



# **MEMORANDUM OF MUTUAL UNDERSTANDING FOR COLLABORATION** **Jefferson County Public Schools and KentuckianaWorks**

THIS AGREEMENT is between The Greater Louisville Workforce Development Board (hereinafter referred to as "KentuckianaWorks"), with its principal place of business at 908 South 9th St, Louisville, KY 40203, and Jefferson County Public Schools (hereinafter referred to as "JCPS"), with its principal place of business at 3332 Newburg Road, Louisville, KY 40218.

Jefferson County Public Schools agrees to provide Adult Education Instruction services on-site at employers throughout Jefferson County, Kentucky, as outlined below for the period from July 1, 2026, through June 30, 2027.

This collaborative agreement outlines services to support incumbent workers and help employers retain employees through English Language Instruction and, when and where possible, incorporate an employer-contextualized approach (e.g., manufacturing space).

The total cost to KentuckianaWorks for the Memorandum of Mutual Understanding Collaboration project period shall not exceed \$90,000.

## **JCPSA will:**

- Provide a staffing structure to deliver up to 600 hours of English Language instruction at up to 20 employer sites. The Staffing cost per hour is \$150 (Instructor: \$27.40-\$33.00 per hour depending on part-time/full-time status; Administrative Support: \$53.89 per hour; Clerk/Proctor: \$18.63 per hour; Materials, supplies, space, and related costs: \$50.08 per hour). Each class costs \$4,500.
- Begin classes on July 1, 2026, and conclude on June 30, 2027.
- Administer an assessment or pre/post tool utilized by JCPS Adult Education when delivering similar instruction to similar classes/participants, prior to the start of the classes, to determine the level of the participants before the students begin in the class.
- Develop English instruction content specific to employer needs when requested.
- Submit monthly invoices detailing instructional hours delivered, student attendance records, instructor time documentation, and a progress summary. Report submissions begin on October 15, 2026. Payments are contingent on service delivery and submission of required documentation. KentuckianaWorks reserves the right to withhold payment for hours not delivered or insufficiently documented.
- Data sharing requests between JCPS and KentuckianaWorks include invoices, participant class attendance, and Instructor teaching time, as well as an overall progress summary explaining the class description, activities, curriculum, guest speakers, current status, successes, and challenges.

## **KentuckianaWorks will:**

- Conduct relationship management communications, convening, and resourcing with various partners participating in the project to ensure adequate space appropriate for the provision of services is available to deliver instruction to students, students are identified and recruited and enrolled, and industry subject matter experts are available to augment the English instruction curriculum provided by JCPS Adult Education.
- Provide support as needed.

The JCPS contact person will be Ashley Janicki. Phone: (937)479-6784 or [ashley.janicki@jefferson.kyschools.us](mailto:ashley.janicki@jefferson.kyschools.us). The contact person for KentuckianaWorks will be Edgardo Mansilla (502-341-9415) or [edgardo.mansilla@kentuckianaworks.org](mailto:edgardo.mansilla@kentuckianaworks.org)

The terms of this Letter of Mutual Understanding for Collaboration will be in effect from July 1, 2026, to June 30, 2027. Either party has the right to terminate this agreement with 30 days' written notice. Parties may, at any time, by mutual agreement set forth in a written addendum, make changes in the time within which the Services are to be performed; the schedule of Progress payments; and mutual Termination of the contract.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement to be effective as of the date listed above.

\_\_\_\_\_  
Brian Yearwood, Superintendent  
Jefferson County Public Schools

\_\_\_\_\_  
Date

Signed by:

*Michael B. Gritton*

9/30/2026

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Michael Gritton, Executive Director  
KentuckianaWorks

\_\_\_\_\_  
Date