



**JESSE BACON, SUPERINTENDENT**

ADRIENNE USHER, ASSISTANT SUPERINTENDENT

BRANDY HOWARD, CHIEF ACADEMIC OFFICER

TROY WOOD, CHIEF OPERATIONS OFFICER

TO: Dr. Jesse Bacon, Superintendent

FROM: Dr. Lee Barger, Director CCR/Innovative Programs

RE: Kentuckiana Works MOA

DATE: September 10, 2025

Please find attached the agreement between KentuckianaWorks and Bullitt County Public Schools for the 2025-2026 school year. KentuckianaWorks and BCPS will collaborate to identify and connect employers with high graduates, assisting in job placement through a project known as "After the Tassel".

This agreement has been reviewed by Dinsmore & Shohl LLP. Please place this agreement for approval on the September board agenda.

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

**BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION**

## **MEMORANDUM OF AGREEMENT BETWEEN KENTUCKIANAWORKS AND BULLITT COUNTY BOARD OF EDUCATION**

### **Term**

The term of this Memorandum of Agreement ("Agreement") shall begin on July 1, 2025, and shall continue until June 30, 2026.

### **Purpose**

The purpose of this Agreement between Bullitt County Board of Education, d/b/a Bullitt County Public Schools (BCPS) and the Greater Louisville Workforce Development Board, d/b/a KentuckianaWorks (KentuckianaWorks), is to define the responsibilities and obligations regarding the use of financial resources made available to BCPS by the Kentucky State Legislature. These resources are intended to support workforce services for high school seniors who upon graduation, do not plan to immediately enroll in college but instead prefer to secure a good job and enter the workforce.

KentuckianaWorks will allocate funding to support BCPS in delivering services designed to help at least 50 high school seniors secure full-time employment at \$15.00 per hour or more, with benefits and opportunities for growth. Additionally, KentuckianaWorks and BCPS will collaborate to identify and connect employers with high school graduates, assisting in job placements through the project known as "After the Tassel."

### **KentuckianaWorks Responsibilities**

KentuckianaWorks agrees to allocate \$100,000.00 to support the After the Tassel (ATT) program for Fiscal Year 2026 (FY26), from July 1, 2025, through June 30, 2026. These funds, provided through funding from the Kentucky State Legislature and administered by KentuckianaWorks in this specific, are to support BCPS's participation in Year Two of the After the Tassel program. The program helps high school seniors and recent graduates secure full-time employment paying at least \$15.00 per hour, with benefits and opportunities for advancement.

*Upon receipt of a Year One summary report, the signed Year Two MOA, an invoice for the quarterly installment, and the initial financial expenditure/ program activity reports for Year Two, KentuckianaWorks will process the first quarterly installment.* Subsequent installments will follow upon receipt and satisfactory review of the invoice, and monthly reports. KentuckianaWorks is available to provide technical assistance and program guidance upon request.

KentuckianaWorks will disburse the \$100,000.00 in four equal quarterly installments of \$25,000.00, contingent upon BCPS submitting monthly financial expenditure reports and program activity reports by the 5th day of each month, using a report template provided by KentuckianaWorks. These reports must document the use of funds for the period, the progress of

participants, internships assignments & activities, all job placements achieved, and any barriers encountered by the BCPS during the service delivery period. Failure to submit the referenced and required reports on time and/or in a complete manner, may result in a delay or suspension of the quarterly financial installments.

Funding for this After the Tassel project is contingent upon continued legislative appropriation, availability of funds, and BCPS's compliance with all terms of this Agreement. If additional reporting is required beyond the standard monthly or quarterly success stories, BCPS agrees to provide requested backup documentation.

### **Launchpad**

Launchpad is an online platform for managing participant data and activities, capturing job placements achieved. KentuckianaWorks manages the platform and will provide the following services:

- Introduction to the portal and up to two licenses
- Initial platform training
- When requested, technical support to assist in ensuring all project participants are enrolled on the Launchpad portal
- 24-hour access to the Launchpad portal
- Reasonable technical assistance and support to the district's designated primary contacts upon request
- In-person and virtual training and support
- Launchpad Data Entry Due Dates: 8/7/25, 9/5/25, 10/7/25 1<sup>st</sup> Quarter, 11/7/25, 12/5/25, 1/8/26 2<sup>nd</sup> Quarter, 2/6/26, 3/6/26, 4/7/26 3<sup>rd</sup> Quarter, 5/7/26, 6/5/26, 7/8/26 4<sup>th</sup> Quarter

### **Bullitt County Public Schools (BCPS) Responsibilities**

BCPS agrees to fulfill the following obligations under this Agreement:

- **Submit End of Year One Report:** Prior to the release of the first Year Two installment, BCPS must submit a financial and program report that summarizes the Year One expenditures and details how any unspent funds from the Year One allocation of \$75,000.00 will be utilized in conjunction with the Year Two allocation. This report is due before or at the time the Year Two MOA is being signed.
- **Allocate Funds as Follows:** Allocate the \$100,000.00 as follows:
  - After the Tassel Coordinator: \$15,729.00
  - 2 AmeriCorps Positions- stipends: \$16,000.00
  - School-Based Assistants (1 at each of Bullitt Central, Bullitt East, North Bullitt, and Riverview Opportunity Center):  $\$2,621.50 \times 4 = \$10,486.00$
  - Hiring Event for Seniors: \$5,785.00
  - BCPS Senior Internship Program: \$34,000.00

- Senior Engagement/Recruitment Event (guest speaker, lunch, soft skills training, résumé/interview prep): \$18,000.00
- **Collaborate with KentuckianaWorks:** Out-reach, market, engage seniors and employers, collect data, and evaluate program services for graduating seniors.
- **Data Entry & Management:** Identify a staff member to be trained as the primary Launchpad license holder to enroll, track, and ensure accurate and timely data entry is done consistently and timely for all participants in the Launchpad portal.
- **Participate in Progress Meetings:** Attend regular meetings (virtual or in-person) with KentuckianaWorks and ATT program partners to review implementation and outcomes.
- **Participate in Workforce Investment Activities:** Design and develop internships and job opportunities to align with regional economic goals and contribute to employer and partner collaboration regularly.
- **Employer Engagement:** Promote resources available to young adults through The SPOT and Kentucky Career Center, and refer employers to KentuckianaWorks Business Services Team as appropriate.
- **Submit Monthly Financial and Program Reports:** Submit monthly financial expenditure and program activity reports, invoices, by the 5th of each month, using the required template. These reports support quarterly the processing of quarterly installments.
- **Maintain Documentation:** Keep complete documentation for all expenditures in general, including sub-agreements, invoices, contracts, timesheets/wage reports, and proof of service delivery.
- **Indemnification:** Make all records (digital or physical) available upon request to KentuckianaWorks, the Kentucky Legislature, or designated auditors.
- **Short-Term Internship Strategy:** Manager internship activities that lead to full-time employment opportunities after completing the internship, and coordinate payroll through a third-party provider when necessary

### **Responsibility for Disallowed Costs**

BCPS acknowledges and agrees it will be solely responsible for repaying any disallowed costs resulting from a violation of this Agreement. This responsibility lies solely with BCPS and does not extend to any of the seven counties involved in the Inter-Local Agreement.

This obligation survives the termination of the Agreement and is not limited by any insurance coverage.

### **Unspent Funds and Recapture Clause (Year Two Allocation)**

In the event that, upon the conclusion of the project term on June 30, 2026, the Contractor (Bullitt County Public Schools) has not fully expended the total resources allocated for Year Two of the After the Tassel initiative—specifically, the \$100,000.00 allocated for personnel, activities, and program components outlined in this Agreement—KentuckianaWorks reserves the right to recapture any unspent funds still in the control of the Contractor.

Such funds may be reallocated by KentuckianaWorks to support the success of the After the Tassel initiative in other ways, including expansion to other jurisdictions or supplemental services, or may be returned to the original funding source, the Kentucky State Legislature, as deemed appropriate.

This clause is intended to ensure that all funds are used effectively and in full alignment with the program's purpose: to assist high school seniors in securing full-time employment after graduation.

### **Duration and Termination**

This Agreement shall remain in effect from July 1, 2025, to June 30, 2026, unless terminated earlier by mutual written consent of both parties or in accordance with the termination provisions of this Agreement.

### **Signatures**

By signing below, the duly authorized representatives of Bullitt County Public Schools and KentuckianaWorks acknowledge and accept the terms of this Memorandum of Agreement.

**For Bullitt County Public Schools (BCPS)**

**For KentuckianaWorks**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: Superintendent

Title: Executive Director

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

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