

MEMORANDUM OF UNDERSTANDING
Jefferson County Public Schools
And
Kentuckiana Machining Association Apprenticeship Program

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is entered by and between Jefferson County Public Schools, (hereinafter "JCPS") with its principal place of business located at 3332 Newburg Road, Louisville, KY 40218 and Kentuckiana Machining Association Apprenticeship Program (hereinafter "KMA"), with its principal place of business located at P.O. Box 437076, Louisville KY., 40253 (JCPS and KMA are hereinafter referred to individually as a "Party" and collectively as the "Parties").

WHEREAS JCPS provides adult education services in Jefferson County and therefore has the resources deemed necessary to provide administration and support to KMA as outlined in this document.

WHEREAS JCPS, and the KMA agree to implement and maintain a student apprenticeship program to comply with the state and federal education requirements for machinists, tool and die makers.

WHEREAS JCPS may assist KMA in providing training in core technical and related courses specific to machinist, mold maker, die maker, tool maker and maintenance machinist apprenticeships, by:

1. Providing the required training/class hours that are intended to parallel on the job training.
2. Enabling access to classroom facilities which provide onsite, hands-on training for each student.

NOW, THEREFORE, in consideration of the premises and mutual promises set forth in this MOU JCPS and the KMA agree as follows:

1. JCPS shall provide instruction focused on the state and federal education requirements for KMA students.
 - a. Hire the program instructors. Instructors are expected to conduct themselves professionally and abide by all JCPS rules and regulations.
 - b. Process the program instructors' payroll and pay instructors at the current rate for JCPS instructors.
 - c. Supply timesheets for the program instructors. Timesheets are required to be completed and then submitted in accordance with JCPS payroll.
 - d. Maintain student registration and course completion records when received from KMA.
 - e. Class number designations will be according to JCPS Adult Education formats.
 - f. Support communication between KMA and Southern and Jeffersontown High Schools for evening KMA classes.

2. KMA shall:

- a. Collect tuition fees based on the number of enrolled students. There will be a guaranteed enrollment of a minimum of 10 students per class.
- b. Remit full tuition for all registered students for the entire period for which the student is registered to JCPS; one-half at the start of the semester in August, and final half mid-year in January. Refunds will not be permitted after the class begins.
- c. Take all registrations. JCPS will not take registrations. All registrations should include the following information:

- | | |
|------------------------------------|--------------------|
| 1. First, Name | 10. Date of Birth |
| 2. Last, Name | 11. Address |
| 3. Class of ____ (Graduation year) | 12. City |
| 4. Course Title | 13. State |
| 5. Center (Location) | 14. Zip Code |
| 6. Course Number | 15. Work PH |
| 7. Section Number | 16. Home/Mobile PH |
| 8. Class Time | 17. Tuition |
| 9. Class Day | |

- d. Provide class rosters and registration documentation to JCPS prior to the first class meeting.
- e. Any special reporting requirements for students in advance of commencing registration in order to ensure the collection of appropriate data.
- f. Ensure that all instructors collect information that is required to support reporting requirements if it is not collected at the time of registration and that the instructors transmit that information to JCPS.
- g. Provide all shop supplies.
- h. Provide textbooks, instructional materials, and promotional materials.
- i. Be responsible for determining when a student has successfully completed the program and for providing appropriate certification to the student and other interested parties.
- j. Ensure that all students comply with KMA rules and regulations detailed in the Apprentice Handbook of KMA, as well as rules and regulations required of students by JCPS.

3. Period of Performance

This MOU shall be in effect for the period beginning July 1, 2026, ending June 30, 2027.

4. Termination

This MOU may be terminated immediately by JCPS or KMA upon one hundred and eighty (180) business days' written notice to the other for its failure to cure a material breach of this MOU, prior written notice and opportunity to cure at least one hundred and eighty (180) business days having been afforded.

5. Modification

No waiver, alteration or modification of the provisions of this MOU shall be binding unless in writing and mutually agreed upon in writing by both JCPS and KMA. The contact person for JCPS regarding the program is Terri Lindsey at terri.lindsey@jefferson.kyschools.us – 502-485-7026. The contact person for KMA is Brad Blackburn at kmatraining@aol.com – 502-817-6510.

6. Equal Opportunity

During the performance of this MOU, the JCPS and the KMA shall comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Kentucky Equal Employment Act of 1978, KRS 45.550-45.640, and the American Disabilities Act, and shall not discriminate against any JCPS or KMA employee or student on the basis of 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.

7. Captions

Section titles or captions contained in the MOU are inserted only as a matter of convenience and in no way define, limit, extend or describe the scope of this MOU or the intent of any provisions hereof.

8. Entire MOU

This MOU contains the entire agreement between the JCPS and the KMA related to the state and federal education requirements for KMA apprenticeship students.

IN TESTIMONY, THEREFORE, the parties have caused this MOU to be executed in their respective names, on the day and year signed below, with the effective date as shown in Page Two, Section 3 of this MOU.

JCPS:

Signature

Date

KMA:

Brad Blackburn

9-24-2026

Signature

Date