training, primary facilitators, and location of training is being provided by the Kentucky Department of Education in collaboration with its multiple partners in the state of Kentucky.
- Understand that their school or district is responsible for the cost for mileage, meals, and any hotel expenses incident to participation.
- Understand they are required to apply this knowledge in their school or district setting to improve student learning.

The sponsoring district shall:

- Assume responsibility for all costs of in-or out-of-state make-up training sessions required due to the participant’s inability to attend regularly-scheduled sessions.
- Assume responsibility for full payment of the \$4,600 cost of tuition if their participant fails to attend all regular and/or make-up sessions.
- Assume the responsibility for the cost of mileage, meals, and any hotel expenses incurred by their participant.

KDE shall:

- Pay, in collaboration with multiple partners within the state, the \$4,600 cost for content of the training, primary facilitators, and location of training.
- Pay no expenses related to a participant’s inability to attend a regularly-scheduled session.
- Pay no costs for mileage, meals, and any hotel expenses incurred by their participant.

\_\_\_\_\_  
LEAD Kentucky Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
KDE Approval Authority

\_\_\_\_\_  
Date