

Memorandum of Agreement

THIS AGREEMENT is made by and between the First Party, the Kentucky Community and Technical College System, on behalf of Jefferson Community & Technical College (JCTC), and the Second Party, Jefferson County Board of Education (JCBOE), on behalf of Jefferson County Adult Education (JCAE).

PERIOD OF CONTRACT

This Agreement begins on August 1, 2014 and extends through December 31, 2014. Either party may notify the other party with a 30-day written notification of the intent to end the agreement at any time for any reason and without penalty. If notice to terminate this agreement occurs, there will be no further enrollment of students and neither party shall have any further obligations after such termination.

The provisions of this agreement may be amended with the approval of both parties. Such amendments will be in writing, signed by both parties, and will become part of this agreement. In the event any portion of this agreement is found to be in conflict with applicable Federal Laws, rules, and regulations, such laws, rules and regulations shall apply, and other provisions of this agreement will remain valid while such conflicts are brought to resolution.

PROJECT SCOPE

Jefferson Community & Technical College (JCTC) and Jefferson County Board of Education (JCBOE) through its Adult Education program (JCAE) are partners in a statewide initiative called Accelerating Opportunity- Kentucky (AOKY). AOKY's goal is to ensure that more Kentucky adults gain the skills they need for today's high-demand jobs through innovative educational programs that will in turn lead to valuable credentials. AOKY will offer a contextualized environment where basic skills are integrated into technical coursework. Specific services include instructional support as well as some textbooks, testing materials and supplies, and technology related supplies as allowable under the AOK program rules and regulations and in the career pathways on Attachment #1.

Jefferson Community and Technical College agrees to the following responsibilities:

- Employ a full-time AOKY coordinator to work collaboratively with the Second Party;
- Manage the operational aspect of the program on a day-to-day basis including scheduling and staffing workshops, monitoring budgets, processing grant documents, planning professional development activities, tracking all metrics required by funding agency, providing communication and support to all partners;
- Coordinate with local partners to identify and recruit program participants;
- Leverage collective resources as appropriate;
- Promote and market AOKY in collaboration with partners.

Jefferson County Adult Education agrees to the following:

- Provide qualified instructors to team teach Adult Basic Education

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- content based on 35-50% of the class lecture hours;
- Collaborate with faculty and staff representing the First Party to align curriculum with class content and instructional materials and participate in lesson planning;
- Assist with contextualizing the ABE curriculum to the technical content of the classes;
- Work with students in small groups to provide supplemental instruction when appropriate;
- Coordinate with local partners to identify and recruit program participants.

PAYMENT

This agreement is total not to exceed \$6,560.00 (Six thousand five hundred and sixty dollars) for services rendered by Jefferson County Adult Education from August 1, 2014 through December 31, 2014. Invoices must be developed based on the AOK approved budget, included in **Attachment #1**, and only for the Career Pathways and related courses that are actually implemented. In the event that a Pathway is not implemented as planned or the number of course sections are reduced, payment will be reduced accordingly, based on **Attachment #1**. Both parties will be made aware of Career Pathways that are implemented and those that are not by late August, 2014. Such information will be translated via electronic mail to JCPS Adult Education. Payment will be made according to the approved budget in Attachment #1 and the invoices received. In the unlikely event that additional pathways are developed, JCTC and JCAE will work together to propose a budget for those pathways and revise Attachment #1 as needed.

The JCAE will provide invoices monthly and within 45 (forty-five) days of the end of the month through October, 2014. November and December 2014 invoices must be received by January 15, 2015. Invoices should include documentation of actual expenditures of the services rendered under this agreement and must be based on Attachment #1. MUNIS Expense or Monthly Budget Reports are not acceptable documentation. Invoices and related documentation should be sent to:

Gina Embry
Director of AOK Programming
Jefferson Community & Technical College
109 E. Broadway, BB 304
Louisville KY 40202.

AMENDMENT

This Agreement may not be altered or amended unless in writing with the mutual consent of the parties.

CANCELLATION CLAUSE

Either party may cancel this Agreement at any time for cause and may cancel without cause upon 30-day written notice to the other party.

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DISCRIMINATION PROHIBITED

Both parties agree not to discriminate on the basis of race, color, national origin, religion, sex, age, or disability in employment or service delivery and program participation in conformity and the provisions of Title VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972, as amended; American with Disabilities Act of 1990; and Executive Order No. 11246 of September 24, 1965, as amended; and all other applicable laws which prohibit discrimination and implementing regulation, guidelines, and standards lawfully adopted and promulgated under the laws.

Approved: Anthony L. Newberry
Dr. Anthony L. Newberry, President
Jefferson Community & Technical College

Date: August 14, 2014

Approved: _____
Dr. Donna Hargens, Superintendent
Jefferson County Public Schools

Date: _____

College: Jefferson Community and Technical College
Contact:

	Adult Education Expenses		
PAYMENT METHOD	Allied Health	Auto Tech #1 Steering and Suspension	Auto Tech #2 Electrical
Number of sections taught	3	3	3
Total credit hours/section	8	8	8
Projected AO Enrollment/section	20	11	15
Total Enrollment for Pathway	20	11	15
KYAE Instructor Hours/pathway	132.75	117	139.5
INSTRUCTOR SALARIES			
Technical Instructor 1			
Technical Instructor 2			
Technical Instructor 3			
Technical Instructor 4			
Adult Education Instructor 1	\$ 1,116.00	\$ 1,335.00	\$ 1,335.00
Adult Education Instructor 2	\$ 1,425.00	\$ 1,335.00	\$ 1,954.00
Adult Education Instructor 3	\$ 1,116.00	\$ 1,267.00	\$ 1,267.00
Adult Education Instructor 4			
TOTAL:	\$ 3,657.00	\$ 3,937.00	\$ 4,556.00
Classroom Consumables (Itemize)			
Workbooks			
Textbooks	\$ 120.00	\$ 120.00	\$ 120.00
Testing materials & supplies	\$ 141.00	\$ 94.00	\$ 94.00
Technology related supplies	\$ 120.00	\$ 80.00	\$ 80.00
TOTAL:	\$ 381.00	\$ 294.00	\$ 294.00
AO Coordinator Salary & Benefits			
Current Expense (itemize)			
TOTAL:			
Success Coach Salary & Benefits			
(if applicable)			

College Program Costs		Adult Education Costs	
		Total Budget	KYAE Core Funding
Instructor Salaries		\$12,150.00	\$0.00
Program Funding Consumables		\$969.00	\$0.00
Sub-Total		TOTAL: \$13,119.00	\$0.00
Coordinator Salary & Benefits			
Current Expense			
Success Coach Salary & Benefits			
Sub-Total			
TOTAL:			

NOTE: Total Adult Ed costs will be divided:
one half will be paid by JCTC via contract;
one half will be paid by KYAE. As per AOK requirements, JCTC contractual funding