

## **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 **Dawson Springs Independent Board of Education**, 118 East Arcadia Avenue, Dawson Springs, Kentucky, 42408, ("Dawson Springs Independent 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 Dawson Springs Independent School District by Sarah Vincent ("Ms. Vincent"), employee of the Hopkins County Board of Education. Ms. Vincent will perform professional duties for the Dawson Springs Independent Board of Education for one-half (1/2) day per week for the school calendar beginning August 1, 2025 and ending June 30, 2026. 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 will be specified between both District Directors of Special Education and shall be a minimum of one-half (1/2) day per week and a minimum of thirty three (33) one-half (1/2) days per year with the understanding that Ms. Vincent may work additional days if she and the Dawson Springs Independent Board agree.

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 Dawson Springs Independent Board of Education will reimburse the Hopkins County Board of Education the amount of \$160.99

per each one-half (1/2) day worked by Ms. Vincent. In addition to the daily rate the Dawson Springs Independent Board of Education shall be responsible for reimbursing the Hopkins County Board of Education ten percent (10%) 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, 2026 and the second payment in May, 2026. Invoices will be sent and payment returned to Eydie Tate, Director of Finance, Hopkins County Board of Education.

Additionally, the Dawson Springs Independent 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 Dawson Springs Independent School District and this reimbursement shall be paid directly to Ms. Vincent by the Dawson Springs Independent 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 Clarissa Byard, Hopkins County Schools, and Kristin Merrill, Dawson Springs Independent Schools.

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Clarissa Byard, Director of Special  
Education, Hopkins County Schools

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Amy Smith, Superintendent  
Hopkins County Schools

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Kristin Merrill, Director of Special  
Education, Dawson Springs  
Independent Schools

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Leonard Whalen, Superintendent  
Dawson Springs Independent Schools