

**MEMORANDUM OF AGREEMENT**  
**Between**  
**Jefferson County Board of Education**  
**And**  
**Seven Counties Services, Inc.**

This Memorandum of Agreement (hereinafter "Agreement") is entered into between the Jefferson County Board of Education (hereinafter "JCPS"), a political subdivision of the Commonwealth of Kentucky, with its principal place of business at 3332 Newburg Road, Louisville, Kentucky 40218 and Seven Counties Services, Inc. (hereinafter "Seven Counties") with its principal place of business at 10401 Linn Station Road, Suite 100, Louisville, KY 40223.

WHEREAS The Exceptional Child Education (hereinafter "ECE") Department proposes to collaborate with Seven Counties Work Matters Program to offer Pre-Employment Transition Services (Pre-ETS) to qualifying students with disabilities ages 14-21. Pre-ETS encompasses five core areas as required by federal and state regulations. These include job exploration counseling, work-based learning experiences, postsecondary counseling, workplace readiness training, and instruction in self-advocacy. The Office of Vocational Rehabilitation authorizes agencies as Community Rehabilitation Partners in order to provide Pre-ETS.

WHEREAS the ECE Department seeks to increase postsecondary opportunities for our students through this Agreement.

THEREFORE, in consideration of the terms, conditions, premises, and mutual agreements set forth herein, JCPS and Seven Counties agree as follows:

**1. Duties of JCPS:**

- a. JCPS will collaborate with Seven Counties Work Matters Pre-ETS Program to identify eligible students who may benefit from their services.
- b. JCPS coordinates with teachers and school administration to identify a schedule of services for Seven Counties Work Matters to provide Pre-ETS to students during the school day.
- c.

**2. Duties of Seven Counties, Inc.:**

- a. Provide an instructor(s) to facilitate group workforce development and individual transition services.
- b. Collaborate with JCPS to identify/contact students, parents, and/or guardians who may benefit from Pre-ETS.
- c. Obtain written permission and student information from students, parents, and/or guardian using forms provided by the contractor, including releasing information for proof of disability.

- d. Assess students' needs with respect to their interests, skill set, and potential barriers.
- e. Collaborate with JCPS in the development of curriculum for work readiness transition programming or modifications of curriculum.
- f. Communicate with administrators, parents and/or guardians regarding student's progress, as needed.
- g. Not use the name or logo of JCPS or individual JCPS schools in printed materials, websites, videos or social media without prior approval from JCPS.
- h. For any projects involving program evaluation, monitoring activities, or data collection or research of any kind, JCPS student or staff participation is voluntary. As a federally authorized Institutional Review Board (IRB), JCPS complies with the federal definition for research, which includes sharing of Personally Identifiable Information (PII) for the purpose of answering a question or evaluating activities for effectiveness beyond standard educational or operational procedures. Thus, all research, program evaluation and data collection activities must be approved by the JCPS IRB and shall not begin before approval is secured from the JCPS IRB.
- i. If the performance of this Agreement involves the transfer by JCPS to Seven Counties of any data regarding any student that is subject to the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g as amended, ("FERPA"), Seven Counties agrees to:
  - ii. In all respects, comply with the provisions of FERPA, including any requirements of Chapter 99 of Title 34 of the Code of Federal Regulations and any other applicable state or federal law.
  - iii. Use any such data for no purpose other than to fulfill the purposes of this Agreement; and not share any such data with any person or entity other than Seven Counties and its employees, contractors, volunteers, and agents, without prior approval of JCPS. Disclosure shall be limited to only those employees, contractors, volunteers, or agents who are necessary for the fulfillment of this Agreement.
  - iv. Require all employees, contractors, volunteers, and agents of Seven Counties to comply with all applicable provisions of FERPA with respect to any such data. Seven Counties shall require and maintain confidentiality Agreements with each employee, contractor, volunteer, or agent with access to data pursuant to this Agreement.
  - v. Maintain any such data in a secure environment, whether physical or electronic, and not copy, reproduce, or transmit any such data except as necessary to fulfill the purposes of this Agreement. Seven Counties shall notify JCPS within 24

hours in the event of any data breach or disclosure of data to any person or entity other than the parties listed in this agreement.

- vi. Collect, store, and maintain data in a manner that does not permit the identification of an individual student by anyone other than employees, contractors, or agents of Seven Counties necessary for the fulfillment of this Agreement and having a legitimate interest related to the purposes of this Agreement in knowing such personal identification, and not disclose any such data in a manner that would permit the identification of an individual student in any form, including, but not limited to, published results of studies.
- v. Destroy or return to JCPS any such data obtained under this Agreement within thirty days (30) after the date by which Seven Counties no longer needs it for the purposes of this Agreement. Seven Counties will require all employees, contractors, volunteers, or agents of any kind to comply with this provision.
- j. JCPS retains the right to audit Seven Counties's compliance with the confidentiality requirements of this provision. If the performance of this Agreement involves the transfer by JCPS to Seven Counties of any data regarding any student that is subject to the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g as amended, ("FERPA"), Seven Counties agrees to:
- k. Seven Counties acknowledges that any violation of this Agreement and/or the provisions of FERPA or accompanying regulations related to the nondisclosure of protected student information constitutes just cause for JCPS to immediately terminate this Agreement pursuant to Article V of this Agreement.
- l. Maintain an all-risk property and casualty insurance policy with respect to the facilities and a policy of commercial general liability in amounts no less than \$1,000,000/\$2,000,000 per policy and provide JCPS with a certificate of insurance upon request.
- m. Require all Seven Counties employees/volunteers/contractors performing services under this Agreement to have on file a Criminal Records Check, per Kentucky law and JCPS requirements, completed no more than five years ago. Employees/contractors convicted of any of the following, per JCPS Board Policy 03.6, shall not be considered:
  - i. Any conviction for sex-related offenses.
  - ii. Any conviction for offenses against minors.
  - iii. Any conviction for felony offenses, except as provided below.
  - iv. Any conviction for deadly weapon-related offenses.
  - v. Any conviction for drug-related offenses, including felony drug offenses, within the past seven years.

- vi. Any conviction for violent, abusive, threatening or harassment related offenses.
- vii. Other convictions determined by the Superintendent/designee to bear a reasonable relationship to the ability to perform services under this Agreement.
- n. Seven Counties shall require all staff and volunteers performing services on JCPS school premises during JCPS school hours under this Agreement to submit per KRS 160.380 to a national and state criminal history background check by the Department of Kentucky State Police and the Federal Bureau of Investigation and have a letter, provided by the individual, from The Cabinet for Health and Family Services stating no findings of substantiated child abuse and neglect records maintained by the Cabinet for Health and Family Services.
- o. Seven Counties staff and volunteers will comply with all JCPS health safety guidelines including rules related to COVID-19 mitigation.
- p. To the extent that JCPS facilities are closed to students, those facilities will also be unavailable to Seven Counties. During any periods of the Non-Traditional Instruction (NTI) or remote learning, JCPS facilities will not be available to Seven Counties.

### **3. Mutual Duties:**

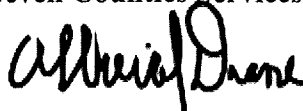
- a. Each party shall not discriminate based on race, color, national origin, age, religion, marital or parental status, political affiliations or beliefs, sex, sexual orientation, gender identity, gender expression, veteran status, genetic information, disability, or limitations related to pregnancy, childbirth, or related medical conditions.
  - b. Each party shall comply with all federal and state laws and regulations and all JCPS policies applicable to the provision of the services described in this Agreement, including without limitation the Federal Family Educational Rights and Privacy Act (FERPA), the Kentucky Educational Rights and Privacy Act (KFERPA), the federal Health Insurance Portability and Accountability Act (HIPAA) and JCPS policies and procedures for volunteers and visitors entering JCPS facilities.
  - c. The respective administrative offices of JCPS and Seven Counties who have responsibility for the implementation of this Agreement shall meet periodically during the term of this Agreement to evaluate the program and discuss issues of mutual concern.
4. **Term:** This Agreement shall be effective commencing October 26, 2022 and shall terminate on June 30, 2023. The Agreement may be extended by mutual written agreement of JCPS and Seven Counties.

5. **Termination:** Either party may terminate this Agreement prior to the end of its term by giving sixty (60) days prior written notice to the other party. If JCPS terminates the Agreement, Seven Counties will be permitted in their discretion to continue to provide services during the period in which the sixty (60) day notice becomes effective.
6. **Amendment:** This Agreement may be modified or amended only by a written agreement signed by JCPS and Seven Counties.
7. **Independent Parties:** JCPS and Seven Counties are independent parties, and neither shall be construed to be an agent or representative of the other, and therefore neither shall be liable for the acts or omissions of the other. Each party shall, however, be liable for any negligent or wrongful acts of its own employees, students and invitees.
8. **Captions:** Section titles or captions in this Agreement are inserted as a matter of convenience and reference, and in no way define, limit, extend, or describe the scope of this Agreement.
9. **Entire Agreement:** This Agreement contains the entire agreement between JCPS and Seven Counties concerning the Seven Counties and supersedes all prior agreements, either written or oral, regarding the same subject matter.
10. **Severability:** If a court of competent jurisdiction holds any provision of this Agreement unenforceable, such provision shall be modified to the extent required to make it enforceable, consistent with the spirit and intent of this Agreement. If such a provision cannot be so modified, the provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect any other provision.
11. **Counterparts:** This Agreement may be executed in counterparts, in which case each executed counterpart shall be deemed an original, and all executed counterparts shall constitute one and the same instrument.
12. **Applicable Law:** This Agreement shall be governed by, and construed in accordance with, the laws of the Commonwealth of Kentucky.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed.

Jefferson County Public Schools:

Seven Counties Services, Inc.:



\_\_\_\_\_  
Marty Pollio, Ed.D, Superintendent

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Abbreial Drane, CPA, MBA, President & CEO

Date: \_\_\_\_\_

Date: 09/06/2022