



Kokomo School Corporation Head Start Program  
Serving Howard, Miami, and Tipton Counties  
900 S. Goyer Road  
Kokomo, IN 46901  
Phone: (765) 454-7082  
Fax: (765) 454-7086

June 10, 2025

Dr. Ron Glaze  
Tipton Community School Corporation  
1051 S. Main Street  
Tipton, IN 46072

Dear Dr. Glaze:

It is that time of year again that we begin to prepare our Memorandum of Understanding explaining our partnership. We need to update our in-kind that your school generously provides for Head Start. This in-kind will cover the 2025-2026 school year. If you could take the time to fill out the attached invoices, we would greatly appreciate your help. These invoices allow us to meet the requirement mandates by the federal government to operate the Head Start program.

We look forward to our rich partnership with your school corporation. Thank you again for your time and support. If you have any questions, please do not hesitate to call.

Sincerely,

A handwritten signature in cursive script that reads "Kelly Wright".

Kelly Wright, Director  
Kokomo School Corporation  
Head Start Program

## INVOICE

Date: June 10, 2025

To: Kokomo School Corporation Head Start  
Attention: Janice Janitz  
900 S. Goyer Rd  
Kokomo, IN 46901

From: Tipton Community School Corp.  
Dr. Ron Glaze, Superintendent  
1051 S. Main Street  
Tipton, IN 46072

For: First Semester 2025-2026 School Year

August – December 2025

***Transportation Expenses:***

Bus driver wages + FICA: 84 days x \_\_\_\_\_ hrs x  $\frac{\text{_____}}{\text{wages}}$  +  $\frac{\text{_____}}{\text{FICA}}$  \$ \_\_\_\_\_

\*Bus aide wages + FICA: 84 days x \_\_\_\_\_ hrs x  $\frac{\text{_____}}{\text{wages}}$  +  $\frac{\text{_____}}{\text{FICA}}$  \$ \_\_\_\_\_  
\*(If applicable)

Fuel: 84 days x \_\_\_\_\_ miles/day ÷ \_\_\_\_\_ mpg x \_\_\_\_\_  
*fuel cost* \$ \_\_\_\_\_

Maintance: 1<sup>st</sup> semester \$ \_\_\_\_\_

Insurance: 1<sup>st</sup> semester \$ \_\_\_\_\_

Total In-Kind 1<sup>st</sup> Semester \$ \_\_\_\_\_

---

Dr. Ron Glaze, Superintendent  
Tipton Community School Corporation

## INVOICE

Date: June 10, 2025

To: Kokomo School Corporation Head Start  
Attention: Janice Janitz  
900 S. Goyer Rd  
Kokomo, IN 46901

From: Tipton Community School Corp.  
Dr. Ron Glaze, Superintendent  
1051 S. Main Street  
Tipton, IN 46072

For: Second Semester 2025-2026 School Year

January - May 2026

### ***Transportation Expenses:***

Bus driver wages + FICA: 84 days x \_\_\_\_\_ hrs x  $\frac{\text{_____}}{\text{wages}} + \frac{\text{_____}}{\text{FICA}}$  \$ \_\_\_\_\_

\*Bus aide wages + FICA: 84 days x \_\_\_\_\_ hrs x  $\frac{\text{_____}}{\text{wages}} + \frac{\text{_____}}{\text{FICA}}$  \$ \_\_\_\_\_  
\*(If applicable)

Fuel: 84 days x \_\_\_\_\_ miles/day ÷ \_\_\_\_\_ mpg x \_\_\_\_\_  
fuel cost \$ \_\_\_\_\_

Maintance: 2<sup>nd</sup> semester \$ \_\_\_\_\_

Insurance: 2<sup>nd</sup> semester \$ \_\_\_\_\_

Total In-Kind 2nd Semester \$ \_\_\_\_\_

---

Dr. Ron Glaze, Superintendent  
Tipton Community School Corporation





# Kokomo School Corporation Head Start Program 2025-26

Teacher PD and Collaboration Every Wednesday, Additional Migs as Needed

July 30-31-Staff PD/Work Days  
Aug 1, 4-Staff Orientations  
Aug 5, 6, 7 -Family Orientations  
Aug 8-First Student Day

Certified Staff work one flex day  
prior to August 1. Full-time  
classified return July 30.

AUGUST 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

S-16 T-22 P-23

JANUARY 2026						
S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

S-19 T-19

Jan 1-2 Winter Break  
Jan 5-First Student Day 2nd  
Semester  
Jan 19-Martin Luther King, Jr  
Day-No School

Sept 1 -Labor Day-No School

SEPTEMBER 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

S-21 T-21

FEBRUARY 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

S-16 T-19

Feb 9-P/T Conferences-  
No students  
Feb 16 President's Day-Snow  
Make-Up Day  
Feb 17, 18-PD  
Day/Conferences-No students

Oct 7-PD Day  
(No students-KSC/Head Start)  
Oct 10, 16, 17-Teacher Home  
Visits-No students  
Oct 20-24-Fall Break-No School

OCTOBER 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

S-14 T-18

MARCH 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

S-20 T-20

Mar 30-31-Spring Break-No  
School

Nov 26, 27, 28-Thanksgiving  
Break-No School

NOVEMBER 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

S-17 T-17

APRIL 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

S-14 T-14

April 1-10 Spring Break-No  
School

Dec 19-Last Student Day  
Dec 22-31 Winter Break-No  
School

\*\*Certified staff work one flex  
day before Jan 5.

DECEMBER 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

S-15 T-15+1

MAY 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

S-16 T-20

May 1, 8, 15- Teacher Home  
Visits-No students

May 25-Memorial Day  
May 28 Final Student Day  
May 29- Staff Work Day

updated 5/29/25

1st semester=83 student days, 2nd semester=85 student days, 168 student days=1092 hours Full time staff days:94+92=186