



Kenton County School District | *It's about ALL kids.*

**THE KENTON COUNTY BOARD OF
EDUCATION**

1055 EATON DRIVE, FORT WRIGHT, KENTUCKY
41017

TELEPHONE: (859) 344-8888 / FAX: (859) 344-1531

WEBSITE: www.kenton.kyschools.us

Dr. Henry Webb, Superintendent of Schools

KCSD ISSUE PAPER

DATE:

03/13/2018

AGENDA ITEM (ACTION ITEM):

Consider/Approve To approve the KCSD's National Defense Cadet Corps. (NDCC) Program to become a Junior Reserve Officer Training Corps. (JROTC) Program.

APPLICABLE BOARD POLICY:

01.11 General Powers & Duties

HISTORY/BACKGROUND:

KCSD started the Military Preparatory Academy (MPA) in the 2014/2015 school year. The MPA was established as a NDCC Program through the Department of the Army. The difference between an NDCC Program and a JROTC Program is funding. NDCC Programs are fully funded by the school district, while JROTC Programs are partially funded by the Dept. of the Army. When KCSD established the NDCC Program, the Dept. of the Army was not starting new JROTC Programs in the Commonwealth. The request was made to the Dept. of the Army to establish a JROTC Program in the KCSD if an opening occurred. In the fall of 2017, KCSD was notified by the Dept. of the Army that the KCSD's JROTC was approved as of February 1, 2018.

FISCAL/BUDGETARY IMPACT:

By becoming a JROTC Program, KCSD will save half the salary of two Military teachers, and technology, equipment, uniforms and professional development costs will be substantially lowered.

RECOMMENDATION:

To approve KCSD's Military Preparatory Academy becoming a JROTC Program

CONTACT PERSON:

Dr. Francis O'Hara, Director of Innovation Education

Principal

District Administrator

Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

Kenton County Board of Education

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Joshua Crabtree, Esq. Carla Egan Jessica Jehn
"The Kenton County Board of Education provides Equal Education & Employment Opportunities."



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND AND FORT KNOX
1ST CAVALRY REGIMENT ROAD
FORT KNOX, KENTUCKY 40121-5123

January 4, 2018

Dr. Francis O'Hara
Principal, Kenton County Academies of Innovation and Technologies
3234 Turkeyfoot
Edgewood, KY 41017

Dear Dr. O'Hara:


Congratulations! I am pleased to inform you Kenton County Academies of Innovation and Technologies has been approved to disestablish as National Defense Cadet Corps (NDCC) program and to establish as an Army Junior Reserve Officers' Training Corps (JROTC) program. The effective date of approval is January 31, 2018.

The establishment contract requires each unit be staffed with a minimum of one officer (Senior Army Instructor) and one non-commissioned officer (Army Instructor). The first instructor must be hired by March 30, 2018, and the second by April 30, 2018. To assist you in hiring certified instructors and provide you and your faculty with pertinent information regarding the Army JROTC Program, please access our website at www.usarmyjrotc.com.

We have asked the 7th Brigade staff to work with you and your faculty during the establishment process. If you have any questions or desire additional information, please contact the brigade representatives at (502) 624-8299.

We are providing a copy of this letter to Colonel Lance D. Oskey, Commander, 7th Brigade, U.S. Army Cadet Command, and Mr. Jody Jarboe, 7th Brigade JROTC Chief.

Sincerely,


MICHAEL A. STINNETT
Colonel, U.S. Army
Director, Army JROTC



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND AND FORT KNOX
1ST CAVALRY REGIMENT ROAD
FORT KNOX, KENTUCKY 40121-5123

REPLY TO
ATTENTION OF

February 28, 2018

Instructor Management Division

Mr. Matthew Rigg
Director of Human Resources
Kenton County Board of Education
1055 Eaton Drive
Fort Wright, KY 41017

Dear Mr. Rigg:

Approval is granted to hire Command Sergeant Major Jeffrey Stone, USA Retired, SSN: XXX-XX-1369 on a **10** month contract as an Army Instructor at Kenton County Academies of Innovation and Technology, Edgewood, KY on a cost shared basis as **of February 1, 2018**. The marked item(s) must be received within 30 days from date of hire. Your hiring action is complete if no items are marked. Items must be submitted via e-mail thru your brigade to this headquarters, ATTN: Instructor Management Division.

☐ **Photo** (Army Service Uniform, three quarter length, DA photo, no Larger than 4 x 6)

☐ **Copy of Transcripts-**

All instructors must complete the Junior ROTC Certification Training IAW CCR 145-2, Chapter 8. In addition, they will serve in a probationary status for the first two academic years of employment.

For initial pay purposes, you may use the figure below as the Instructors starting Minimum Instructor Pay (MIP). Please note the below MIP figure will increase/decrease when changes occur to entitlements that directly affect MIP. Please contact Ms. Rutledge at deidre.a.rutledge-vaughn.civ@mail.mil if any additional information is needed.

Minimum Instructor Pay (MIP): **\$5,138.89**

Sincerely,

FLORES-

PROCTOR.FLOREN

TINA.N.115712258

Loretta B. Owens

Chief, Instructor Management Division

Digitally signed by FLORES-
PROCTOR.FLORENTINA.N.1
157122580
Date: 2018.02.28 14:18:56
00'

SAMPLE REQUEST FOR HIRE LETTER

(Letterhead of School/District Hiring Authority or business format letter) (include fax number)

Commander
Headquarters, U.S. Army Cadet Command
ATTN: ATCC-HS-IM
Fort Knox, Kentucky 40121

Dear Sir:

Request approval to hire the following named individual as a Junior ROTC Instructor on a **(cost shared or non-cost shared basis)** at **(school name, city, state)**:

Retired Rank and Full Name:

Last 4 SSN:

Date of Retirement:

Date of Certification:

Highest Education Level (Please circle) : Associates Degree, Bachelors Degree, Masters Degree, Doctorate Degree

Current e-mail:

Date of Employment:

Number of Months: 10 month contract

Reason: ☐ Initial hire (newly established program)

☐ Replacement hire

Rank/Name of previous incumbent:

Termination date:

☐ Army Approved New Program

☐ Army-approved increase in authorized staffing

Transfer

Date of approval memorandum:

An initial estimate of the individual's minimum instructor pay ☐ is ☐ is not requested. If additional information is needed, please contact **(Name)** at **(Phone number and e-mail)**.

(Signature of Hiring Authority)

**JUNIOR RESERVE OFFICER TRAINING CORPS (JROTC) INSTRUCTOR
PAY CERTIFICATION WORKSHEET FOR ENTITLEMENT COMPUTATION**

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC Chapter 102; 37 USC 403; Public Law 96-303; EO 9397.

PRINCIPAL PURPOSE: To obtain data used to determine Junior ROTC Instructor corresponding active duty entitlements. These entitlement amounts will be used in the computation of the amount to be reimbursed to the school district on behalf of that instructor.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary. Nondisclosure may result in either no, or reduced amount of, BAH, OHA, and COLA being used in the reimbursement computation. Disclosure of SSN is voluntary, however, your SSN is used as identification for pay purposes. This information will not be processed without your SSN.

INSTRUCTIONS

This form will be used to certify Basic Allowance for Housing (BAH), Overseas Housing Allowance (OHA), and Cost of Living Allowance (COLA). Part A must be completed by instructors employed within CONUS; Part A, and Section II of Part B must be completed by instructors in Alaska and Hawaii; Part A, and all of Part B must be completed by instructors employed overseas. Specific instructions are provided for several items. Supporting documentation required to be submitted with this form by each instructor is listed for each section.

PART A

BAH (Applies to CONUS and Overseas Locations)

1. NAME (Last, First, Middle Initial)	2. RETIRED GRADE	3. SSN	4. BRANCH OF SERVICE RETIRED FROM <table style="width:100%; border: none;"> <tr> <td style="border: none;"><input type="checkbox"/> ARMY</td> <td style="border: none;"><input type="checkbox"/> NAVY</td> <td style="border: none;"><input type="checkbox"/> COAST GUARD</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> AIR FORCE</td> <td style="border: none;"><input type="checkbox"/> MARINES</td> <td style="border: none;"></td> </tr> </table>		<input type="checkbox"/> ARMY	<input type="checkbox"/> NAVY	<input type="checkbox"/> COAST GUARD	<input type="checkbox"/> AIR FORCE	<input type="checkbox"/> MARINES	
<input type="checkbox"/> ARMY	<input type="checkbox"/> NAVY	<input type="checkbox"/> COAST GUARD								
<input type="checkbox"/> AIR FORCE	<input type="checkbox"/> MARINES									
5. CURRENT ADDRESS OF INSTRUCTOR										
a. STREET (Include apartment or suite number)	b. CITY	c. STATE	d. ZIP CODE	e. DAYTIME TELEPHONE NO. (Include Area Code)						
6. EMPLOYING SCHOOL INFORMATION										
a. NAME AND ADDRESS OF SCHOOL (Include ZIP Code)		b. NAME AND ADDRESS OF SCHOOL DISTRICT (Include ZIP Code)								
(1) TELEPHONE NUMBER (Include Area Code)	(2) FAX NUMBER (Include Area Code)	(1) TELEPHONE NUMBER (Include Area Code)	(2) FAX NUMBER (Include Area Code)							
c. SCHOOL (UNIT) IDENTIFICATION										
7. MARITAL STATUS (X one) (If not married, go to Item 9) <input type="checkbox"/> MARRIED <input type="checkbox"/> DIVORCED <input type="checkbox"/> SINGLE <input type="checkbox"/> SEPARATED		8. STATUS OF SPOUSE (X one) (If Active Duty or Instructor, complete Item 8. Otherwise, go to Item 9) <input type="checkbox"/> NON-MILITARY <input type="checkbox"/> ACTIVE DUTY MEMBER <input type="checkbox"/> OTHER FEDERAL SERVICE <input type="checkbox"/> INSTRUCTOR (Junior ROTC Program)								
9. IF SPOUSE IS ACTIVE DUTY OR INSTRUCTOR										
a. SSN	b. BRANCH OF SERVICE	c. DUTY LOCATION								
10a. RESIDING IN GOVERNMENT/EMPLOYER PROVIDED QUARTERS (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO		b. IF YES, DO EITHER YOU OR YOUR SPOUSE PAY RENT? <input type="checkbox"/> YES <input type="checkbox"/> NO								
11. IF NOT MARRIED, DO YOU HAVE DEPENDENTS? (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO		12. DEPENDENT STATUS (X one) <input type="checkbox"/> RESIDING WITH INSTRUCTOR (Go to Item 13) <input type="checkbox"/> NOT RESIDING WITH INSTRUCTOR (Complete Item 12)								
13. DEPENDENT(S) ADDRESS (If not residing with instructor)										
a. STREET (Include apartment or suite number)	b. CITY	c. STATE	d. ZIP CODE							

14. DEPENDENT RELATIONSHIP (Enter one of the following codes)

NOTE: If code selected is B, complete all of Item 14. If code C, K, S, T, or W, complete 14c. only. If code A, D, I, L, or R, do not complete Item 14.

WITHOUT DEPENDENT(S)

I - Instructor married to instructor
R - Own right (single)

WITH DEPENDENT OTHER THAN CHILD(REN)

A - Spouse
D - Parent (including "In Loco Parentis" which is a person who stood in place of the natural parents)
L - Parent(s)-in-law

WITH DEPENDENT CHILD(REN)

B - Child in legal custody of someone other than instructor
C - Child in instructor's custody
K - Ward
S - Student (age 21 - 22)

T - Handicapped child (over age 21)
W - Instructor married to instructor with dependent child(ren)

15. IF CLAIMING DEPENDENT CHILD(REN)**a. WHO HAS CUSTODY OF CHILD(REN)?**

☐ INSTRUCTOR
☐ FORMER SPOUSE
☐ OTHER

b. IF IN CUSTODY OF FORMER SPOUSE, AND FORMER SPOUSE IS ACTIVE DUTY OR INSTRUCTOR:

(1) SSN (2) DUTY LOCATION

c. DATE OF BIRTH OF YOUNGEST CHILD CLAIMED AS A DEPENDENT (YYYYMMDD)**d. IF YOU DO NOT HAVE CUSTODY, DO YOU PAY CHILD SUPPORT?**

☐ YES IF "YES", INDICATE MONTHLY AMOUNT PAID
☐ NO \$

SUPPORTING DOCUMENTATION REQUIRED FOR ORIGINAL CERTIFICATION OF BAH**CERTIFICATION OF DEPENDENT(S)**

- Spouse - copy of marriage certificate with seal.
- Child(ren) - copy of birth certificate with seal.
- Child(ren) not in instructor's custody - divorce decree, legal separation agreement, court order.

SECONDARY DEPENDENT(S)

- Parent(s) or parent(s)-in-law - court order of guardianship.
- Ward - Court order of guardianship.
- Student (age 21 - 22 in school) - letter from learning institution verifying full time enrollment.
- Handicapped child over age 21 - medical sufficiency statement.

VERIFICATION OF GOVERNMENT/EMPLOYER PROVIDED QUARTERS ASSIGNED

- Letter from housing office if assigned to active duty spouse, or
- Certification letter from school.

PART B**SECTION I - OHA** (Applies to Overseas Locations Only)**16. ACCOMPANIED** (X one)

☐ YES ☐ NO

17a. SHARER (X one)

☐ YES ☐ NO

b. IF YES, NUMBER OF SHARERS**18a. RENTER STATUS** (X one)

☐ RENT ☐ OTHER
☐ OWN

b. IF RENT, LEASE DATE:**19a. MONTHLY RENT/MORTGAGE PAYMENT****b. TAXES/INSURANCE AMOUNT** (If not included in monthly mortgage payment)**c. CURRENCY TYPE****20a. UTILITIES INCLUDED IN MONTHLY RENT** (X one)

☐ YES ☐ NO

b. IF "NO", LIST MONTHLY AMOUNT(S) BELOW:

(1) WATER (2) TRASH REMOVAL (3) ELECTRIC (4) GAS

21. DUTY LOCATION (City and Country)**SUPPORTING DOCUMENTATION REQUIRED FOR OHA** (Original Certification and Recertification)

- Copy of rental lease, or proof of mortgage payment amount (copy of payment coupon).
- Evidence of real estate taxes, and homeowner insurance costs, if not included in mortgage payment if renter status is "Own".

SECTION II - COLA (Applies to Overseas Locations, Alaska and Hawaii Only)**22. NUMBER OF DEPENDENTS RESIDING WITH INSTRUCTOR****23. JTR LOCATION** (To be filled out by pay technician)**CERTIFICATION**

I certify that the information provided is true and correct. Entitlements will not be included in the applicable pay computation without this verification and certification of eligibility.

SIGNATURE OF INSTRUCTOR

DATE SIGNED

JROTC INSTRUCTOR ANNUAL CERTIFICATION OF PAY AND DATA FORM

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. Section 2031; DoDI 1205.13, Junior Reserve Officer Training Corps (JROTC) Program; DoDFMR 7000.14-R, Vol. 10, Chapter 21; and E.O. 9397.

PRINCIPAL PURPOSE(S): To determine the inclusive work dates of each instructor for employment period of JROTC Instructor duties.

ROUTINE USE(S): In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: The DoD "Blanket Routine Uses" published at the beginning of the DoD compilation of systems of records notices apply.

DISCLOSURE: Disclosure of this information is voluntary, however, failure to provide the requested information may impede or delay the reimbursement to the school.

1. INSTRUCTOR NAME <i>(Last, First, Middle Initial)</i> 		2. SSN 	3. SEX <i>(X one)</i> <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE	4. STATUS <i>(X one)</i> <input type="checkbox"/> NEW <input type="checkbox"/> RETIRE/ <input type="checkbox"/> RETURN <input type="checkbox"/> RESIGN
5. BRANCH OF SERVICE <i>(Retired from)</i> <input type="checkbox"/> ARMY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> NAVY <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> COAST GUARD			6. RETIRED GRADE 	
7a. NAME AND ADDRESS OF SCHOOL <i>(Include ZIP Code)</i> NEW ADDRESS? <input type="checkbox"/> YES <input type="checkbox"/> NO		8a. NAME AND ADDRESS OF SCHOOL DISTRICT <i>(Include ZIP Code)</i> NEW ADDRESS? <input type="checkbox"/> YES <input type="checkbox"/> NO		
b. SCHOOL/UNIT IDENTIFICATION NUMBER 		b. DISTRICT IDENTIFICATION OR AREA NUMBER 		
9. CURRENT SCHOOL YEAR DATES OF WORK FOR JROTC <i>(Not required for new hires)</i> a. FROM (YYYYMMDD) b. TO (YYYYMMDD)		10. UPCOMING EMPLOYMENT PERIOD DATES OF WORK <i>(You MUST complete a separate sheet for any break in contract dates.)</i> a. BEGINNING (YYYYMMDD) b. ENDING (YYYYMMDD)		
<p>NOTE: Show the inclusive dates during which the individual will be performing DUTIES IN DIRECT SUPPORT OF JROTC, and for which the minimum required salary will be due. Include only the period of time during which the instructor will ACTUALLY be working in support of JROTC. These dates are subject to physical verification at any time by a representative from the applicable Military Service JROTC Headquarters. The Military Service is authorized to reimburse the school for one-half the Minimum Instructor Pay unless other arrangements have been approved. Reimbursement to the school/school district is only authorized for the period of time the instructor is covered by a valid contract, and is receiving a salary equal to or greater than Minimum Instructor Pay as computed by the Military Service. This form is to be submitted to the appropriate Military Service JROTC Instructor Reimbursement Office (JIRO) within 30 days of the instructor's employment, termination, and on a yearly basis when requested by the JIRO (normally at the end of the school year). The school must immediately notify the appropriate JIRO of any changes to dates indicated above.</p>				
11. SCHOOL OFFICIAL				
a. TYPED NAME <i>(Last, First, Middle Initial)</i> 		b. TITLE 		
d. SIGNATURE 		c. TELEPHONE <i>(Include Area Code)</i> 		
e. DATE (YYYYMMDD)				
12. INSTRUCTOR CERTIFICATION I certify that I have been hired to instruct at the above school for the inclusive work period indicated and that the salary will be for JROTC duties.				
a. INSTRUCTOR SIGNATURE 			b. DATE (YYYYMMDD)	

ACH VENDOR/MISCELLANEOUS PAYMENT ENROLLMENT FORM

This form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion. See reverse for additional instructions.

PRIVACY ACT STATEMENT

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data, by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

AGENCY INFORMATION

FEDERAL PROGRAM AGENCY

ARMY JROTC

AGENCY IDENTIFIER:

ATCC-JR

AGENCY LOCATION CODE (ALC):

FORT KNOX, KY

ACH FORMAT:

☐ CCD+☐ CTX

ADDRESS:

394 2ND DRAGOONS RD

BLDG 6573 FORT KNOX KY 40121

CONTACT PERSON NAME:

DEIDRE RUTLEDGE-VAUGHN

TELEPHONE NUMBER:

(502) 624-2250

ADDITIONAL INFORMATION:

U.S. ARMY CADET COMMAND, JROTC, INSTRUCTOR MANAGEMENT DIVISION, FORT KNOX

PAYEE/COMPANY INFORMATION

NAME

SSN NO. OR TAXPAYER ID NO.

NOT REQUIRED

ADDRESS

CONTACT PERSON NAME:

TELEPHONE NUMBER:

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FINANCIAL INSTITUTION INFORMATION

NAME:

ADDRESS:

ACH COORDINATOR NAME:

TELEPHONE NUMBER:

()

NINE-DIGIT ROUTING TRANSIT NUMBER:

DEPOSITOR ACCOUNT TITLE:

DEPOSITOR ACCOUNT NUMBER:

LOCKBOX NUMBER:

TYPE OF ACCOUNT:

☐ CHECKING☐ SAVINGS☐ LOCKBOXSIGNATURE AND TITLE OF AUTHORIZED OFFICIAL:
(Could be the same as ACH Coordinator)

TELEPHONE NUMBER:

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31 U S C 3322; 31 CFR 210