

JCPS Adult and Continuing Education

Ahrens Educational Center
546 S. First Street
Louisville, KY 40202
(502) 485-3400
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Steve Bogus, Executive Director
Catholic Charities
2911 S 4th Street
Louisville, KY 40208

October 1, 2016
Agreement # FY-CCCWO-2017-01

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

Jefferson County Board of Education through the Adult Education Division (JCPSACE) agrees to provide an on-site Cultural and Work Orientation class for refugees in the Louisville area funded by the Cuban Haitian Grant through Catholic Charities at the Saint Anthony's location.

Instruction is based on a cost of \$35.00 per hour for the duration of this Letter of Agreement – October 1, 2016 through September 30, 2017. This cost includes one instructor, standard instructional materials, assessment fees, resource assistance, and volunteers, as needed.

2016-2017 Class Schedule:

- Class will begin on October 1, 2016 and run through September 30, 2017. The class will be provided at a total cost of \$3,780. The class will provide 2.25 hours of instruction per week for a period of 48 weeks. (1 class x 2.25 hours per week x 48 weeks x \$35 per hour)

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 class will only be available to clients of Catholic Charities.
- 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, a teacher who has a minimum of a Bachelor's degree.

- Catholic Charities shall not use any religious test in choosing the students who will attend this class.
- There shall be no religious symbols in the classroom in which the teaching session is conducted.
- JCPS has the right to make periodic unannounced visits to the classroom to monitor compliance with these requirements.
- Catholic Charities will be billed by invoice at the end 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 30 days written notice.
- The terms of this agreement, pending FY17 Catholic Charities funding, will be in effect until September 30, 2017.
- The Catholic Charities contacts will be Colin Triplett (email: ctriplett@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 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 \$3,780. Additional classes may be added with agreement by Catholic Charities and JCPSACE.
- Classes will follow JCPS closings due to inclement weather. JCPSACE will not invoice Catholic Charities for classes that are cancelled due to inclement weather.
- JCPSACE and Catholic Charities mutually agree to protect the privacy of all records and related information pertaining to anyone receiving services.
- Any educational materials paid for by JCPS under the contract shall be used by the teacher only for the teaching session, 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 teacher that he/she shall not introduce any religious material into the teaching.

- JCPS shall instruct the teacher that he/she shall not become involved in any religious activities that are conducted in the church building during the times of the teaching session.
- Either party has the right to terminate this agreement with 30 days written notice.
- The terms of this agreement will be in effect until September 30, 2017.
- The JCPSACE contact person is Celeste Goodwin. Her contact number is 485-7023. Her email address is celeste.goodwin@jefferson.kyschools.us.

Please sign this letter of agreement and return it to Celeste Goodwin, 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
Jefferson County Board of Education

Date



Steve Bogus, Executive Director
Catholic Charities

9/1/16

Date