

September 3, 2013

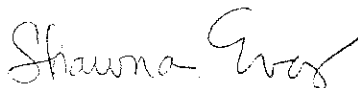
Niagara Elementary  
13043 Hwy 136 E  
Henderson, KY 42420

Dear Paige O'Nan,

This letter is to inform you that Niagara Elementary has been approved to receive \$2664.83 in a mini grant from the Henderson County Local Kentucky Agency for Substance Abuse Policy Board. Enclosed is the Memorandum of Agreement between Niagara Elementary and the Henderson County KY ASAP local board. Please sign that form and return to Shawna Evans at 2424 Zion Road Henderson, KY 42420. As soon as we have that signed agreement you are ready to go.

The other enclosed forms are explained in the Memorandum of Agreement. If you have any questions please feel free to call me at 270-831-8867 or email [shawna.evans@henderson.kyschools.us](mailto:shawna.evans@henderson.kyschools.us). Please email the best contact email for your reminders.

Sincerely,

A handwritten signature in cursive script that reads "Shawna Evans".

Shawna Evans, Chair

Henderson County KYASAP

**Memorandum of Agreement  
Between KY ASAP Henderson County Local Board  
& Niagara Elementary .**

The KY ASAP Henderson Local Board voted to grant the Henderson Niagara Elementary \$2664.83 The Henderson County Board of Education - KY ASAP Local Board Fiscal Agent will distribute this money to Niagara Elementary. Niagara Elementary will turn in receipts attached to Henderson County School Board of Education Standard Invoice (attached) to Steve Steiner at Henderson County School Board of Education. Receipts must be turned in by 4:00 p.m. the Tuesday prior to the monthly HCS Board of Education Meeting. The reimbursement check will then be available the day after the HCS Board of Education Meeting. The Henderson County Board of Education meeting is held on the third Monday of each month unless the third Monday falls on a holiday at which time the meeting is changed to the following Monday.

The KY ASAP Henderson County Local Board is asking Niagara Elementary to in turn report the Henderson County Local KY ASAP Board. This report will be due to KY ASAP Henderson County Local Board on the 1<sup>st</sup> of November 2013, 1<sup>st</sup> of January 2014, 1<sup>st</sup> of March 2014, and Final Report 1<sup>st</sup> of May 2014. Attached is the Report. This report should be mailed to Shawna Evans 2424 Zion Road Henderson, KY 42420. The report will be given to the KY ASAP Board Members. Periodically you will be invited to come speak about the program.

Niagara Elementary must adhere to all policy and procedures in the memorandum of agreement from the Local KY ASAP, the fiscal agent – Henderson County Schools Board of Education- Master Agreement, and the State KY ASAP.

If the any of the above procedures are not followed the KYASAP Henderson County Local Board reserves the right to terminate the agreement.

\_\_\_\_\_  
KY ASAP Henderson County Local Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fiscal Agent

Paige O'Ha  
\_\_\_\_\_  
Niagara Elementary Representative

\_\_\_\_\_  
Date

9/18/13  
\_\_\_\_\_  
Date

Shawna Evans, Chair KY ASAP  
2424 Zion Road Henderson, KY 42420  
270-831-8867  
[Shawna.evans@henderson.kyschools.us](mailto:Shawna.evans@henderson.kyschools.us)

Steve Steiner, Fiscal Agent  
631 N. Green Street Henderson, KY 42420  
270-854-0051  
[steve.steiner@henderson.kyschools.us](mailto:steve.steiner@henderson.kyschools.us)

Fund \_\_\_\_\_

Date Filed \_\_\_\_\_

Invoice Number\_\_\_\_\_

# STANDARD INVOICE

(This invoice should be sent directly to the local Board of Education for payment. Do not send to State Office)

**Henderson County Board of Education, Henderson, Kentucky**

Name of Vendor \_\_\_\_\_ Social Security Number \_\_\_\_\_

Address \_\_\_\_\_  
(All invoices must be promptly made out in required form and filed with the \_\_\_\_\_)

(All invoices must be promptly made out in required form and filed with the Board "in writing, itemized and verified" - according to law. A properly prepared invoice shows exact kind of service, where, when and by whom performed; also time and rate per day or hour and is signed by the vendor or his authorized representative.)

[illegible]

ORG. \_\_\_\_\_ OBJECT \_\_\_\_\_ PROJECT \_\_\_\_\_

### VENDOR'S CERTIFICATION

I hereby certify that the above is a correct statement of amount due from the above named board of education for articles furnished or services rendered as itemized.

Signed \_\_\_\_\_

Date \_\_\_\_\_

By \_\_\_\_\_

Data\_\_\_\_\_

Approved for payment

By \_\_\_\_\_

Date \_\_\_\_\_

VENDOR LEAVE BLANK

Claim number\_

Check number

Amount paid

Date paid \_\_\_\_\_

Equal Educational and Employment Institution

ARE USING BOARD FUNDS: Complete a board P.O. made out to HCIS for the total amount owed and return to bookkeeper for processing.

**Henderson County LOCAL KY-ASAP BOARD  
Mini-Grantee - Request For Proposal**

**“The mission of the Local Board is to develop a long-term strategy that is designed to reduce the incidence of youth and adult smoking and tobacco addiction, promote resistance to smoking, reduce the incidence of substance abuse, and promote effective treatment of substance abuse in Henderson County(ies).”**

**Name of Organization Requesting Funds:** Niagara Elementary

**Contact Information of Organization:** 13043 Hwy 136 E Henderson, KY 42420  
(270) 831-5142

**Contact Person Requesting Funds:** Paige O’Nan, Principal

**Mission and Goals of the Organization:** The mission of Niagara Elementary is to inspire and educate all students to reach their maximum potential for tomorrow’s world.

**How do the goals or mission of the requesting organization fit in with the mission of the \_\_\_\_\_ Local KY-ASAP Board?**

The mission of the Kentucky Agency for Substance Abuse Policy (KY-ASAP) is to develop a long-term strategy that is designed to reduce the incidence of youth and adult smoking and tobacco addictions, promote resistance to smoking, reduce incidence of substance abuse, and promote effective treatment of substance abuse throughout the Commonwealth of Kentucky.

Our mission at Niagara Elementary supports that mission by wanting to inspire our students to reach their maximum potential. To reach that potential we have to do everything in our power to prevent the use of alcohol, tobacco, and other substances. For our students to reach their maximum potential, they have to be able to face the obstacles of ATOD in their lives and in their parents’ lives. The type of student who will succeed is a student with leadership abilities and strategies to approach challenges. Our plan will build develop leaders that will be a long lasting characteristic which will prevent the use and dangerous consequences of drug and alcohol abuse.

**Amount of Funds Requested: \$2,664.83**

**(Limit of \$\_\_\_\_\_ per request with greater amounts considered on a case by case basis)**

**If partial funding is awarded is there an opportunity for you to receive funding from an alternative source or will other entities be co-sponsoring event (and to what amount)?**

Limited alternative funds would be available in the School Activity Fund. There are plans to contact other local agencies, such as Northwest Kentucky Forward, and the local Chamber of Commerce.

**Duration of the project:** Ongoing

**Purpose of Funds Requested:** To purchase Leader in Me student and teacher resources, To provide professional development to teachers on implementation of "The 7 Habits of Happy Kids"

**Anticipated Outcomes:**

Students will become leaders in our school and community organizations and will obtain the tools to resist the temptations of alcohol, tobacco, and substance abuse. Students with a strong sense of self worth and leadership are able to be confident in their decisions to avoid the dangers of such substances and know the path to their success is through good character and good academic performance.

**Program Evaluation:**

The program will be evaluated through monthly checks on the progress of implementation by the school climate committee. Our guidance counselor will also track individual student data through small group and individual counseling. We will monitor the SWIS data for any violations involving any substances such as tobacco, alcohol, prescription medications or other substances.

**ASAP funds can Not be used for:**

- |                         |                      |
|-------------------------|----------------------|
| * Furniture             | * Landscaping        |
| * Surveillance cameras  | * Weapons            |
| * Vehicles              | * Rent & Other Bills |
| * Construction Projects |                      |

**\*\*Please attach a detailed budget and work plan.**

### Detailed Budget

Item	Quantity	Cost	Subtotal	Total
“The 7 Habits of Happy Kids” book	20	\$17.99	\$359.80	\$359.80
“Leader in Me” book	20	16.49	329.80	329.80
Individual 7 Habits Classroom book sets	20 sets of 7	50.33	805.28	805.28
Happy Kids Game	9	29.95	269.95	269.95
Professional Development To site schools	5	\$50 per person	250.00	250.00
Professional development to symposiums	2	325.00	650.00	650.00
Total Project Allowance				2664.83
<b>Total</b>				<b>\$2664.83</b>