



DEPARTMENT OF FINANCE

LISA LEWIS, DIRECTOR

STEPHANIE BONNETT, ASSISTANT FINANCE OFFICER

NICOLE CURRY, ACCOUNTING SUPERVISOR

TO: Board Members

FROM: Lisa Lewis, Director of Finance *Lewis*

DATE: May 10, 2023

RE: MOA—Debt Free Project Services between Robyn Clemens & BCPS

Attached please find the memorandum of agreement between Robyn Clemens and Bullitt County Public Schools to provide workshops for all employees interested in becoming debt-free. Ms. Clemens will facilitate workshops on personal money management and provide coaching for fiscal year 2023-24. This program is designed to assist district employees in money management and financial literacy.

I ask the board to approve the memorandum of agreement between Robyn Clemens and Bullitt County Public Schools.

OUR MISSION IS TO INSPIRE AND EQUIP OUR STUDENTS TO SUCCEED IN LIFE

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION

Robyn Clemens, Ed.S  
RC Vintage Design & Publishing, LLC  
325 Dawson Hill Road  
Taylorsville, Kentucky 40071

MEMORANDUM OF AGREEMENT FOR DEBT FREE PROJECT SERVICES BETWEEN  
ROBYN CLEMENS & BULLITT COUNTY PUBLIC SCHOOLS

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**A. TERMS OF AGREEMENT**

- a. This agreement beginning July 1, 2023, and ending June 1, 2024 is made by and between Robyn Clemens, and Bullitt County Public Schools, collectively referred to as “the Parties” and “the agreement year.”
- b. Upon 30 day written notice, with or without cause, BCPS may terminate this agreement.
- c. All services must be completed between July 1, 2023 and June 1, 2024.
- d. The Parties acknowledge that Robyn Clemens is to deliver services under this agreement.

**I. Responsibilities of Robyn Clemens**

Robyn Clemens agrees to:

- A. Collaborate with the client to determine schedules and locations for debt free coaching sessions and presentations.
- B. Provide all project materials for participating employees.

**II. Responsibilities of Client**

Client agrees to:

- A. Work with Robyn Clemens to determine schedules and locations for debt free coaching sessions and presentations.
- B. Provide adequate facilities for coaching sessions and presentations.
- C. Provide technology equipment needed for presentations.

**B. Scheduling**

- a. Client is responsible for working with Robyn Clemens to schedule coaching and presentation dates that are convenient for both parties during the agreement year.

**C. Fees and Payment**

- a. Client agrees to pay \$63,000 for the professional services listed in Appendix A.

**D. Services to be Provided and Related Terms**

- a. Services to be provided are listed in Appendix A

## Appendix A- Services to be Provided

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### Outcomes and Goals:

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Robyn Clemens will facilitate three district *Debt Free Challenge* presentations and 25 school based *Demo My Debts* visits, in order to promote a debt free approach to personal money management. Robyn Clemens will provide all needed materials and tailor content to address the needs of district employees. A minimum of 30 debt free coaching sessions for individual employees in need of one-on-one assistance will also be offered on topics such as budgeting, income growth strategies, and spending habits. Robyn Clemens will collect data through the use of online surveys. The data collected will be used to guide instruction, assess needs, and determine the impact of the program. Findings will be reported to the district as part of an end of program review to be submitted no later than May, 20, 2024.

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### Logistics and Pricing:

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Services will be provided between July 1, 2023 and June 1, 2024 at the fee of \$63,000.

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### Travel Expenses:

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All travel expenses will be paid by Robyn Clemens.

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Robyn Clemens

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Bullitt County Public Schools Representative

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Superintendent

