



BREAKFAST in the classroom

www.BreakfastintheClassroom.org

Partners for Breakfast in the Classroom: Food Research and Action Center | NAESP Foundation
National Education Association Health Information Network | School Nutrition Foundation

To: Cordelia Harden, Chief Financial Officer
Julia Bauscher, Director of School Nutrition Services, Jefferson County Public Schools

From: Julie Abrera, School Nutrition Foundation

Date: July 10, 2013

Re: Partners for Breakfast in the Classroom Regrant Award

Congratulations! The Partners for Breakfast in the Classroom are pleased to award the Jefferson County Public Schools (the "District") a grant of **\$ 88,236.59** to implement breakfast in the classroom in 5 schools. The grant funds have been allocated per your action plan as follows:

Individual Site Funds:

School Name	Large Equipment Request	Small Equipment & Supply Request	Total Cost
Blue Lick Elementary	\$ 10,837.15	\$ 4,891.50	\$ 15,728.65
Frost Middle	\$ 10,837.15	\$ 9,807.50	\$ 20,644.65
Hazelwood Elementary	\$ 8,280.82	\$ 9,852.00	\$ 18,132.82
Myers Middle	\$ 8,280.82	\$ 10,009.50	\$ 18,290.32
Shacklette Elementary	\$ 10,837.15	\$ 4,603.00	\$ 15,440.15
Site Totals	\$ 49,073.09	\$ 39,163.50	\$ 88,236.59

To accept your grant: Return both pages of this letter by August 2, 2013 with two different and original signatures. Faxes and photo copies will not be accepted.

Grant Basics:

- It is the understanding of the District that by signing this document the District is adhering to the guidelines set forth in the original signed Memorandum of Understanding and Agreement, dated March 27, 2012.
- Due to the addition of 5 schools to the PBIC grant, the original goal of 2,358 has changed to reflect the new number of funded schools. The District's revised goal is to serve **3,442** additional students breakfast.
- All grant money must be claimed and reimbursed by November 1, 2013 as indicated in the approved district action plan.



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- The District must send a monthly breakfast service report for funded schools to the School Nutrition Foundation. Please send reports to: 120 Waterfront St., Ste. 300, National Harbor, MD 20745 or via email to: snf@schoolnutrition.org.
Subject line to read: School District Name, Breakfast Service Report, Month, Year
- The monthly breakfast service report must include the # of breakfasts served each day that the program operated. Only schools that initiated the new Breakfast in the Classroom project need to report. **Reports are due the 15th of the following month of service.**
- Checks will be issued as a reimbursement for funds spent on approved items by the Partners for Breakfast in the Classroom, which are outlined above. The funds must be used as approved in your assessment.
- The School Nutrition Foundation will issue reimbursement checks within 30 days of submission of reimbursement request.

Grant Administration Timeline:

Timeline	
	Letters of award amount, terms and conditions of grant mailed
	District must sign and return Letter of Agreement to receive funds
August 15, 2013 September 15, 2013 October 15, 2013 November 15, 2013 December 15, 2013 January 15, 2014 February 15, 2014 March 15, 2014 April 15, 2014 May 15, 2014 June 15, 2014 August 15, 2014 September 15, 2014 October 15, 2014 November 15, 2014 December 15, 2014 January 15, 2015 February 15, 2015	Districts must send monthly breakfast service report for funded schools. The report must include the # of breakfasts served each day that the program operated. Only schools that initiated the new Breakfast in the Classroom project need to report. Reports are due the 15 th of the following month of service. Additional instructions will be sent regarding additional date reporting.



March 15, 2015 April 15, 2015 May 15, 2015 June 15, 2015 August 15, 2015 September 15, 2015 October 15, 2015 November 15, 2015 December 15, 2015	
November 1, 2013	100% of award must be claimed and reimbursed to the District

Grant Documentation Requirements:

You must submit the following documentation using the attached spreadsheet form to fulfill grant requirements.

- **Expenses covered by this grant must take place between July 27, 2013 and November 1, 2013.**

<u>Award Type</u>			
Staff	Copies of timesheets	AND	Copies of payroll register, payroll checks, or W-2 forms
Training	Copies of invoices and/or receipts of items purchased		
Marketing	Copies of contracts, invoices, or receipts of items purchased		
Small Equipment and Supplies	Copy of invoices and/or receipts of items purchased	AND	Copy of check and/or credit card statement for each invoice/receipt
Equipment	Copy of invoice and/or receipt	AND	Copy of check and/or credit card statement for invoice

Who will be responsible/ authorized from your District to submit documentation?

1. <u>Julia Bauscher</u>	<u>502-485-3186</u>	<u>julia.bauscher@jefferson.kyschools.us</u>
Name	Phone Number	Email Address
2. <u>Franklin Jones</u>	<u>502-485-3461</u>	<u>franklin.jones@jefferson.kyschools.us</u>
Name	Phone Number	Email Address



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Questions?

Please call Julie Abrera at 301-686-3100 x181 with questions or concerns that you may have.

This District accepts the Partners for Breakfast in the Classroom grant and agrees to the stipulations of this letter of agreement.

Signature of Superintendent or Superintendent Designee
Donna M. Hargens, Ed.D., Superintendent
Pending Approval by the Board of Education on August 12, 2013

7/29/13
Date

Signature of Food Service Director
Julia Bauscher, Director School and Community Nutrition Services

7/25/13
Date