

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 12/12/17



Recognition: ☐ Students ☐ Staff ☐ Parents
Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report
Action: ☐ Resignation ☐ Hiring ☐ Contract Service Agreements
 ☐ Travel Out-of-State ☐ Travel In State ☒ Approvals
 ☐ Termination ☐ Legal Matters ☐ Other:
This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

Date: 12/07/2017

To: **Corrina Guardipee-Hall**
 Superintendent

From: Emorie Davis Bird
Title: Human Resource Director

Subject: **MOU between BPS and Peter Graham Dunn**

Description: Corrina Guardipee Hall, Superintendent, is requesting to approve a Memorandum of Understanding with Peter Graham Dunn for Kara L. Kukovich, certified environmental science educator for the remainder of 2017-18 and 2018-19 school years. Ms. Kukovich will complete an environmental, inquiry based outdoor internship instruction, as per MOU with Peter Graham Dunn attached. The expenses paid by the district include a basic insurance fee for Ms. Kukovich for one and one-half years. Ms. Kukovich will be located at the Buffalo Hide Academy and supervised by Matthew Johnson (see attachment). Ms. Kukovich will comply with all pre-employment requirements of Browning Schools.

Financial Impact: **\$17,532.00 per year**

Funding Source (Budget/grant, etc.): **Funds donated through Peter Graham Dunn**

Attachment(s): MOU/Kara L. Kukovich Resume

Comment/s: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

MEMORANDUM OF UNDERSTANDING
Between
Browning Public School District
and
Peter Graham Dunn

This Memorandum of Understanding (hereinafter referenced MOU) describes and confirms an agreement between Browning Public Schools and Peter Graham Dunn to provide a paid internship for an environmental instructor beginning SY 2017-18 through 2018-2019 SY, Kara L. Kokovich. The purpose of the agreement is to formalize a professional/technical contract for outside environmental instruction inquiry based services, and clarify expectations and relationships between both parties.

PETER GRAHAM DUNN RESPONSIBILITIES (Grant Provider):

Provide funding to the Browning Public Schools for an environmental educator at the beginning of each month. The funding will provide for salary at \$35,520.00 and plus fringe benefits at 18%, excluding health insurance.

BROWNING PUBLIC SCHOOL RESPONSIBILITIES:

The school will provide office space, health insurance, ancillary supplies and transportation to make a successful environmental education program. Professional support will be provided to the environmental educator through the Director of Goshen College Environmental Education, David Ostergren. However, Browning Public Schools will provide supervision and evaluate the environmental educator.

The MOU shall be effective January 1, 2018 to May 31, 2019. Either party has a right to terminate the MOU upon a 30-day notice to the other party.

Peter Graham Dunn
630 Henry Street
Dalton, OH 44618

Date

Browning Public Schools

Date

Kara L. Kukovich
kara.kukovich@prescott.edu
703-201-2882

Summary

Environmental and Outdoor Educator of Classroom, Residential and Wilderness Programs |
Program and Volunteer Coordinator | Naturalist | Permaculture and Sustainability Development Enthusiast

Skills

Curriculum and Program Development	Mentorship, Guidance and Supervision
Experiential, Inquiry-based, Thematic and Place-based Teaching	Logistics and Program Coordination
Next Generation Science Standards (NGSS)	Networking and Collaboration
Common Core State Standards	Volunteer Recruitment and Training
Social and Emotional Learning	Oral and Written Communications
Personal Development and Team Building	Event Planning and Staffing
Community Building	Sustainability Development
Low and High Ropes Courses and Zip Lines	Environmental Advocacy and Stewardship
Backpacking and Wilderness Instruction	Conservation Field Work
Risk Assessment and Management	Permaculture and Small Scale Farming
Equipment Maintenance	Teaching English Language Learners
	Customer Service and Hosting

Recent Professional Experience

Outdoor Science Instructor | Opal Creek Ancient Forest Center
Jawbone Flats, OR, Spring - Fall 2017

Outdoor Instruction – Taught students from elementary to college level from diverse backgrounds about old growth ecology, natural and cultural history, forestry, fluvial geomorphology, moss and lichen studies, freshwater macroinvertebrates, mineralogy, amphibians, astronomy, mycology, and biology. Engaged students with experiential and hands-on learning. Conducted team building and age appropriate activities.

Program Development – Designed new curriculum and developed lesson plans and program materials.

Backpacking – Prepared, equipped and led backpacking trips for 10-14 year-old students with a summer intern through wilderness areas. Assessed potential risks and adjusted routes as needed.

Hosting – Provided customer service to cabin renters, staffed store, assisted hikers, chopped wood, drove shuttles and helped with general cleaning and site upkeep.

Program Coordinator and Senior Instructor | Dragonfly
Hong Kong, Fall 2015 | Hong Kong and China, Spring 2016

Outdoor Instruction – Guided primary to high school students from international schools in team building, ropes courses, hiking, rock climbing, canyoning, kayaking, SUPing, nature studies, snorkeling, cultural site visits, orienteering and camping.

Social and Emotional Learning (SEL) Facilitation – Framed daily activities through the lens of SEL objectives. Designed and implemented debrief and journaling sessions that transferred each day's learning into future practices.

Program Development – Evaluated and revised lesson plans and designed new ones. Updated schedules and activities to meet multiple needs of clients, staff and logistics. Maintained and repaired equipment.

Program Coordination – Acted as liaison between client schools, instructor staff and management. Oversaw preparation, including plans for inclement weather. Guided instructors through logistics and program goals. Assisted teachers in meeting school's objectives. Provided support to instructors and chaperones.

Field Science Educator | NatureBridge

Channel Islands and Santa Monica Mountains, CA, Spring 2014 and 2015 | Golden Gate, CA, Summer 2014

Teaching and Facilitation – Led educational hikes while incorporating inquiry-based learning and citizen science projects to facilitate academic and personal growth. Subjects included geology, biology, ecology, cultural history, environmental impacts and stewardship. Each program was uniquely designed to accommodate school group learning outcomes and Next Generation Science Standards. Summer programs used daily thematic teaching that progressed through the week over a common topic.

Program Development – Developed lesson plans and materials, inventoried supplies, maintained and repaired gear and conducted research to further long-term program growth.

Evening Activities – Developed and led evening programs for overnight groups, including night hikes and group games.

Backpacking – Planned and led overnight backpacking trips in Marin County. **Family Programs** – Planned and led weekend programs centered on natural history for children and adults of all ages and backgrounds. **Event Staffing** – Staffed tables and led interpretive hikes for various education-based events.

Other Experience

Volunteer | Permaculture and Small-Scale Farming | Costa Rica, Winter 2014 – 2015 | Thailand, December 2015 | Greece, September 2016 | India, Winter 2016 – 2017

Classroom Teacher for LEP 4th Grade Students | Anuban Phayao School - Media Kids | Thailand, October - December 2016

Volunteer English Teacher for Adult LEP Refugees | LHA Charitable Trust and Tibet World | India, June 2016
Volunteer Builder and Earthbag Architect Student | Nepal Resilience Project - Woven Earth | Nepal, May 2016
LEAF Mentor for High School Students | The Nature Conservancy | Oregon Coast, Summer 2015
Naturalist | Naturalists at Large | Ventura, CA, Fall 2014

Aspen Creek Outdoor School Instructor | Chapel Rock Camp | Prescott, AZ, Part-time Fall 2013

Sustainability Project Manager | Prescott College | Prescott, AZ, Part-time 2011 – 2013

Challenge Course Facilitator | Chapel Rock and Friendly Pines Camps | Prescott, AZ, Part-time 2011 – 2013

Wilderness Instructor | Camp Walden | Denmark, ME, Summer 2012

Rock Climbing Director | Read Reservation (Boy Scouts of America) | Brant Lake, NY, Summer 2011

Outdoor Environmental Education Instructor | Camp Orkila (YMCA) | Orcas Island, WA, Spring 2011

Environmental Education Intern | Student Conservation Association and AmeriCorps Partnership | Sharpe Reservation (Fresh Air Fund) | Fishkill, NY, 2010.

Volunteer Coordinator | AmeriCorps and Volunteer Maryland | Nanticoke Watershed Alliance | Salisbury, MD and Vienna, MD, 2008 – 2009

Education and Certifications

B.A. with Major in Environmental Studies and Double Minors in Adventure Education and Cultural & Regional Studies | Prescott College, 2013

120-Hour Advanced TEFL Certification | Premier TEFL, 2016

Permaculture Design Course Certification | Rak Tamachat Natural Living Education, Thailand, December 2015

Wilderness First Responder and CPR Certification | Wilderness Medicine Institute, February 2012, Renewed February 2014 and June 2015 (for 3 Years) | Heartsaver CPR AED, March 2017 (for 3 Years)

ACA Level 3 Certification for Sea Kayaking | American Canoe Association, 2013

Camp Trip Leader Certification | Department of Inland Fisheries and Wildlife, June 2012

Leave No Trace Trainer Certification | National Outdoor Leadership School (NOLS), 2011

Southwest Outdoor Educator Course | National Outdoor Leadership School (NOLS) and University of Utah, 2011

Project WILD and Project Aquatic WILD Workshop Certificates | New York Department of Environmental Conservation, 2010