



## Bullitt County Public Schools

1040 Highway 44 East  
Shepherdsville, Kentucky 40165

502-869-8000  
Fax 502-543-3608  
www.bullittschools.org

### Memo

TO: Jesse Bacon, Superintendent *JB*  
FROM: Sarah Smith, Safe Schools Coordinator *SS*  
DATE: October 10, 2018  
RE: Items for October <sup>29</sup> Board of Education Meeting

I am submitting the following under consent items – Permission to Accept Grant Funding/ Donations for the October 29, 2018 Board meeting.

School Program Receiving Contribution	Donor	Description of Gift	Purpose	Value
Bullitt County Board of Education	Substance Abuse Mental Health Services Administration (SAMHSA)	Grant	Drug-Free Communities Grant	\$125,000 per year for five years

The Bullitt County Board of Education has been awarded a grant from SAMHSA for \$125,000 per year for five year through 09/23/2023. The grant will support the district's partnership with Bullitt County Partners in Prevention, a coalition of community-based organizations focusing on youth substance use prevention. Funds will support a full-time Project Coordinator, VIP Club Sponsors at each middle and high school, drug abuse prevention, and other substance abuse prevention services and activities that target BCPS youth.

Attached is the Notice of Award from the Department of Health and Human Services, which outlines the terms and conditions of the award. A supplement to this award, and also presented for approval at this board meeting, is a salary scale and job description of a Project Coordinator for the grant.

cc: Becky Sexton, Assistant Superintendent  
Ruth Esterle, Director of Pupil Personnel/ Student Services

*Becky Sexton*



Notice of Award

Issue Date: 08/29/2018

Department of Health and Human Services  
Substance Abuse and Mental Health Services Administration

Center for Substance Abuse Prevention

**Grant Number:** 2H79SP080873-06

**FAIN:** H79SP080873

**Program Director:** Sarah Smith

**Project Title:** Reducing Youth Substance Use in Bullitt County, Kentucky

Grantee Address	Business Address
BULLITT COUNTY BOARD OF EDUCATION Dr. Keith Davis Bullitt County Board of Education 1040 Highway 44 East Shepherdsville, KY 401656122	Dr. Keith Davis Bullitt County Board of Education 1040 Highway 44 East Shepherdsville, KY 401656122

**Budget Period:** 09/30/2018 – 09/29/2019

**Project Period:** 09/30/2018 – 09/29/2023

Dear Grantee:

The Substance Abuse and Mental Health Services Administration hereby awards a grant in the amount of \$125,000 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to BULLITT COUNTY BOARD OF EDUCATION in support of the above referenced project. This award is pursuant to the authority of and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Award recipients may access the SAMHSA website at [www.samhsa.gov](http://www.samhsa.gov) (click on "Grants" then SAMHSA Grants Management), which provides information relating to the Division of Payment Management System, HHS Division of Cost Allocation and Postaward Administration Requirements. Please use your grant number for reference.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact your Grants Management Specialist and your Government Project Officer listed in your terms and conditions.

Sincerely yours,  
Odessa Crocker  
Grants Management Officer  
Division of Grants Management

See additional information below

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**SECTION I – AWARD DATA – 2H79SP080873-06****Award Calculation (U.S. Dollars)**

Salaries and Wages	\$48,910
Fringe Benefits	\$26,562
Personnel Costs (Subtotal)	\$75,472
Materials & Supplies	\$27,046
Contractual	\$5,830
Travel	\$14,060
Other	\$2,592
 Direct Cost	 \$125,000
<b>Approved Budget</b>	<b>\$302,868</b>
Federal Share	\$125,000
Non-Federal Share	\$177,868
Cumulative Prior Awards for this Budget Period	\$0
 <b>AMOUNT OF THIS ACTION (FEDERAL SHARE)</b>	 <b>\$125,000</b>

SUMMARY TOTALS FOR ALL YEARS	
YR	AMOUNT
6	\$125,000
7	\$125,000
8	\$125,000
9	\$125,000
10	\$125,000

\*Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

**Fiscal Information:**

CFDA Number: 93.276  
EIN: 1616001357A2  
Document Number: 18SP80873A  
Fiscal Year: 2018

IC	CAN	Amount
SP	C96R655	\$125,000

IC	CAN	2018	2019	2020	2021	2022
SP	C96R655	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000

**SP Administrative Data:**

PCC: DFC-CC18 / OC: 4145

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**SECTION II – PAYMENT/HOTLINE INFORMATION – 2H79SP080873-06**

Payments under this award will be made available through the HHS Payment Management System (PMS). PMS is a centralized grants payment and cash management system, operated by the HHS Program Support Center (PSC), Division of Payment Management (DPM). Inquiries regarding payment should be directed to: The Division of Payment Management System, PO Box 6021, Rockville, MD 20852, Help Desk Support – Telephone Number: 1-877-614-5533.

The HHS Inspector General maintains a toll-free hotline for receiving information concerning fraud, waste, or abuse under grants and cooperative agreements. The telephone number is: 1-800-HHS-TIPS (1-800-447-8477). The mailing address is: Office of Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington, DC 20201.

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### **SECTION III – TERMS AND CONDITIONS – 2H79SP080873-06**

This award is based on the application submitted to, and as approved by, SAMHSA on the above-title project and is subject to the terms and conditions incorporated either directly or by reference in the following:

- a. The grant program legislation and program regulation cited in this Notice of Award.
- b. The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.
- c. 45 CFR Part 75 as applicable.
- d. The HHS Grants Policy Statement.
- e. This award notice, INCLUDING THE TERMS AND CONDITIONS CITED BELOW.

#### **Treatment of Program Income:**

##### **Additional Costs**

In accordance with the regulatory requirements provided at 45 CFR 75.113 and Appendix XII to 45 CFR Part 75, recipients that have currently active Federal grants, cooperative agreements, and procurement contracts with cumulative total value greater than \$10,000,000 must report and maintain information in the System for Award Management (SAM) about civil, criminal, and administrative proceedings in connection with the award or performance of a Federal award that reached final disposition within the most recent five-year period. The recipient must also make semiannual disclosures regarding such proceedings. Proceedings information will be made publicly available in the designated integrity and performance system (currently the Federal Award Performance and Integrity Information System (FAPIIS)). Full reporting requirements and procedures are found in Appendix XII to 45 CFR Part 75.

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### **SECTION IV – SP Special Terms and Conditions – 2H79SP080873-06**

#### **REMARKS:**

This award reflects approval of the application submitted on March 29, 2018, in response to Funding Opportunity Announcement (FOA) SP-18-003.

#### **Key Personnel (or key staff positions, if staff has not been selected) are listed below:**

Sarah Smith, Program Director @ 40% level of effort

TBD, Project Coordinator @ 100% level of effort

Recipients are expected to plan their work to ensure that funds are expended within the 12-month budget period reflected on this Notice of Award. If activities proposed in the approved budget cannot be completed within the current budget period, SAMSHA cannot guarantee the approval of any request for carryover of remaining unobligated funding.

#### **Register your Organization and Program Director/Project Director (PD) in eRA Commons:**

You must complete registrations in order to submit an FY19 Continuation Application in eRA Commons. You must register both the Organization and the PD. Additional information for eRA registration can be found at: [https://era.nih.gov/reg\\_accounts/register\\_commons.cfm](https://era.nih.gov/reg_accounts/register_commons.cfm).

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**For FY 2018 DFC grant award recipients will not be required to attend a New Recipient Training in DC. Instead, Key Personnel will be required to participate in a series of training webinars to ensure understanding of the DFC Program and key requirements. Additional information regarding the DFC New Recipient Webinar Series will be provided via the DFC Me System and the assigned Government Project Officer (GPO).**

**SPECIAL TERMS OF AWARD:**

Refer to the following SAMHSA website to access the Special Terms applicable to your grant award for FY 2018: <https://www.samhsa.gov/grants/grants-management/notice-award-noa/standard-terms-conditions> and reference the **FY 2018 DFC Award Terms and Conditions**.

**SPECIAL CONDITIONS OF AWARD:**

**See Conditions Below**

**STANDARD TERMS OF AWARD:**

Refer to the following SAMHSA website to access the Standard Terms applicable to your grant award for FY 2018: <https://www.samhsa.gov/grants/grants-management/notice-award-noa/standard-terms-conditions> and reference the **FY 2018 DFC Award Terms and Conditions**.

Failure to comply with the Terms and Conditions of the grant award may result in actions in accordance with 45 CFR 75.371, Remedies for Non-Compliance and 45 CFR 75.372 Termination. This may include withholding payment, disallowance of costs, suspension and debarment, termination of grant award or denial of future funding.

Unless otherwise identified in the special terms and conditions of award and post award requests, all responses to special terms and conditions of award and post award requests must be submitted through the eRA Commons system.

**It is essential that the Grant Number be included in the SUBJECT line of the email.**

**SPECIAL CONDITIONS**

**Budget Revision**

By October 30, 2018

VIP Club Sponsors are not entitled to Fringe Benefits totaling \$991.84 under both Federal and Non-Federal Fringe. Please make necessary budget adjustments to both. The total Non-Federal Fringe should change based on the removal of the VIP Club Sponsors. The \$991.84 will be moved to the Other category.

Youth Social Norms Campaign for \$1300 under Federal Supplies is listed twice. The duplicate will be moved to Other.

Under Federal Supplies, the Project Coordinator is requesting a laptop and a desktop computer

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with monitor. Please select one or the other. A reasonably cost monitor will be allowed.

A budget revision is being requested with these updates. The Program Officer assigned to your grant can still request changes after receiving this notice of award.

For more information on how to upload a document in response to a tracked term, please reference under heading "4 Additional Materials – grantee" in the User Guide located at:

[https://era.nih.gov/modules\\_user-guides\\_documentation.cfm](https://era.nih.gov/modules_user-guides_documentation.cfm)

**Staff Contacts:**

Abner L Garcia-Lopez, Program Official

**Phone:** (240) 276-0429 **Email:** Abner.Garcia@samhsa.hhs.gov **Fax:** (240) 276-2580

Latonya Brown, Grants Specialist

**Phone:** (240) 276-2585 **Email:** latonya.brown@samhsa.hhs.gov **Fax:** (240) 276-1430

**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