



## Bullitt County Public Schools

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To: Mr. Jesse Bacon, Superintendent *JB*  
Ms. Becky Sexton, Assistant Superintendent for Support Services

From: Jennifer Wooley, Director of Human Resources *JW*

Date: October 2, 2018

RE: Item for October Board Agenda ~ Drug-Free Communities Project Coordinator and  
VIP Club Sponsor Job Descriptions, Drug-Free Communities Grant Annual Pay Scale

Attached please find job descriptions for the Drug-Free Communities Project Coordinator and the Drug-Free Communities VIP Club Sponsor. The Drug-Free Communities Grant allows for one Coordinator and ten (10) VIP Club Sponsors.

In addition, please find the Annual Pay Scale for the Drug-Free Communities Grant in regards to one Coordinator and ten (10) VIP Club Sponsors.

I recommend approval of both job descriptions and the accompanying pay scale. If you have any questions or suggestions, please feel free to contact me. If approved, I will contact Ms. Sarah Smith, Safe Schools Coordinator, regarding the posting and hiring of these positions.

Equal Education and Employment Institution

*Becky Sexton*

## **BULLITT COUNTY PUBLIC SCHOOLS**

**POSITION:** **Drug- Free Communities Project Coordinator**

**POSITION SUMMARY:** The Drug-Free Communities Project Coordinator will be responsible for the daily operation and administration of the Drug-Free Communities grant within Bullitt County Public Schools. Duties include but are not limited to planning, implementing, and evaluating activities associated with the Bullitt County Partners in Prevention and the Bullitt County Board of Education; development, submission, and management of required reports and documentation and recordkeeping for state and federal reporting; and technical assistance to local/regional coalitions that focus on youth substance abuse prevention. The Project Coordinator will work with the coalition to develop and implement strategies that will lead to long-term involvement of community institutions, organizations, and individuals in health promotion, assessment, and evaluation of activities. The annual contract is for 195 days for 8 hours per day. The Project Coordinator will report to the Project Director for the Drug-Free Communities Grant, the Bullitt County Public Schools Safe Schools Coordinator.

**QUALIFICATIONS:** 1.) Bachelor's Degree from an accredited institution in a Public Health related field.

**AND**

2.) At least four years (4) of professional experience with a prevention organization or other Drug-Free Communities Coalition.

**REPORTS TO:** Safe Schools Coordinator

**CONTRACT:** Position will last for the duration of the grant, up to five (5) years.

**ABILITY TO:**

1. Communicate objectives through public speaking, presentations, social media, e-mail, and professional correspondence, and press releases.
2. Collect, manage, and analyze health indicators while effectively coordinating events and programs identified by the coalition and Bullitt County Public Schools.
3. Exhibit proficient computer skills in Microsoft word, Excel, Publisher, PowerPoint, Outlook, etc.
4. Work as a team member with the fiscal agent's (Bullitt County Board of Education) staff and administrators to meet program goals.
5. Continually broaden expertise in the area of substance abuse prevention and serve as a resource person.
6. Represent the coalition and Bullitt County Public Schools through professional associations locally, statewide, and nationally.
7. Develop and implement data collection methods, tools, and evaluation measures for coalition activities and associated projects in conjunction with coalition members.

8. Assist the Bullitt County Partners in Prevention Executive Board to coordinate and facilitate coalition meetings and communicate effectively with members to promote collaborations, negotiation and problem solving.
9. Plan, coordinate, and conduct educational and training activities. Develop training, reference materials, and workshops for coalition and community members as well as for coalition activities.
10. Collaborate and work closely with the 12 sector representatives and community-based organizations to promote the coalition's mission and goals.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Approved by: \_\_\_\_\_ DATE \_\_\_\_\_

Reviewed and Agreed by: \_\_\_\_\_ DATE \_\_\_\_\_

## **BULLITT COUNTY PUBLIC SCHOOLS**

**POSITION:** **Drug- Free Communities VIP Club Sponsor**

**POSITION SUMMARY:** The Drug-Free Communities VIP Club Sponsor will be responsible for supervising Very Important (VIP) Club students before or after school, or during the school's designated club time, if applicable.

**QUALIFICATIONS:**

- 1.) Bachelor's Degree from an accredited institution of higher education in the education field.
- 2.) Hold a teaching certification.
- 3.) Successful applicant must pass a national criminal background check.

**REPORTS TO:** Safe Schools Coordinator

**CONTRACT:** Position will last for the duration of the grant, up to five (5) years.

**ABILITY TO:**

1. Supervise students in club setting.
2. Attendance at Bullitt County Partners in Prevention events may be required.

**WORK ENVIRONMENT:** Work is performed in both an office environment and in a variety of locations throughout the county. Some lifting of 50 (+) lbs. is expected.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

Approved by: \_\_\_\_\_ DATE \_\_\_\_\_

Reviewed and Agreed by: \_\_\_\_\_ DATE \_\_\_\_\_

**BULLITT COUNTY BOARD OF EDUCATION  
2018-2019  
ANNUAL PAY SCALES  
DRUG-FREE COMMUNITIES GRANT**

<b>Drug-Free Communities Project Coordinator</b>				
<b>Hours Per Day</b>	<b>Days Per Year</b>	<b>Hourly Rate</b>	<b>Annual Salary</b>	<b>Number of Positions</b>
8	195	\$ 28.00	\$ 43,680.00	1
<b>Drug-Free Communities VIP Club Sponsor</b>				
Annual Supplement			\$ 523.00	10

**\*\*Positions will last for the duration of the grant, up to five (5) years\*\***

**Drug-Free Communities Grant Application Package**  
**Bullitt County Board of Education**  
**2018**

**File 2**  
**Budget Narrative**

## Budget Narrative

(For completing SF-424A: Section B for First Year of the Funding Cycle)

**A. Personnel:** An employee of the applying agency whose work is tied to the application. Proposed salaries must be reasonable. Compensation paid for employees must be reasonable and consistent with that paid for similar work within the applicant's organization and similar positions in the industry.

**Table 4: FEDERAL REQUEST**

Position	Name	Annual Salary/Rate	Level of Effort	Cost
(1) Project Director	Sarah Smith	In-kind Cost	20%	\$0
(2) Project Coordinator	To be selected	\$28 per hour for 8 hours per day, 195 days per year	100%	\$43,680.00
(3) VIP Club Sponsor 1	To be selected	\$523 salary supplement annually	100%	\$523.00
(4) VIP Club Sponsor 2	To be selected	\$523 salary supplement annually	100%	\$523.00
(5) VIP Club Sponsor 3	To be selected	\$523 salary supplement annually	100%	\$523.00
(6) VIP Club Sponsor 4	To be selected	\$523 salary supplement annually	100%	\$523.00
(7) VIP Club Sponsor 5	To be selected	\$523 salary supplement annually	100%	\$523.00
(8) VIP Club Sponsor 6	To be selected	\$523 salary supplement annually	100%	\$523.00
(9) VIP Club Sponsor 7	To be selected	\$523 salary supplement annually	100%	\$523.00
(10) VIP Club Sponsor 8	To be selected	\$523 salary supplement annually	100%	\$523.00
(11) VIP Club Sponsor 9	To be selected	\$523 salary supplement annually	100%	\$523.00
(12) VIP Club Sponsor 10	To be selected	\$523 salary supplement annually	100%	\$523.00
(11) Finance Director	Lisa Lewis	In-kind cost	5%	\$0
(12) Federal Programs Coordinator	Stephanie Bonnett	In-kind cost	8%	\$0
			<b>TOTAL</b>	<b>\$48,910.00</b>

**NARRATIVE JUSTIFICATION:** We have budgeted for a Project Coordinator for the Drug-Free Communities Support Program to oversee the day-to-day operations and activities of the program. The salary is estimated for a classified employee with a bachelor's degree and at least four years of experience in a related field. The position will be for 195 days during the year with the typical school year operating for 177 days. This allows extra days for the Project Coordinator to work with students during breaks from school such as the summer, winter, and spring. If the



grant is awarded, a salary scale will be presented to the Bullitt County Board of Education for approval. In addition, we budgeted for ten (10) Very Important Partner (VIP) Club Sponsors – enough for one sponsor at six middle schools and four high schools. We estimated the salary for these club sponsors based on the district-approved salary supplement for a teacher sponsoring an afterschool club with similar student supervisory duties and time commitments.

**Table 5: NON-FEDERAL MATCH**

Position	Name	Annual Salary/Rate	Level of Effort	Cost
Project Director	Sarah Smith	Certified Salary - \$69,828.00 Salary Supplements (District Safety Coordinator, Extended Days) - \$26,953.82	20%	\$19,356.36
Finance Director	Lisa Lewis	Salary - \$64,645.00 Salary Supplements (Director of Finance, Extended Days) - \$31,524.84	5%	\$4,808.49
Federal Programs Coordinator	Stephanie Bonnett	\$16.29 per hour for 8 hours per day, 260 days per year	8%	\$2,710.66
			<b>TOTAL</b>	<b>\$26,875.51</b>

**NARRATIVE JUSTIFICATION:** The Project Director will be responsible for oversight of the grant including program spending, personnel management and training, and community relations. The Project Director has a Rank I certification in Educational Administration, Master of Education in Counseling, and a Bachelor of Science in Mathematics, as well as a teaching certification from the Educational Professional Standards Board. The Project Director currently serves as the Safe Schools Coordinator for Bullitt County Public Schools and is the chairperson for Bullitt County Partners in Prevention. She will spend up to 20% of her time on the project.

The Finance Director will oversee the financial management of the grant award. Given the financial management required, we anticipate the Finance Officer committing 5% of her time to the grant program.

The Federal Programs Coordinator is the clerical staff person primarily responsible for overseeing the day-to-day financial management of all special revenue, including federal and state grant awards. Stephanie Bonnett is our Federal Program Coordinator. Given past experience managing a SAMHSA grant, we anticipate she will spend 8% of her time committed to the Drug-Free Communities Support Program.

We also included the in-kind services provided by coalition members, volunteers, and Youth Advisory Board members (VIP Club) as in-kind services provided for the success of the DFC grant.

**SOURCE OF MATCH FUNDS:** In-kind services provided by Bullitt County Public Schools.



**FEDERAL REQUEST** (enter in Section B column 1 line 6a of form SF-424A): **\$48,910.00**

**NON-FEDERAL MATCH** (enter in Section B column 2 line 6a of form SF-424A): **\$26,875.51**

**B. Fringe Benefits:**

**Table 6: FEDERAL REQUEST**

Component	Rate	Wage	Cost
Project Coordinator Term Life Insurance	\$28.80 flat rate	\$43,680.00	\$28.80
Project Coordinator Group Liability Insurance	\$91.94 flat rate	\$43,680.00	\$91.94
Project Coordinator FICA	6.2%	\$43,680.00	\$2,708.16
Project Coordinator Medicare	1.45%	\$43,680.00	\$633.36
Project Coordinator County Employee Retirement System (CERS)	28.05%	\$43,680.00	\$12,252.24
Project Coordinator Unemployment Insurance	\$60.00 flat rate	\$43,680.00	\$60
Project Coordinator Workman's Compensation	.41%	\$43,680.00	\$179.09
Project Coordinator Health Insurance	\$8,400 employer premium	\$43,680.00	\$8,400.00
Project Coordinator State Life Insurance	\$0.80 per month for 12 months	\$43,680.00	\$9.60
Project Coordinator's required state benefits administration fee	\$8.28 per month for 12 months	\$43,680.00	\$99.36
Project Coordinator Health Reimbursement Account	\$2,100 annually	\$43,680.00	\$2,100.00
VIP Club Sponsors Medicare (10 sponsors)	1.45%	\$523.00 per sponsor x 10 sponsors = \$5,230.00	\$75.80
VIP Club Sponsors Kentucky Teacher Retirement Contributions (10 sponsors)	16.105%	\$523.00 per sponsor x 10 sponsors = \$5,230.00	\$842.30

VIP Club Sponsors Unemployment Insurance	1%	\$523.00 per sponsor x 10 sponsors = \$5,230.00	\$52.30
VIP Club Sponsors Workman's Compensation (10 sponsors)	0.41%	\$523.00 per sponsor x 10 sponsors = \$523.00	\$21.44
		<b>TOTAL</b>	<b>\$27,554.39</b>

**JUSTIFICATION:** The above fringe benefits are commensurate with the board approved district fringe benefits and includes: district-required Term Life Insurance, Group Liability Insurance, Medicare, FICA, the County Employee Retirement System contribution, workman's compensation and unemployment insurance, health insurance, and a flexible spending account for the Project Coordinator. In addition, we have budgeted for the fringe benefits associated with the ten (10) VIP Club Sponsor extra service pay positions, which includes: employer Medicare, contributions to the Kentucky Teacher Retirement System, unemployment insurance, and workman's compensation.

**Table 7: NON – FEDERAL MATCH**

<b>Component</b>	<b>Rate</b>	<b>Wage</b>	<b>Cost</b>
<i>Project Director Fringes (20% of effort, In-kind)</i>			
Group Liability	\$91.94 (20% effort)	\$96,781.82	\$18.39
Unemployment	1% or \$60 max (20% effort)	\$96,781.82	\$36.00
Workers Compensation	0.41% (20% effort)	\$96,781.82	\$79.36
Kentucky Teacher Retirement System	16.105% (20% effort)	\$96,781.82	\$580.69
Medicare	1.45% (20% effort)	\$96,781.82	\$280.16
<i>Finance Director Fringes (5% effort, In-kind)</i>			
Group liability	\$91.94 (5% effort)	\$96,169.84	\$4.60
FICA	6.2% (5% effort)	\$96,169.84	\$298.13
Medicare	1.45% (5% effort)	\$96,169.84	\$69.42
County Employee Retirement System	28.05% (5% effort)	\$96,169.84	\$1,348.78
Unemployment Insurance	1% or \$60 max (5% effort)	\$96,169.84	\$9.00
Workers Compensation	0.41% (5% effort)	\$96,169.84	\$19.72
<i>Federal Programs Coordinator (8% effort, In-kind)</i>			

Group liability	\$91.84 (8% effort)	\$33,883.20	\$7.36
FICA	6.2% (8% effort)	\$33,883.20	\$168.06
Medicare	1.45% (8% effort)	\$33,883.20	\$39.30
County Employee Retirement System	28.05% (8% effort)	\$33,883.20	\$760.34
Unemployment Insurance	1% or \$60 max (8% effort)	\$33,883.20	\$4.80
Workers Compensation	0.41% (8% effort)	\$33,883.20	\$11.11
		<b>TOTAL</b>	<b>\$3,735.22</b>

**NARRATIVE JUSTIFICATION:** The above fringes for the Project Director (Sarah Smith), Finance Director (Lisa Lewis), and Federal Programs Coordinator (Stephanie Bonnett) are based on the level of effort for their respective roles in regards to the administration of the Drug-Free Communities Support Program. The fringes are commensurate to the board approved district fringe rates. This includes Term Life Insurance, Group Liability Insurance, Unemployment Insurance, Workers Compensation, contributions to FICA, the Kentucky Teacher Retirement System, and Certified Employee Retirement System, and employer Medicare contributions.

**SOURCE OF MATCH FUNDS:** Bullitt County Board of Education (In-kind)

**FEDERAL REQUEST** (enter in Section B column 1 line 6b of form SF-424A): **\$27,554.39**

**NON-FEDERAL MATCH** (enter in Section B column 2 line 6b of form SF-424A): **\$3,735.22**

#### C. Travel:

**Table 8: FEDERAL REQUEST**

Purpose of Travel	Location	Item	Rate	Cost
Coalition training: Coalition Academy Week 1	To be determined	Airfare	\$500 per flight x 2 persons	\$1,000.00
		Hotel	\$200 per room for 3 nights x 2 persons	\$1,200.00
		Car Rental	\$100 per day x 3 days	\$300
		Per Diem (meals – breakfast, lunch and dinner)	\$30 per day x 4 days x 2 persons	\$240.00
		Airfare	\$500 per flight x	\$1,000.00

Coalition training: Coalition Academy Week 2	To be determined		2 persons	
		Hotel	\$200 per room for 3 nights x 2 persons	\$1,200.00
		Car Rental	\$100 per day x 3 days	\$300.00
		Per Diem (meals – breakfast, lunch and dinner)	\$30 per day x 4 days x 2 persons	\$240.00
Coalition training: Coalition Academy Week 3	To be determined	Airfare	\$500 per flight x 2 persons	\$1,000.00
		Hotel	\$200 per room for 3 nights x 2 persons	\$1,200.00
		Car Rental	\$100 per day x 3 days	\$300
		Per Diem (meals – breakfast, lunch and dinner)	\$30 per day x 4 days x 2 persons	\$240.00
CADCA National Leadership Forum	To be determined – usually the Washington, D.C. Area	Airfare	\$500 per flight x 2 persons	\$1,000.00
		Registration	\$900 per registration x 2 persons	\$1,800.00
		Hotel	\$225 per night x 4 nights x 2 persons	\$1,800.00
		Per Diem (meals – breakfast, lunch and dinner)	\$30 per day x 4 days x 2 persons	\$240.00

Local travel for Project Coordinator	County-wide	Mileage	\$0.40 per mile x 2,500 miles	\$1,000.00
			<b>TOTAL</b>	<b>\$14,060.00</b>

**JUSTIFICATION:** As required, funding is allocated for two staff members to attend three weeks of Coalition Academy training in a location that is to be determined. We budgeted for airline costs, hotel, per diem, and a rental car for the staff members traveling to the three Coalition Academy sessions. In addition, we have budget for two staff members to attend the CADCA National Leadership Forum which is usually in the Washington, D.C. area. This includes the cost of airline tickets, hotel reservations, and per diem. We have also included funding for the new Project Coordinator's county-wide travel, estimated at the current state mileage reimbursement rate of \$0.40 per mile.

**Table 9: NON-FEDERAL MATCH**

Purpose of Travel	Location	Item	Rate	Cost
Local travel of the Project Director to Drug-Free Communities Support Program activities and events	County-wide	Mileage	750 miles x \$0.40 per mile	\$300.00
			<b>TOTAL</b>	<b>\$300.00</b>

**NARRATIVE JUSTIFICATION:** The Project Director, Sarah Smith, currently travels over an estimated 3,500 miles during the year in her role for attendance at schools, meetings, and other events, including work with the Bullitt County Partners in Prevention coalition. With an estimated 20% of her travel being related to the DFC implementation, we anticipate the Project Director will be traveling an estimate 750 miles annually for DFC activities throughout Bullitt County. This totals \$300.00 based on the current mileage reimbursement rate of \$0.40 per mile.

**SOURCE OF MATCH FUNDS:** In-kind costs provided by the Bullitt County Board of Education

**FEDERAL REQUEST** (enter in Section B column 1 line 6c of form SF-424A): **\$14,060.00**

**NON-FEDERAL MATCH** (enter in Section B column 2 line 6c of form SF-424A): **\$300.00**

**D. Equipment:**

**Table 10: FEDERAL REQUEST**

Item(s)	Rate	Cost
	<b>TOTAL</b>	

**NARRATIVE JUSTIFICATION:** Not applicable



**Table 11: NON-FEDERAL MATCH**

Item(s)	Rate	Cost
None		\$0
	<b>TOTAL</b>	<b>\$0</b>

**NARRATIVE JUSTIFICATION:** Not applicable

**SOURCE OF MATCH FUNDS:** Not applicable

**FEDERAL REQUEST** – (enter in Section B column 1 line 6e of form SF-424A): **\$0**

**NON-FEDERAL MATCH** – (enter in Section B column 2 line 6e of form SF-424A): **\$0**

**E. Supplies:** Materials costing less than \$5,000 per unit and often having one-time use.

**Table 12: FEDERAL REQUEST**

Item(s)	Rate	Cost
General office supplies for the Project Coordinator (paper, pencils, printer ink, binders, notepads, file folders, etc.)	\$83.33 per month for 12 months = \$1,000.00	\$1,000.00
Laptop for Project Coordinator (Dell Latitude E5570)	\$800.00	\$800.00
Desktop computer for Project Coordinator (Desktop OptiPlex 5040 SFF with monitor)	\$700.00	\$700.00
Printer for Project Coordinator (HP LaserJet Pro 400 M402N)	\$282.00	\$282.00
Postage for DFC-related flyers and general mail	\$50 per month for 12 months - \$600.00	\$600.00
Marketing costs for the coalition at community events and activities	Ink pens – 250 coalition pens x \$0.50 = \$125.00 PIP Folders – 250 x \$1.65 = \$412.50 Partners in Prevention Brochures – 750 x \$1.92 = \$1,438.66 Chip Clips – 500 x \$0.73 = \$365 Parking Pass tags for High School drivers with pro-social and anti-drug messages – 1,200 x \$1.00 = \$1,200.00	\$3,541.16

Community workshop supplies and materials (handout materials, etc.)	\$150 per workshop x 5 workshops = \$750.00	\$750.00
Bullitt County KidsFest Booth Rental and Advertisements	\$301.35	\$301.35
Very Important Partner (VIP) poster/calendar campaign printing	Posters - \$3 per poster/calendar x 1,000 units	\$3,000.00
Youth Social Norms Campaign Items (Anti-marijuana) such as stickers, posters, bumper stickers, bracelets, etc.	1,000 items x \$1.30 each (on average)	\$1,300.00
Youth Social Norms Campaign Items (anti-tobacco) such as stickers, posters, bumper stickers, bracelets, etc.	1,000 items x \$1.30 each (on average)	\$1,300.00
VIP Club Materials and Supplies	\$80 per club x \$100.00	\$800.00
<i>Too Good for Drugs and Violence</i> student workbooks for all 9 <sup>th</sup> grade students and training costs for Project Coordinator	Student booklets (2G457) – 18 packs x \$49.95 per pack = \$899.10 Train the Trainer Cost = \$3,000.00	\$3,899.10
<i>Drug Abuse Resistance Education (D.A.R.E.)</i> Middle School Program	Middle school student booklets – 900 x \$1.18 = \$1,062.00 Prescription drug curriculum – 6 schools x \$15.00 = \$90.00 D.A.R.E. Officer Training – 4 officers x \$700.00 = \$2,800.00 D.A.R.E. graduation certificates - \$0.30 x 900 = \$270.00 D.A.R.E. T-shirts for students – 900 x \$6.50 per shirt = \$5,850.00	\$10,072.00
	<b>TOTAL</b>	<b>\$28,345.61</b>

**JUSTIFICATION:** The new Drug-Free Communities Support Program Project Coordinator will need both a desktop computer for his or her office at the Bullitt County Board of Education,

a laptop for use in department and coalition meetings, and a printer. The total estimated cost for this equipment is \$1,782.00. We have also budgeted for general office supplies such as paper, pens, file folder, file folder labels, printer ink, etc. required for the day-to-day operation of the DFC grant. Educational and recruitment materials will be used to increase coalition membership. Costs were estimated based on the average cost of use. A “Parent Power” survey was developed by the coalition and will be distributed through collaboration with Partners in Prevention and the school system for the parent social norms campaign. Social norms posters displaying pro-social normative messaging about alcohol, tobacco, marijuana, and prescription drugs will be distributed in the middle and high schools and businesses across the county in efforts to decrease the perception of use among middle and high school students. Results from the survey will be used to create normative messages and to increase parent involvement. Social norms messages will be placed in venues to spread normative messages about perception of use and parent influence. Marketing costs would be utilized in the creation of materials to be given out at community events to promote awareness of the coalition as well as recruit new members. Marketing tools such as ink pens and folders are estimated from price quotes from Park Printing. T-shirts are needed for marketing and name recognition of coalition members in the community and at events. Program supplies are items needed to complete activities in the action plan. Program supplies include booth rental for the annual Bullitt County KidsFest in which the community provides health and wellness information to families with children. Also included are informational brochures on drugs and training materials. The Very Important Partner (VIP) poster/calendar campaign will be conducted annually. Our budget includes costs for the printing of these posters. These posters with social norms messaging will be distributed throughout the community and in middle and high schools. Furthermore, the budget includes materials and supplies for engagement activities such as workshops or trainings will be held for parents, grandparents, and caregivers. Youth-led social norms campaigns will also be held throughout the year. Funds for the VIP Club meetings and activities will go toward program materials such as flyers, participant supplies, large easel pads, etc. based on the need to accomplish the student-selected activities. Community events include supplies for workshops, trainings, social norms, etc. Currently, there is no standard substance abuse prevention curriculum provided in the middle schools. We would like to partner with School Resource Officer to deliver the D.A.R.E. program for the 7<sup>th</sup> graders at all six middle schools in the county. We will also provide Too Good for Drugs and Violence to all 9<sup>th</sup> graders in the district high schools.

**Table 13: NON – FEDERAL MATCH**

Item(s)	Rate	Cost (in-kind)
	<b>TOTAL</b>	<b>\$0</b>

**NARRATIVE JUSTIFICATION:** Enter a description of the supplies match provided and how their use will support the purpose and goals of this proposal. Describe how the matching funds will enhance the federal budget request. Please note that items such as computers, desks, and projection equipment may be counted as match only once throughout the life of the project.

**SOURCE OF MATCH:** State source of match funds.

**FEDERAL REQUEST** (enter in Section B column 1 line 6e of form SF-424A): **\$28,345.61**

**NON-FEDERAL MATCH** (enter in Section B column 2 line 6e of form SF-424A): **\$0**

**F. Contract:** A contractual arrangement cost to carry out a portion of the programmatic effort by a third-party contractor or for the acquisition of goods or services under the grant. Such arrangements may be in the form of consortium agreements or contracts. If there is more than one contractor, each **must** be budgeted separately. A consultant is a non-employee retained to provide advice and expertise in a specific program area for a fee. The Grantee **must** establish written procurement policies and procedures that are consistently applied. All procurement transactions are required to be conducted in a manner to provide to the maximum extent practical, open and free competition. The Grantee will be required to be alert to organizational conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. It is the grantee's responsibility to conduct the day-to-day operations of the grant program. Grantees may **not** serve as a conduit for the funds by passing them on to another agency. Therefore, the awarded grantee must have oversight of the day-to-day operations.

**COSTS FOR CONTRACTS MUST BE BROKEN DOWN IN DETAIL AND A NARRATIVE JUSTIFICATION PROVIDED.**

**Table 14: FEDERAL REQUEST**

<b>Name</b>	<b>Service</b>	<b>Rate</b>	<b>Other</b>	<b>Cost</b>
<i>The Pioneer News</i>	Advertisements	10 weeks of 2X4 ads @ \$136.00 each - \$1,360.00  5 weeks of 3x5 ads @ \$246.00 each = \$1,230.00  2 Prevention Message ads (i.e. before Prom and Graduation) x \$600.00 each = \$1,200.00  6 Coalition Event Pages x \$90.00 = \$540.00		\$4,330.00
School Resource Officers (D.A.R.E. program)	Services for D.A.R.E. Implementation in 6 middle schools by up to 6 School Resource Officers	\$25.00 per hour x 10 classes x 1 hours per class x 6 officers		\$1,500.00

		<b>TOTAL</b>		<b>\$5,830.00</b>
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**JUSTIFICATION:** Partners in Prevention will partner with *The Pioneer News* to run paid advertisements in the Monday edition with the same ad running in the Wednesday edition as an in-kind match. Ads will be used for raising community awareness of the coalition via the social norms campaign, youth poster contest, and advertising for community events and activities. We will also provide the D.A.R.E. program to all 7<sup>th</sup> grade students in Bullitt County Public Schools. Our budget includes the costs associated with this program including the cost for the D.A.R.E. officers to instruct the program as outlined above.

**Table 15: NON – FEDERAL MATCH**

<b>Name</b>	<b>Service</b>	<b>Rate</b>	<b>Other</b>	<b>Cost</b>
Coalition Agency Members	Multiple volunteers providing activities outlined in 12-Month Action Plan.	Estimated as \$25.86 per hour x 3 hours per month x 20 members x 11 months		\$17,068.00
Coalition community volunteers	Multiple volunteers	Estimated based on \$22.14 per hours x 3 hours per month x 7 volunteers x 11 months		\$5,114.00
Youth Advisory Board members	Multiple youth providing services and activities outlined in the 12-Month Action Plan	Estimated based on \$22.12 per hour x 3 hours per month x 20 students x 9 months		\$11,956.00
Bullitt County Public Schools	Existing prevention programs and services such as <i>Second Steps</i> , counseling services for students.	Counselors estimated at \$43 per hour for 60 hours each (10 counselors) = \$25,912.90  <i>Second Steps</i> K-5 Curriculum = \$40,000.00  Too Good For Drugs Teacher guides - \$200 x 3 = \$600		\$66,512.91



<i>The Pioneer News</i>	Advertising	5 weeks of 2x4 ads @ \$101.04 each = \$505.20  3 weeks of 3x ads @ \$189.45 each = \$568.35		\$1,074.00
Centerstone	Provide programs for pregnant women and teens - Provide four Health Journey for Two ATOD prevention baby showers for pregnant mothers and youth in the county and one professional training on drug prevention.	\$8,558.00	Cost estimate provided by Centerstone	\$8,558.00
Centerstone	Prevention Specialist	\$5,875.00	Cost estimated by Centersone for a Prevention Specialist to provide program development for Partners in Prevention.	\$5,875.00
Bullitt County Health Department	Provide community education, trainings, school policy survey, cessation programs, and technical assistance to Tobacco Education Groups in middle and high schools.	\$22,300.00	Cost estimated by Bullitt County Health Department for personnel costs, brochures and pamphlets, training materials, etc.	\$22,300.00
Our Lady of Peace	In-school substance abuse prevention	\$4,500.00	Cost of in-kind value provided by	\$4,500.00

	education		Our Lady of Peace Hospital	
		<b>TOTAL</b>		<b>\$142,957.91</b>

**NARRATIVE JUSTIFICATION:** *The Pioneer News* commits annually to running advertisements in the Monday edition of the publication ahead of certain coalition events and meetings, with the same advertisement running again in the Wednesday edition in-kind. These ads will be used to raise community awareness of the coalition via the social norms campaign, youth poster contest, and advertising for community events and activities. We also included as match the time of the Youth Advisory Board members. The rate is based on the estimated time for these volunteers. Additionally, we have included some of the staffing time of our district counselors who will be integral to the implementation of the Drug-Free Community 12-Month Action Plan. We also included the in-kind value of services provided by Centerstone for “Healthy Journey for Two” training and baby showers as well as program planning and activities related to the 12-Month Action Plan. We have also included the in-kind value of the Bullitt County Health Department for their staff and resources as well as Our Lady of Peace hospital for substance abuse prevention activities within Bullitt County Public Schools.

**SOURCE OF MATCH FUNDS:** In-kind support from various agencies including the Bullitt County Board of Education, the Bullitt County Health Department, Centerstone Services, *The Pioneer News*, and Our Lady of Peace Hospital.

**FEDERAL REQUEST** (enter in Section B column 1 line 6f of form SF-424A): **\$5,830.00**

**NON-FEDERAL MATCH** (enter in Section B column 2 line 6f of form SF-424A):  
**\$142,957.91**

**G. Construction: NOT ALLOWED** – Leave Section B columns 1 & 2 line 6g on SF-424A blank: Section B columns 1 and 2 line 6g.

**H. Other:** Expenses not covered in any of the previous budget categories. If anyone related to the project owns the building which is less-than-arm’s length<sup>vii</sup> arrangement, provide cost of ownership/use allowance calculations. Additionally, the lease is required and **must** be submitted for all projects allocating rent costs.

**\*If rent is requested (direct or indirect), provide the name of the owner(s) of the space/facility. If anyone related to the project owns the building which is less than an arm’s length arrangement, provide cost of ownership/use allowance calculations. Additionally, the lease and floor plan (including common areas) is required for all projects allocating rent costs.**

**Table 16: FEDERAL REQUEST**

Item	Rate	Cost
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CADCA Membership Dues	\$300.00 per person	\$300.00
	<b>TOTAL</b>	<b>\$300.00</b>

**NARRATIVE JUSTIFICATION:** Included is the cost of membership to CADCA for the Project Coordinator. This is essential to allow him or her to receive ongoing support on drug-free and substance-free community activities as well as allowing him or her to receive a discounted membership rate for any CADCA trainings.

**Table 17: NON – FEDERAL MATCH**

Item	Rate	Cost
Meeting and event space at the Bullitt County Health Department for coalition meetings and large community-wide events.	\$100 each x 20 events	\$2,000.00
Meeting and event space at the Bullitt County Health Department for coalition sub-committee meetings annually.	\$100 each x 20 events	\$2,000.00
	<b>TOTAL</b>	<b>\$4,000.00</b>

**NARRATIVE JUSTIFICATION:** Included is the in-kind value of facility meeting space provided by the Bullitt County Health Department for all full Bullitt County Partners in Prevention meetings, sub-committee meetings, and multiple community events and activities for education and training.

**SOURCE OF MATCH FUNDS:** Bullitt County Health Department (In-kind)

**FEDERAL REQUEST** (enter in Section B column 1 line 6h of form SF-424A): **\$300.00**

**NON-FEDERAL MATCH** (enter in Section B column 2 line 6h of form SF-424A): **\$4,000.00**

**Indirect Cost Rate:** Indirect costs can be claimed if your organization has a negotiated indirect cost rate agreement. It is applied only to direct costs to the agency as allowed in the agreement.

For information on applying for the indirect rate go to: <https://rates.psc.gov/lins/dca/map1.html>. Effective with 45 CFR 75.414(f), any non-Federal entity that has never received a negotiated indirect cost rate, except for those non-Federal entities described in Appendix VII to part 75 46 (D)(1)(b), may elect to charge a de minimis rate of 10% of Modified Total Direct Costs (MTDC) which may be used indefinitely.

**FEDERAL REQUEST** (enter in Section B column 1 line 6j of form SF-424A): **\$125,000.00**

**TOTAL DIRECT CHARGES:**

**FEDERAL REQUEST** – (enter in Section B column 1 line 6i of form SF-424A):

**NON-FEDERAL MATCH** – (enter in Section B column 2 line 6i of form SF-424A):

**INDIRECT CHARGES: FEDERAL REQUEST** – (enter in Section B column 1 line 6j of form SF-424A): **\$0**

**TOTAL:** (sum of 6i and 6j)

**FEDERAL REQUEST** – (enter in Section B column 1 line 6k of form SF-424A) **\$125,000.00**

**NON – FEDERAL MATCH** - (enter in Section B column 2 line 6k of form SF-424A): **\$177,868.64**

**Provide the total proposed project period and federal funding as follows:**

**Proposed Project Period**

a. Start Date:	09/30/2018	b. End Date:	09/29/2023
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**Table 18: BUDGET SUMMARY**

Category	Federal Request	Non – Federal Request	Total
Personnel	\$48,910.00	\$26,875.51	\$75,785.51
Fringe	\$27,554.39	\$3,735.22	\$31,289.61
Travel	\$14,060.00	\$300.00	\$14,360.00
Equipment	\$0	\$0	\$0
Supplies	\$28,345.61	\$0	\$28,345.61
Contractual	\$5,830.00	\$142,957.91	\$148,787.91
Other	\$300.00	\$4,000.00	\$4,300.00
<b>Total Direct Costs</b>	<b>\$125,000.00</b>	<b>\$177,868.64</b>	<b>\$302,868.64</b>
<b>Indirect Costs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Project Costs</b>	<b>\$125,000.00</b>	<b>\$177,868.64</b>	<b>\$302,868.64</b>

The federal dollars requested for all object class categories for the first 12-month period are entered on Form 424A, Section B, Column 1, line 6a-6i.

**Table 19: FUTURE YEARS BUDGET SUMMARY**

Projected Future Years	Federal Request	Non-Federal Match
Year 7	\$125,000.00	\$177,868.64
Year 8	\$125,000.00	\$177,868.64
Year 9	\$125,000.00	\$187,500.00
Year 10	\$125,000.00	\$187,500.00
<b>TOTAL (7-10)</b>	<b>\$500,000.00</b>	<b>\$908,605.92</b>

The federal dollars requested for all object class categories for the first 12-month period are entered on Form 424A, Section B, Column 1, line 6a-6i.

**Table 20: FUTURE YEARS AND PROJECTED TOTAL\***

Category	2nd Project Year	2nd Project Year	3rd Project Year	3rd Project Year	4th Project Year	4th Project Year	5th Project Year	5th Project Year
	Federal	Match	Federal	Match	Federal	Match	Federal	Match
Personnel								
Program Director Salary	\$0	\$19,356.36	\$0	\$19,356.36	\$0	\$22,356.36	\$0	\$22,356.36
Finance Director	\$0	\$4,808.49	\$0	\$4,808.49	\$0	\$6,808.49	\$0	\$6,808.49
Federal Programs Coordinator	\$0	\$2,710.66	\$0	\$2,710.66	\$0	\$4,710.66	\$0	\$4,710.66
Project Coordinator	\$43,680	\$0	\$43,680	\$0	\$43,680	\$0	\$43,680	\$0
VIP Club Sponsors (10)	\$5,230	\$0	\$5,230	\$0	\$5,230	\$0	\$5,230	\$0
Fringe Benefits	\$27,554.39	\$3,735.22	\$27,554.39	\$3,735.22	\$27,554.39	\$3,735.22	\$27,554.39	\$3,735.22
Travel	\$14,060.00	\$300.00	\$14,060.00	\$300.00	\$14,060.00	\$300.00	\$14,060.00	\$300.00
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$28,345.61	\$0	\$28,345.61	\$0	\$28,345.61	\$0	\$28,345.61	\$0
Contract								
<i>Pioneer News</i>	\$4,330	\$1,074	\$4,330	\$1,074	\$4,330	\$2,074	\$4,330	\$2,074
School Resource Officers for D.A.R.E.	\$1,500	\$0	\$1,500	\$0	\$1,500	\$0	\$1,500	\$0



Coalition Members-Agency	\$0	\$17,068	\$0	\$17,068	\$0	\$17,068	\$0	\$17,068
Coalition Members-Community	\$0	\$5,114	\$0	\$5,114	\$0	\$5,114	\$0	\$5,114
Youth Advisory Board	\$0	\$11,956	\$0	\$11,956	\$0	\$11,956	\$0	\$11,956
BCPS Safe & Drug Free Schools, Counseling, etc.	\$0	\$66,512.91	\$0	\$66,512.91	\$0	\$68,512.91	\$0	\$68,512.91
Centerstone Services	\$0	\$14,433	\$0	\$14,443	\$0	\$14,443	\$0	\$14,443
Tobacco Program from Bullitt County Health Department	\$0	\$22,300	\$0	\$22,300	\$0	\$22,300	\$0	\$22,300
Our Lady of Peace	\$0	\$4,500	\$0	\$4,500	\$0	\$4,500	\$0	\$4,500
Meeting and Event Space at Bullitt County Health Department	\$0	\$4,000	\$0	\$4,000	\$0	\$4,000	\$0	\$4,000
Other – CADCA Dues	\$300	\$0	\$300	\$0	\$300	\$0	\$300	\$0
Total Direct Costs	\$125,000	\$177,868.64	\$125,000	\$177,868.64	\$125,000	\$125,000	\$187,878.64	\$187,878.64
Total Indirect Costs								
Total Costs	\$125,000	\$177,868.64	\$125,000	\$177,868.64	\$125,000	\$125,000	\$187,878.64	\$187,878.64

**TOTAL PROJECT COSTS: Sum of Total Direct Costs and Indirect Costs**

**FEDERAL REQUEST** (enter in Section B column 1 line 6k of form SF-424A): \$625,000

**\*FOR REQUESTED FUTURE YEARS:**

1. Changes to the budget in years 9 and 10 include estimated salary increases in the in-kind match based on the district salary scale. Included as an attachment with the job descriptions and resumes are copies of the district policies for salaries of both certified and classified staff. It also includes increased costs for newspaper advertising.

**NOTE:** The total federal dollars (direct + indirect costs) requested for the second through the fifth 12-month budget periods are entered on SF-424A, Section E: Column (b) = Year 2; Column (c) = Year 3; Column (d) = Year 4; Column (e) = Year 5. The amounts entered onto SF-424A, Section E of the SF-424A is used to determine the maximum federal funds a grantee may request in each of the project years. **Failure to complete this chart will mean that a funded**

**application cannot receive funding in the remaining years of the 5-year funding cycle.**

**Reference Table 5 of this FOA for a breakdown of the required matching funds for each year.**

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<sup>i</sup> U.S. Census Bureau. (2016). 2012-2016 American Community Survey 5-Year Estimates. Commuting (Journey to Work). Retrieved February 8, 2018, from <https://factfinder.census.gov>.

<sup>ii</sup> U.S. Census Bureau. (2016). QuickFacts: Bullitt County, Kentucky. Retrieved February 8, 2018, from <http://www.census.gov>.

<sup>iii</sup> U.S. Census Bureau. (2016). Selected Economic Characteristics: 2012-2016 American Community Survey 5-Year Estimates. Retrieved February 8, 2018, from <https://factfinder.census.gov>.

<sup>iv</sup> Collins, Martha Layne. *The Public Papers of Governor Martha Layne Collins, 1983-1987* (Lexington: The University Press of Kentucky), 480-483.

<sup>v</sup> Huang, David Y.C., et al. "Association between Adolescent Substance Use and Obesity in Young Adulthood: A Group-Based Dual Trajectory Analysis." *Addictive Behaviors*, vol. 38, no. 11, 2013, pp. 2653–2660., doi:10.1016/j.addbeh.2013.06.024.

<sup>vi</sup> Centers for Disease Control and Prevention. *School Connectedness: Strategies for Increasing Protective Factors Among Youth*. Atlanta, GA: U.S. Department of Health and Human Services; 2009.

**Bullitt County Board of Education  
Drug-Free Communities Project Coordinator  
Job Description**

**Job Description:** The Drug-Free Communities Project Coordinator will be responsible for the daily operation and administration of the Drug-Free Communities grant within Bullitt County Public Schools. Duties include but are not limited to planning, implementing, and evaluating activities associated with the Bullitt County Partners in Prevention and the Bullitt County Board of Education; development, submission, and management of required reports and documentation and recordkeeping for state and federal reporting; and technical assistance to local/regional coalitions that focus on youth substance abuse prevention. The Project Coordinator will work with the coalition to develop and implement strategies that will lead to long-term involvement of community institutions, organizations, and individuals in health promotion, assessment, and evaluation of activities. The annual contract is for 195 days for 8 hours per day. The Project Coordinator will report to the Project Director for the Drug-Free Communities Grant, the Bullitt County Public Schools Safe Schools Coordinator.

**Education Requirements:**

- Bachelor's Degree from an accredited institution in a Public Health related field and at least four years of professional experience with a prevention organization or other Drug-Free Communities Coalition.

**Ability to:**

- Communicate objectives through public speaking, presentations, social media, e-mail, and professional correspondence, and press releases.
- Collect, manage, and analyze health indicators while effectively coordinating events and programs identified by the coalition and Bullitt County Public Schools.
- Exhibit proficient computer skills in Microsoft Word, Excel, Publisher, PowerPoint, Outlook, etc.
- Work as a team member with the fiscal agent's (Bullitt County Board of Education) staff and administrators to meet program goals.
- Continually broaden expertise in the area of substance abuse prevention and serve as a resource person.
- Represent the coalition and Bullitt County Public Schools through professional associations locally, statewide, and nationally.
- Develop and implement data collection methods, tools, and evaluation measures for coalition activities and associated projects in conjunction with coalition members.
- Assist the Bullitt County Partners in Prevention Executive Board to coordinate and facilitate coalition meetings and communicate effectively with members to promote collaborations, negotiation, and problem solving.
- Plan, coordinate, and conduct educational and training activities. Develop training, reference materials, and workshops for coalition and community members as well as for coalition activities.
- Collaborate and work closely with the 12 sector representatives and community-based organizations to promote the coalition's mission and goals.

**Bullitt County Board of Education**  
**Drug-Free Communities VIP Club Sponsor**  
**Job Description**

**Job Description:** The Drug-Free Communities VIP Club Sponsor will be responsible for supervising Very Important Partner (VIP) Club students before or after school, or during the school's designated club time, if applicable.

**Education Requirements:**

- Bachelor's Degree from an accredited institution of higher education in in the education field.
- Hold a teaching certification.
- Successful applicant must pass a national criminal background check.

**Ability to:**

- Supervise students in club setting.
- Attendance at Bullitt County Partners in Prevention events may be required.

**Work Environment:**

Work is performed in both an office environment and in a variety of locations throughout the county. Some lifting of 50(+) lbs. is expected.

**- CLASSIFIED PERSONNEL -****Salaries****HOURLY OR SALARY BASIS**

All regular and substitute classified personnel shall be employed and paid on an hourly or salary basis as established by the Board.

**WORK DAY/WORK WEEK**

The length of the work day shall be established for each position by the Board. The work week for hourly (non-exempt) employees shall not exceed forty (40) hours per week, unless overtime is authorized as provided by this policy.

**PRIOR EXPERIENCE**

For purposes of determining placement on the salary schedule, classified personnel new to the system may be credited with up to three (3) years of experience credit for each one hundred forty (140) days employed in a full-time job of a similar nature. A maximum of three (3) years' credit will be given for verified work experience. Only one (1) year's experience credit may be earned during any fiscal year.

Current classified employees shall receive one (1) year of experience credit for each one hundred forty (140) days of full-time employment. Personnel employed on a substitute basis for at least four (4) hours per day and employed for a minimum of 140 work days in the same position during the school year will receive a year of credit for experience for advancement on the salary schedule. Classified personnel shall be given credit for Bullitt County experience when transferring from one (1) full-time classified position to another classified position.

Classified employees who resign or whose employment is terminated because of inadequate program funding shall be given credit for their prior years of experience in the District, provided they are re-employed by the district within two (2) calendar years of the effective date of resignation or termination.

For purposes of retirement, service credit will be determined in accordance with CERS guidelines.

**QUALIFICATIONS**

All employees shall be responsible for providing the Superintendent with all required certificates, other credentials, health examinations, and verifications of experience prior to beginning work.

**LIST OF SALARIES**

The Board shall maintain for public scrutiny a factual list of individual salaries of its employees for the fiscal year just closed and shall furnish that list by mail to a newspaper qualified under KRS 424.220 to publish advertisements for the District.



**- CERTIFIED PERSONNEL -****Salaries****SINGLE-SALARY BASIS**

All salaries for certified personnel shall be based on a single-salary schedule providing, at minimum, for the number of required working days required by law.

Although a school may submit a request for an increment for an extended employment position, extra service, or related adjustments, the Board must set increments in pay for positions requiring services beyond those normally expected of other positions if the duties rendered extend beyond the regular school day or require extended days.

**EXTENDED EMPLOYMENT**

Compensation for employment contracted beyond the minimum number of working days required by law shall be prorated.

Extended employment positions shall be established in a position job description, funded in the District budget, and specified in an addendum to the employee's contract.

Addition of days to be worked beyond the original contract or additional days of extended employment for a position require prior Board approval before the change goes into effect.

**EXTRA SERVICES, SUPPLEMENTS AND SUPERVISION**

The Board shall annually establish a schedule of compensation for extra services, hazardous duty Supplements and supervision. As provided under law, teachers who attain certification from the National Board for Professional Teaching Standards shall be given an annual salary supplement of \$2000 for the life of the certificate, which is reimbursed by the Kentucky Department of Education. The Board grants an additional annual supplement of \$1750 for the life of the teacher's certificate to those candidates who have attained certification or have entered the program by December 31, 2010. However, the \$1750 Board supplement shall not be subject to any percentage increase applied to the salary schedule.

**RANK AND EXPERIENCE**

The rank and experience of certified personnel shall be determined at time of hire. The Board shall direct the Superintendent to validate all experience of professional personnel employed in the District. Verification of prior teaching experience must be received within ninety (90) days of employment in order to be applied to pay rate.

Changes in rank and experience shall be determined on September 15 of each year. Employees are responsible for delivering official transcripts to the Human Resource Department attached to form 03.121 AP.24.

In order to receive the pay increment for Rank II plus fifteen (15) hours, employees must obtain a Master's degree prior to earning the additional fifteen (15) hours of graduate credit.

Rank I status may be obtained by earning:

**Salaries****RANK AND EXPERIENCE (CONTINUED)**

1. Thirty (30) semester hours of approved graduate credit in addition to Rank II; or
2. Sixty (60) semester hours of approved graduate credit including a master's degree; or
3. National Board for Professional Teaching Standards Certification or the Kentucky Continuing Education Option.

To assist with the budgeting process, candidates for National Board certification shall notify the Superintendent/designee in writing prior to September 15 that certification is pending in order for the employee to receive any rank-related increase retroactive to the beginning of the school year.

A National Board Certified Teacher must teach a minimum of fifty percent (50%) of the time in the area in which s/he is National Board Certified to receive the two (2) pay supplements.

**EXCEPTION**

The Superintendent's salary may be established without regard to the above-mentioned schedules.

**PAYROLL DISTRIBUTION**

Salary payments will be issued according to a schedule approved annually by the Board. All employees shall participate in direct deposit. The District shall furnish the employee with either a paper or electronic statement. If statements are provided electronically, employees shall be provided access to a computer and printer for review and printing of their statement.

At the close of the school year, employees who have completed all responsibilities and duties may request to be paid their remaining salary prior to the end of the fiscal year.

**QUALIFICATIONS**

Employees shall be responsible for providing the Superintendent with all required certificates, health examinations, and verifications of experience prior to beginning work.

**NOTICE OF SALARY**

Not later than forty-five (45) days before the first student attendance day of the succeeding school year or June 15, whichever occurs earlier, the Superintendent shall notify all certified personnel of the best estimate of the salary for the coming year.

**LIST OF SALARIES**

The Board shall maintain for public scrutiny a factual list of individual salaries of its employees for the fiscal year just closed and shall furnish that list by mail to a newspaper qualified under KRS 424.120 to publish advertisements for the District.

**PAYROLL DEDUCTIONS**

The Board shall approve all payroll deductions as specified by KRS 161.158 and Board Policy 03.1211.

**Salaries**

**REFERENCES:**

KRS 157.075; KRS 157.320; KRS 157.350; KRS 157.360  
KRS 157.390; KRS 157.395; KRS 157.397; KRS 157.420  
KRS 160.290; KRS 160.291; KRS 161.121  
KRS 161.134; KRS 161.168; KRS 161.760; KRS 337.070; KRS 424.120; KRS 424.220  
702 KAR 003:060; 702 KAR 003:070  
702 KAR 003:100; 702 KAR 003:310  
016 KAR 001:040; OAG 97-25  
29 C.F.R. Section 541.303, 29 C.F.R. section 541.602.29, C.F.R. section 541.710

**RELATED POLICIES:**

03.114; 03.1211; 03.4

Adopted/Amended: 7/24/2017  
Order #: 2017-226