



Bullitt County Public Schools

1040 Highway 44 East
Shepherdsville, Kentucky 40165

502-869-8000
Fax 502-869-8019
www.bullittschools.org

MEMO

TO: Keith Davis, Superintendent

FROM: Lisa Lewis, Director of Finance *Lewis*

DATE: June 6, 2018

RE: Memorandum of Understanding and Contract –BCATC Principal Reimbursement

Attached you will find the Memorandum of Understanding and Contract with the Kentucky Department of Education for reimbursement of a portion of the ATC Principal Salary. The reimbursement amount for FY 19 will be \$71,635. A component of this agreement is for Bullitt County Public Schools to provide a teaching position with the employee remaining under the authority of KDE.

At this time, I ask the Board to approve the MOA and Contract with KDE for the FY 19 reimbursement amount for the ATC Principal.

*OK to Board
to
Bryant*



Commonwealth of Kentucky

CONTRACT

DOC ID NUMBER:

PON2 540 1900000783

Version: 1

Record Date:

Document Description: FY 19 Principal at Bullitt Co ATC

Cited Authority: FAP111-44-00
Memorandum of Agreement

Reason for Modification:

Issuer Contact:Name: April Vermillion
Phone: 502-564-3472
E-mail: april.vermillion@education.ky.gov**Vendor Name:**
BULLITT COUNTY BOARD OF EDUCATION

1040 HWY 44 EAST

SHEPHERDSVILLE KY 40165**Vendor No.** KY0035332
Vendor Contact
Name: KAREN WEAVER
Phone: 502-543-2271
Email: KAREN.WEAVER@BULLITT.KYSCHOOLS.US**Effective From:** 2018-07-01**Effective To:** 2019-06-30

Line Item	Delivery Date	Quantity	Unit	Description	Unit Price	Contract Amount	Total Price
1		0.00000		FY 19 Principal at Bullitt Co ATC	\$0.000000	\$71,635.00	\$71,635.00

Extended Description:

Effective date: July 1, 2018; Expiration date: June 30, 2019 SCOPE OF SERVICES: KX134 E150 Funds will be used to support the salary and fringe for the principal of the Bullitt County ATC. The principal will work under the authority of the Office of Career and Technical Education (OCTE) and travel and related expenses will be paid OCTE. Method of Payment: Payment will be made upon completion of deliverables. This contract authorizes funding for the contract period based upon the availability of funds

Shipping Information:	Billing Information:
KDE - Division of Financial Management 300 Sower Blvd, 5th Floor, CSW Frankfort KY 40601	KDE - Division of Financial Management 300 Sower Blvd, 5th Floor, CSW Frankfort KY 40601

TOTAL CONTRACT AMOUNT:**\$71,635.00**

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Memorandum of Agreement Terms and Conditions

Revised April 25, 2018

This Memorandum of Agreement (MOA) is entered into, by and between the Commonwealth of Kentucky, KENTUCKY DEPARTMENT OF EDUCATION ("the Commonwealth") and Bullitt County Public Schools ("the Contractor") to establish an agreement for serving as evaluators of the project. The initial MOA is effective from July 1, 2018 through June 30, 2019.

Scope of Services:

Bullitt County Public Schools (BCPS) will assign an employee to the Bullitt County Area Technology Center (ATC) to serve as Principal. BCPS will pay the salary of the BCPS employee placed in the role of the Kentucky Technical Center Principal and KDE agrees to reimburse BCPS for the salary of the ATC principal up to \$ 71,635.00.

Goals/Deliverables

Implement the Kentucky Tech Certified Evaluation Plan (CEP) for evaluation of KRS 156 employees and follow the 18A regulations for classified staff evaluations.

Prepare the master schedule for the academic/technical programs offered at the center.

Track and report college and career readiness data.

Facilitate Program Advisory Committee and Steering Committee meetings.

Develop, implement and monitor Continuous Improvement Plan for the ATC.

Coordinate budgeting and procurement processes.

Build relationships with local industry and monitor labor market data.

Prepare Perkins Grant Application and implement the plan.

Participate in all OCTE professional development and principal meetings.

Supervise instruction.

Manage student behavior within the guidelines of the BCPS code of conduct and the Kentucky Tech Student Handbook.

Oversee the general operations of the school, and maintenance of the building

Pricing:

Amount not to exceed: \$ 71,635.00.

Source of funds: Agency 100%

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Method of Payment:

Payment will be made upon completion of deliverables. This contract authorizes funding for the contract period based upon the availability of funds. A final invoice must be submitted by June 30, 2019.

Billing:

Remit all invoices, bills, or requests for payment to: April Vermillion, Office of Career and Technical Education, Kentucky Department of Education, 300 Sower Boulevard – 5th Floor, Frankfort, KY 40601, or email to april.vermillion@education.ky.gov.

KENTUCKY DEPARTMENT OF EDUCATION TERMS & CONDITIONS

Choice of Law and Forum

The laws of the Commonwealth of Kentucky shall govern all questions as to the execution, validity, interpretation, construction, and performance of this agreement or any of its terms.

Any suit, action or other proceeding regarding the execution, validity, interpretation, construction, or performance of this agreement shall be filed in the Franklin Circuit Court of the Commonwealth of Kentucky.

Requirements for Reporting to Kentucky Teachers Retirement System:

Please note that, if contractor is a current retiree of the Kentucky Teachers Retirement System (KTRS), or proposes to use a current or potential retiree of KTRS to perform any work under any contract, this may have an adverse impact upon retirement benefits for that retiree. This would occur, regardless of whether a contract is awarded to the individual directly, or to another legal entity for which the individual works.

Accordingly, if a contractor proposes to use such individuals to perform the work, the contractor is strongly encouraged to check with KTRS to determine what requirements apply, before entering into a contract. The KTRS help desk number is 1-800-618-1687.

Furthermore, as a condition of any successful contract award, any information on such retirees (as defined and required by KTRS) must be submitted prior to any services being performed by said individuals under this contract.

As a firm condition of this contract, any contractor agrees to be financially responsible for any failure by such current or potential retirees to properly report information concerning their retirement status, during the life of any contract awarded.

Federal Funding Accountability and Transparency Act Compliance (applicable for federal)

For agreements that include Federal funds, the Second Party shall comply with the Federal Funding Accountability and Transparency Act (FFATA or Transparency Act - P.L.109-282, as amended by section 6202(a) of P.L. 110-252), including registration of a Data Universal Numbering System (DUNS) identifier number if the amount of Federal funds awarded to the Second Party is \$25,000 or more. Details on how to register and acquire a DUNS number are available at <http://fedgov.dnb.com/webform>, and are free for all entities required to register for grant awards under these provisions. The Second Party must disclose to KDE the names of the top five executives and total compensation to each, if:

*More than 80% of the Second Party's annual gross revenues originate from the federal government (directly or indirectly through the state), and those revenues are greater than \$25,000,000 annually, and

*Compensation information is not already available to the public.

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This contract authorizes funding for the contract period based upon the availability of funds.

The Kentucky Department of Education reserves the right to withhold or cease funding for non-performance, or breach, during the life of the contract, if it is in the best interest of the Commonwealth to do so.

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Memorandum of Agreement Standard Terms and Conditions

1.00 Cancellation clause:

The state agency shall have the right to terminate and cancel this contract at any time not to exceed thirty (30) days' written notice served on the Contractor by registered or certified mail.

2.00 Funding Out Provision:

The state agency may terminate this agreement if funds are not appropriated to the contracting agency or are not otherwise available for the purpose of making payments without incurring any obligation for payment after the date of termination, regardless of the terms of the agreement. The state agency shall provide the Contractor thirty (30) calendar days written notice of termination of the agreement due to lack of available funding.

3.00 Reduction in Contract Worker Hours:

The Kentucky General Assembly may allow for a reduction in contract worker hours in conjunction with a budget balancing measure for some professional and non-professional service contracts. If under such authority the agency is required by Executive Order or otherwise to reduce contract hours, the agreement will be reduced by the amount specified in that document. If the contract funding is reduced, then the scope of work related to the contract may also be reduced commensurate with the reduction in funding. This reduction of the scope shall be agreeable to both parties and shall not be considered a breach of contract.

4.00 Access to Records:

The state agency certifies that it is in compliance with the provisions of KRS 45A.695, "Access to contractor's books, documents, papers, records, or other evidence directly pertinent to the contract." The Contractor, as defined in KRS 45A.030, agrees that the contracting agency, the Finance and Administration Cabinet, the Auditor of Public Accounts, and the Legislative Research Commission, or their duly authorized representatives, shall have access to any books, documents, papers, records, or other evidence, which are directly pertinent to this agreement for the purpose of financial audit or program review. The Contractor also recognizes that any books, documents, papers, records, or other evidence, received during a financial audit or program review shall be subject to the Kentucky Open Records Act, KRS 61.870 to 61.884. Records and other prequalification information confidentially disclosed as part of the bid process shall not be

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deemed as directly pertinent to the agreement and shall be exempt from disclosure as provided in KRS 61.878(1)(c).

5.00 Effective Date:

All Memorandum of Agreements are not effective until the Secretary of the Finance and Administration Cabinet or his authorized designee has approved the agreement and until the agreement has been submitted to the government contract review committee. However, in accordance with KRS 45A.700, memoranda of agreement in aggregate amounts of \$50,000 or less are exempt from review by the committee and need only be filed with the committee within 30 days of their effective date for informational purposes.

KRS 45A.695(7) provides that payments on personal service contracts and memoranda of agreement shall not be authorized for services rendered after government contract review committee disapproval, unless the decision of the committee is overridden by the Secretary of the Finance and Administration Cabinet or agency head, if the agency has been granted delegation authority by the Secretary.

6.00 Violation of tax and employment laws:

KRS 45A.485 requires the Contractor and all subcontractors performing work under the agreement to reveal to the Commonwealth, prior to the award of a contract, any final determination of a violation by the Contractor within the previous five (5) year period of the provisions of KRS chapters 136, 139, 141, 337, 338, 341, and 342. These statutes relate to corporate and utility tax, sales and use tax, income tax, wages and hours laws, occupational safety and health laws, unemployment insurance laws, and workers compensation insurance laws, respectively.

To comply with the provisions of KRS 45A.485, the Contractor and all subcontractors performing work under the agreement shall report any such final determination(s) of violation(s) to the Commonwealth by providing the following information regarding the final determination(s): the KRS violated, the date of the final determination, and the state agency which issued the final determination.

KRS 45A.485 also provides that, for the duration of any contract, the Contractor and all subcontractors performing work under the agreement shall be in continuous compliance with the provisions of those statutes, which apply to their operations, and that their failure to reveal a final determination as described above, or failure to comply with the above statutes for the duration of the agreement shall be grounds for the Commonwealth's cancellation of the agreement and their disqualification from eligibility for future state contracts for a period of two (2) years.

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[Check box section below need only be included for Contractors that are quasi-governmental entities or 501(c)3 non-profit entities.]

Contractor must check one:

☐ The Contractor has not violated any of the provisions of the above statutes within the previous five (5) year period.

☐ The Contractor has violated the provisions of one or more of the above statutes within the previous five (5) year period and has revealed such final determination(s) of violation(s). Attached is a list of such determination(s) , which includes the KRS violated, the date of the final determination, and the state agency which issued the final determination.

7.00 Discrimination:

This section applies only to agreements disbursing federal funds, in whole or part, when the terms for receiving those funds mandate its inclusion. Discrimination (because of race, religion, color, national origin, sex, sexual orientation, gender identity, age, or disability) is prohibited. During the performance of this agreement, the Contractor agrees as follows:

The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, national origin, sex, sexual orientation, gender identity or age. The Contractor further agrees to comply with the provisions of the Americans with Disabilities Act (ADA), Public Law 101-336, and applicable federal regulations relating thereto prohibiting discrimination against otherwise qualified disabled individuals under any program or activity. The Contractor agrees to provide, upon request, needed reasonable accommodations. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, national origin, sex, sexual orientation, gender identity, age or disability. Such action shall include, but not be limited to the following; employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensations; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

In all solicitations or advertisements for employees placed by or on behalf of the Contractor, the Contractor will, state that all qualified applicants will receive consideration

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for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age or disability.

The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representative of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance.

The Contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965 as amended, and of the rules, regulations and relevant orders of the Secretary of Labor.

The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, as amended, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

In the event of the Contractor's noncompliance with the nondiscrimination clauses of this agreement or with any of the said rules, regulations or orders, this agreement may be cancelled, terminated or suspended in whole or in part and the Contractor may be declared ineligible for further government contracts or federally-assisted construction contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, as amended, and such other sanctions may be imposed and remedies invoked as provided in or as otherwise provided by law.

The Contractor will include the provisions of paragraphs (1) through (7) of section 202 of Executive Order 11246 in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor, issued pursuant to section 204 of Executive Order No. 11246 of September 24, 1965, as amended, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the agency,

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the contractor may request the United States to enter into such litigation to protect the interests of the United States.

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Approvals

This agreement is subject to the terms and conditions stated herein. By affixing signatures below, the parties verify that they are authorized to enter into this agreement and that they accept and consent to be bound by the terms and conditions stated herein. In addition, the parties agree that (i) electronic approvals may serve as electronic signatures, and (ii) this agreement may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts together shall constitute a single agreement.

1st Party:

_____ Signature	_____ Director, Div. of Budgets & Financial Management Title
_____ Charles L. Harman, III Printed Name	_____ Date

2nd Party:

_____ Signature	_____ Superintendent Title
_____ Keith Davis Printed Name	_____ Date

Other Party:

_____ Signature	_____ Chairman of the Board Title
_____ Deborah Atherton Printed Name	_____ Date

Approved as to form and legality:

Approved in eMARS
Kentucky Department of Education Attorney

Applicable for federal funds:

DUNS# 081004616

Include Data Universal Numbering System (DUNS) identifier number if the amount of Federal funds awarded to the Second Party is \$25,000 or more. (See Federal Funding Accountability and Transparency Act Compliance section)

**Office of Career and Technical
Education**

**REIMBURSEMENT REQUEST
FORM/REPORT**



NOTE: Invoice and copies of receipts to document purchase of approved budget items must be sent with this form to be reimbursed.
Email: april.vermillion@education.ky.gov

Date:

Vendor Name/Vendor Number:

Type of Fund:

MOA Number/Accounting Template:

Amount Requested:

Vendor Contact Name:

Vendor Contact Phone Number:

Vendor Contact Email:

Contract Period:

Billing Period:

Please Check: Have you included the following with this reimbursement request:

☐ Invoice

☐ Reimbursement Request Form/Report

☐ Copies of Receipts

**NOTE: Do not submit invoice without reimbursement request form
And copies of receipts.**

Vendor Signature:

Office of Career and Technical Education

Expense Report

Provide a full description of each service provided/work product produced and the deliverable/goal met and include date performed.

Instructional Materials:

Amount:

\$

Approved Items and \$ in Local Application:

\$

Approved Items and \$ in Local Application:

\$

Approved Items and \$ in Local Application:

Special Populations:

Amount:

	\$
Approved Items and \$ in Local Application:	
	\$
Approved Items and \$ in Local Application:	
	\$
Approved Items and \$ in Local Application:	
	\$
Approved Items and \$ in Local Application:	

	\$
Approved Items and \$ in Local Application:	
By submitting the request form/report, I certify the information contained in this report is a true and accurate statement of the actual expenditures made for the approved items in the local application. The equipment and/or instructional materials, etc. for which federal funds are being requested are located in the institution and are being used to improve programs. Estimations of costs to be reimbursed are not permitted and all requests for reimbursement must be made no later than August 31, 2017. The documents supporting these expenditures are maintained in each education agency for any state and/or federal audits. All equipment items with an acquisition cost of more than \$500 must be included in a local inventory system that meets state and federal standards.	

Equal Education and Employment Opportunities M/F/D