

## MEMORANDUM OF AGREEMENT

THIS AGREEMENT made at Louisville, Kentucky this 27th day of August, 2013, between the Board of Education of Jefferson County, Kentucky, hereinafter called the "Board," and University of Louisville hereinafter called the "University/College."

The Board of Education of Jefferson County, Kentucky through its Adult and Continuing Education Unit and the University of Louisville desire to enter into this agreement to establish the terms and conditions of the mutually beneficial relationship between the Board and the University/College. The College Readiness/Renewing Education for Adult Learners Program (REAL) will provide programming that focuses on individuals in need of GED preparation or skills development to become college ready.

The Board and the University/College mutually agree as follows:

1. The Board and University/College agree that all arrangements in reference to this program shall be governed and consistent with Kentucky law and policies of the Board, as well as those of the University/College.
2. The University/College shall designate one (1) representative to serve as liaison between it and the Board. That person, as representative of the University/College, shall have access to all Board administration and staff necessary to properly facilitate communication and relationships between the University/College.
3. The Board shall designate one (1) representative to serve as liaison between it and the University/College. That person, as representative of the Board, shall have access to all University/College faculty and staff necessary to properly facilitate communication and relationships between the Board.
4. All materials publicizing programming associated with this relationship must be approved by both the Board and University/college liaisons.
5. The University/College shall collect and provide pertinent information about each participant in the program to the Board.
6. The Board will assign qualified instructor(s) and will provide the curriculum and instructional materials for the college readiness adult education/GED course (s). The Board will administer all needed testing pre and post for the program participants.
7. The Board and the University/College assume the responsibility for screening and background checks for their respective employees or volunteers in the program.
8. The Board and the University/College shall be considered independent parties and neither shall be construed to be an agent or representative of the other party and therefore have no liability for acts or omissions of the other party.
9. The Board and the University/College will design mutually beneficial assessments and agree to share the results of those assessments. The results must maintain the privacy of the participants in accordance with Kentucky law.

10. No participant will be denied equal educational opportunities by the Board or University/College because of his or her age, color, handicap condition, marital status, national origin, race, religion, sex, or veteran status.
11. The classes will operate from September 8, 2013 through December 10, 2013 and January 27, 2014 through April 30, 2014; with 5 hours of instruction per week. This program will follow the holiday and inclement weather policies of the Board.
12. The program budget is as follows:

**PROGRAM BUDGET**

This funds below are essential for the effective implementation and management of the program

Budget is based on State/Local funding.

<b>PROGRAM BUDGET ITEM</b>	<b>REQUESTED AMOUNT</b>
Fall: Lead Instructor Salary & Fringe (approx. 73 hours)	\$1,972
Fall: 2 <sup>nd</sup> Instructor Salary & Fringe (approx. 60 hours)	\$1,661
Fall: Instructional Assistant Salary & Fringe (approx. 60 hours)	\$727
Fall: Administrative Salary & Fringe (approx. 15 hours)	\$610
Spring: Lead Instructor Salary & Fringe (approx. 73 hours)	\$1,972
Spring: 2 <sup>nd</sup> Instructor Salary & Fringe (approx. 60 hours)	\$1,621
Spring: Instructional Assistant (approx. 60 hours)	\$727
Spring: Administrative Salary & Fringe (approx. 15 hours)	\$610
PowerPath Screenings (\$190/screening)	\$1,900
Instructional Materials & Supplies	\$500
<b>TOTAL:</b>	<b>\$12,300</b>

**TERM:** It is mutually agreed by and between the parties the period covered by this agreement shall be from September 8, 2013 to April 30, 2014, inclusive, and will automatically renew unless either party provides written notice of non-renewal with at least a 30 day notice.

IN WITNESS WHEREOF, we the undersigned duly authorize representatives of the parties to this agreement; have caused this Agreement to be executed as of the date first above written.

JEFFERSON COUNTY  
BOARD OF EDUCATION

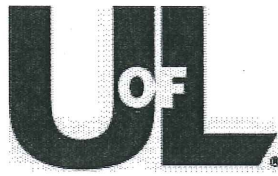
UNIVERSITY/COLLEGE

\_\_\_\_\_  
Dr. Donna Hargens (Superintendent)

  
\_\_\_\_\_  
Dr. Shirley Willihnganz,  
(Exec. Vice President/University  
Provost)

DATE: \_\_\_\_\_

DATE: 2/19/13



July 25, 2013

**Re: Notice of Termination – Renewing Education for Adult Learners MOA**

The Memorandum of Agreement for the College Readiness/Renewing Education for Adult Learners Program dated January 22, 2013 between the University of Louisville and the Board of Education of Jefferson County through its Adult and Continuing Education will terminate on upon the approval and acceptance of a new Memorandum of Agreement dated August 27, 2013. This termination request provides the required 30-day notice referenced in the existing agreement.

A handwritten signature in black ink, appearing to read 'Rae Helton', written in a cursive style.

Rae Helton  
Special Assistant for Educational Attainment  
Office of Community Engagement  
University of Louisville