

Adult and Continuing Education

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Steve Bogus, Executive Director
Catholic Charities
2911 S 4th Street
Louisville, KY 40208

December 12, 2012
Agreement # FY-CC-2013-01

**JEFFERSON COUNTY BOARD OF EDUCATION/CATHOLIC CHARITIES
LETTER OF MUTUAL UNDERSTANDING FOR COLLABORATION**

Jefferson County Board of Education through the Adult Education Division (JCPSACE) agrees to provide on-site English as a Second Language (ESL) classes for Catholic Charities at the Saint Anthony's location.

Instruction is based on a cost of \$50.00 per hour for the duration of this Letter of Agreement – January 7, 2013 through September 30, 2013. This cost includes teachers, standard instructional materials, assessment fees, resource assistance, and volunteers, as needed.

2013 Class Schedule:

- Classes will begin on January 7, 2013 and run through September 30, 2013, with the exception of scheduled holidays. These holidays have been determined and are on the JCPS /Catholic Charities calendar. Four classes will be provided at a cost of \$72,000. Each class will provide 10 hours of instruction per week for a period of 36 weeks – a total of 360 hours of instruction at a cost of \$50.00 per hour – a cost of \$18,000 per class.
- A cost of \$50.00 per instructional hour will be added for each additional instructor.
- Instructors will be required to attend occasional meetings with Catholic Charities staff. Catholic Charities will be invoiced \$50 per hour per instructor for mandatory quarterly meetings with the Case Management staff at a cost not to exceed \$1,000.
- Instructors will be required to attend JCPSACE-approved Professional Development sessions.

Jefferson County Adult and Continuing Education agrees to the following in-kind contribution:

- JCPSACE agrees to provide two additional 10 hour classes for a period of 36 weeks, for a total of 720 hours of instruction (value of In-Kind Contribution is \$36,000) at no cost to Catholic Charities if these two additional classes are needed.
- JCPSACE agrees to provide one instructional assistant for 19.75 hours per week for a period of 36 weeks at \$15 per hour. (value of In-Kind Contribution is \$10,665) at no cost to Catholic Charities.

Catholic Charities agrees to the following terms and conditions:

- Catholic Charities will recruit students, provide appropriate classroom space, furniture, equipment, copier and phone use.

- The CASAS Life and Work series will be administered for assessment.
- Classes will only be available to clients of Catholic Charities.
- Normal class size should not exceed 25 students.
- JCPSACE and Catholic Charities mutually agree to protect the privacy of all records and related information pertaining to anyone receiving services.
- JCPSACE will hire, with input from Catholic Charities, teachers who have a minimum of a Bachelor's degree.
- Catholic Charities shall not use any religious test in choosing the students who will attend the classes.
- There shall be no religious symbols in the classrooms in which the teaching sessions are conducted.
- JCPS has the right to make periodic unannounced visits to the classrooms to monitor compliance with these requirements.
- Catholic Charities will be billed by invoice by the 15th of each month for the total number of hours during that billing period. Payment is due within 30 days of the invoice date. Invoices and funds will be adjusted, if necessary, according to the actual costs incurred.
- Either party has the right to terminate this agreement with 60 days written notice.
- The terms of this agreement will be in effect until September 30, 2013.
- The Catholic Charities contacts will be Darko Mihaylovich (email: dmihajilovic@archlou.org) and Zeljana Javorek (email: zjavorek@archlou.org). The phone number for Catholic Charities is (502) 636-9263. Ms. Javorek's phone number is (502) 873-2566 Ext. 215.

Jefferson County Adult and Continuing Education agrees to the following terms and conditions:

- JCPSACE will submit to the Catholic Charities Migration and Refugee Services quarterly reports due on April 10, 2013, July 10, 2013, and October 10, 2013 regarding aggregate enrollment numbers for Catholic Charities and performance outcomes.
- JCPSACE will submit attendance data to Catholic Charities staff on a daily basis.
- JCPSACE will initially provide services as outlined above at a total cost not to exceed \$73,000. Additional classes may be added with agreement by Catholic Charities and JCPSACE.

- JCPSACE and Catholic Charities mutually agree to protect the privacy of all records and related information pertaining to anyone receiving services.
- JCPSACE teachers shall not engage in team teaching or other cooperative instructional activities with the staff of Catholic Charities or the staff of the church.
- Any educational materials paid for by JCPS under the contract shall be used by the teachers only for the teaching sessions, and shall not be used for any activities of Catholic Charities or the church.
- JCPS shall not use any religious test in choosing the individuals who will provide the teaching.
- JCPS shall instruct the teachers that they shall not introduce any religious material into their teaching.
- JCPS shall instruct the teachers that they shall not become involved in any religious activities that are conducted in the church building during the times of the teaching sessions.
- JCPS shall instruct the teachers that their occasional meetings with Catholic Charities staff as required by the contract shall be limited to mutual professional concerns regarding the education of the students.
- Either party has the right to terminate this agreement with 60 days written notice.
- The terms of this agreement will be in effect until September 30, 2013.
- The JCPSACE contact person is Art Dietz. His contact number is 485-7020. His email address is art.dietz@jefferson.kyschools.us.

Please sign this letter of agreement and return it to Art Dietz, Adult and Continuing Education, Ahrens Resource Center, 546 South 1st Street, Louisville, KY 40202. We look forward to working with you.

Dr. Donna Hargens, Superintendent
Board of Education of Jefferson County KY

Date



Steve Bogus, Executive Director
Catholic Charities

12-13-12

Date