

Memorandum of Understanding Involving Employee Sarah Vincent

This Memorandum of Understanding entered into by and between the **Hopkins County Board of Education**, 320 South Seminary Street, Madisonville, Kentucky, 42431, ("Hopkins County Board"), and **Muhlenberg County Board of Education**, 510 West Main Street, Powderly, Kentucky, 42367, ("Muhlenberg County Board").

WITNESSETH: That for and in consideration of the mutual benefits of the parties, the parties do hereby agree as follows:

1. **Purpose of Agreement.** The purpose of this agreement is to clarify the oral Memorandum of Agreement concerning services to be provided to the Muhlenberg County School District by Sarah Vincent ("Ms. Vincent"), employee of the Hopkins County Board of Education. Ms. Vincent will perform professional duties for the Muhlenberg County Board of Education for one (1) day per week for the school calendar beginning August 1, 2022 and ending June 30, 2023. The term of the agreement shall cover the 185 day school calendar that will be in effect. The days to be worked by Ms. Vincent in Muhlenberg County will be specified between both District Directors of Special Education and shall be a minimum of one (1) day per week and a minimum of thirty-seven (37) days per year.

2. **Duties.** The duties of Ms. Vincent shall include providing visually impaired services as per the Hopkins County Board of Education job description.

3. **Payment of Employee.** The Muhlenberg County Board of Education will reimburse the Hopkins County Board of Education the amount of \$286.24 per day worked by Ms. Vincent. In addition to the daily rate the Muhlenberg County Board of Education shall be responsible for reimbursing the Hopkins County

Board of Education twenty percent (20%) of Ms. Vincent's costs for fringe benefits including but not limited to any costs the Hopkins County Board of Education incurs for retirement contribution, health insurance and vision insurance. This reimbursement shall be made to the Hopkins County Board of Education in two (2) equal payments with the first payment in January, 2023 and the second payment in May, 2023. Invoices will be sent and payment returned to Eydie Tate, Director of Finance, Hopkins County Board of Education.

Additionally, the Muhlenberg County Board of Education will reimburse Ms. Vincent's mileage to and from her home to any and all school facilities that she must serve in the Muhlenberg County School District and this reimbursement shall be paid directly to Ms. Vincent by the Muhlenberg County Board of Education.

All terms of the Agreement are incorporated herein and specific dates of service will be scheduled and adjusted as agreed upon by Tonia Griffey, Hopkins County Schools, and Julie Pendley, Muhlenberg County Schools.

Tonia Griffey, Director of Special
Education, Hopkins County Schools

Amy Smith, Superintendent
Hopkins County Schools

Julie Pendley, Director of Special
Education, Muhlenberg County Schools

Robby Davis, Superintendent
Muhlenberg County Schools