SS/HS-119

West Memphis School District	West Memphis, Arkansas	
Application for Federal U.S.  Education Assistance (ED 424)	Department of Thurstinn	
Applicant Information Organizational Unit I. Name and Address Legal Name: West Memphis School District	School Detrity JUL 9 20041	
Address: 301 S. Avalon	School Districts	
West Memphis	AR Crittenden 72301 July	
City (b)(2)	State County ZIP Code + 4	
2. Applicant's D-U-N-S Number	6. Novice Applicant X YesNo	
3. Applicant's T-I-N [7]1_ - 6_ 0_ 2_1_ 6_ 2_ _0_	7. Is the applicant delinquent on any Federal debt? Yes XNo	
4. Catalog of Federal Domestic Assistance #: 84. 1   8   1   1   1	(If "Yes," attach an explanation.)	
Title: Safe Schools/Healthy Students	8. Type of Applicant (Enter appropriate letter in the box.) [F]	
5. Project Director: <u>Dr. Dianne Cofer</u>	A - State F - Independent School District	
Address: 301 S. Avalon	B - Local G - Public College or University C - Special District H - Private, Non-profit College or University	
West Memphis AR	D - Indian Tribe I - Non-profit Organization E - Individual J - Private, Profit-Making Organization	
Chy State Zip code + 4 Tel. #: (870 ) 735 - 1915 Fax #: (870 ) 732 - 8643	- Transfer transfer Organization	
E-Mail Address: <u>ctravers@wcst.grsc.k12 ar.us</u>		
Application Information  9. Type of Submission:  -PreApplication -Application  Construction Construction  X_ Non-Construction Non-Construction	<ul> <li>12. Are any research activities involving human subjects planned at any time during the proposed project period?</li> <li>Yes (Go to 12a.) X No (Go to item 13.)</li> </ul>	
10. Is application subject to review by Executive Order 12372 process?  _x_ Yes (Date made available to the Executive Order 12372 process for review): _\frac{7}{\infty} \left( 2004	12a. Are all the research activities proposed designated to be exempt from the regulations?  Yes (Provide Exemption(s) #):	
No (If "No," check appropriate box below.)	No (Provide Assurance #):	
Program is not covered by E.O. 12372. Program has not been selected by State for review.	13. Descriptive Title of Applicant's Project:	
11. Proposed Project Dates: 9 / 1 / 04 6 / 30/ 07	West Memphix Safe Schools Healthy Students	
Start Date: End Date: Estimated Funding Authorized Representative Information	mation	
14a. Federal \$ 9,000,000 and correct. The de	knowledge and belief, all data in this preapplication/application are true	
	locument has been duly authorized by the governing body of the applicant	
—	will comply with the attached assurances if the assistance is awarded.	
d. Local \$0 00Mr_Bill Kessing	ntative (Please type or print name clearly.)	
£ Other £ 0		
f Dengan 1 A	735 - 1915 Fax #: (870 ) 732 - 8643	
d. E-Mail Address:	ctravers@west_grsc_ki2.ar.us	
g. TOTAL \$ 97,000; 000 g. CO e. Signature of Authoriz	72d Renomentative	
. Rellin	Keny gen Date: 6/11/104	
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### NCES National Center for Education Statistics

## Search for Public School Districts

Common Core of Data

District Information

Search Results Modify Search About the Data Help

**District Name:** 

County:

County ID:

West Memphis School District

Crittenden

05035

schools for this district

Mailing Address:

Physical Address:

Phone:

P.O. Box 826

301 South Avalon

(870) 735-1915

West Memphis, AR 72303-0826 West Memphis, AR 72301

NCES District ID: 0508040

State District ID:

1803000

District Details

Characteristics Staff High School Completers Fiscal Census

Show All

Grade Span: (grades PK - 12)

Total Students:

PKKG 1 2 3 4 5 6 7 8 9 10 11 12

Type:

Regular School District

Locale/Code: Urban Fringe of Large City / 3

Status:

No Boundary Change

**Total Schools:** 12

6,109

Metro Status: MSA - Not Central City

Classroom Teachers (FTE):

388.0 15.7

Summer Migrant Students:

Student/Teacher Ratio:

CSA/CBSA:

Supervisory Union #:

32820

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**ELL** (formerly LEP) Students: Students with IEPs: 749

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Source: CCD public school district data for the 2002-2003 school year. Note: "N/A" means the data are not available or not applicable.

National Center for Education Statistics

Office of Educational Research & Improvement, U.S. Dept. of Education 1990 K Street, NW, Washington, DC 20006, USA, Phone: (202) 502-7300

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# West Memphis School District Safe Schools Healthy Students

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## West Memphis School District Safe Schools Healthy Students

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West Memphis School District "Project SAFE" Safe\_Schools/Health

Students Project Abstract

The West Memphis School District's Project SAFE (Students and Families Empowered) Safe Schools/Healthy Students consortium members include the West Memphis Police Department, Counseling Services of Eastern Arkansas, and the Crittenden County Juvenile Division. The mission of the West Memphis School District SS/HS project is to implement an integrated, comprehensive, community wide plan to create safe and drug-free schools and promote prosocial skills and healthy childhood development in youth. (Absolute Priority).

The West Memphis School District SS/HS project is designed to provide programs, services and activities to the 6,105 students at the 8 elementary, 3 middle and 1 high school located in the West Memphis School District area. Additional programs and services are designed for the zero-kindergarten population and their families. Service, programs and activities selected for the West Memphis School District SS/HS are evidence-based and were selected based on their effectiveness in a diverse, Central City Urban District.

The goals for the West Memphis School District SS/HS project are: (1) provide and maintain a safe school environment; (2) reduce the incidence of alcohol, tobacco and other drug use;

(3) increase positive relationships in schools and the community; (4) increase the number and ranges of services available for the zero to kindergarten population; (5) increase academic achievement for all students and increase parent involvement in schools and the community; (6) develop district plans and policies that promote and support a safe, drug-free and disciplined learning environment; and (7) transition the Project SAFE Collaborative as a self-sustaining non-profit organization tasked with continuing school and community partnership.

Key Grant Activities and Programs: Second Step, Communities of Caring, and Incredible Years anti-violence, alcohol, tobacco and other drug (ATOD) abuse programs; Functional Family Therapy, Positive Behavior Intervention Support Model mental health curriculum and training; Child and Youth Therapeutic Social Workers, Functional Family Therapist, Training, Truancy Program Social Workers, Mental Health Screening & Services, Parenting Workshops, Prevention Counselor, Mental Health Liaison, Home Visitation for 0-4, Web-based surveillance equipment and facility physical security, SAFE Student Clubs, School/Community Safety Assessment.

### Safe Schools/Healthy Students

## West Memphis School District

Key SS/HS Partners: West Memphis School District, Counseling Services of Eastern Arkansas, West Memphis Police Department, and the Crittenden County Juvenile Division.

Addition Informal Partners: Project Impact (a collaboration between Crittenden County Memorial Hospital and Delta AHEC); The City of West Memphis as represented by the Mayor's office; Chamber of Commerce; Crittenden County Boys and Girls Club; The Prevention Center, and the Multi-Disciplinary Team of Crittenden County.

## 1.0 Community Assessment

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City of West Memphis and Crittenden County, Arkansas:

West Memphis, Arkansas infamous in its own right following the HBO documentary Paradise Lost, based upon the ritualistic murders of three West Memphis Elementary School second grade boys committed by three West Memphis High School students in 1993, is also negatively impacted by its close proximity to metropolitan Memphis, Tennessee. The 2000 U.S. Crime Lab Index shows no statistical difference between the crime levels of the two cities. Both report crime rates 308-318% greater than the national average-however, the homicide rate in West Memphis is 57% higher per capita than its sister city, Memphis. Local law enforcement officers speculating on this alarmingly high rate of homicide have said "things that start on the Memphis, Tennessee side of the Mississippi River are finished on the West Memphis, Arkansas side because of the limited resources to support law enforcement here."

## (a) Gaps in services, infrastructure, and resources:

Crittenden County, location of West Memphis, has a 33% poverty rate (2000 U.S. Census) compared to the 25% rate in Arkansas and 19% rate in the United States. Per capita income reported for Crittenden County is \$9,334 -compared to \$10,520 for Arkansas and \$14,420 for the United States. The 78% free or reduced lunch count and 100% Title I eligibility of West Memphis School District students is indicative of this level of

poverty. Educational opportunity in this area has also been impacted by poverty—with 52% of adults over the age of 25 with less than a high school diploma. This combination of factors results in a limited tax base and resources for the support of the West Memphis School District.

The West Memphis School District, with 6,105 students, consists of eight elementary schools serving students in grade K-6; three junior high schools serving grades 7-8; and one high school serving grades 9-12. Campuses, serving residents in immediate neighborhoods, are not adjoining and are scattered throughout the city. The following are indicators of need for expanded services: 1) Low academic performance: District-wide State-mandated test results shows 71% students below proficiency in Reading and Writing Literacy and 81% below in mathematics; 2) Economically and academically disadvantaged: WMSD has an 80% minority enrollment; District-wide, 78% of students participate in the free or reduced lunch program; 100% eligibility for Title I services; 64% of students complete high school; 36% enter college; and 80% require remediation in college; 3) High rate of school violence and substance abuse: West Memphis School District's 2003 comprehensive Discipline Incident Report lists 6,019 incidents of disruptive or aggressive behavior; 363 law enforcement responses were made to the WMSD during the 2003-2004 school year; The District's secondary Pride Survey (2004) reports 30% of student reporting

tobacco usage; 62% using alcohol; and 33% using marijuana; 37% report being threatened by a fellow student; 31% report having gotten in trouble with police; 19% report carrying a gun when not in school; 11% report carrying a gun to school; 13% report involvement in gang activity; 16% report having been hurt at school; 14% report being afraid at school; and, 4.4% report thoughts of suicide. There is only one school-based police officer serving the WMSD-three additional SRO positions have recently been awarded starting the 2004-2005 school year; 4) Lack of resources for after school programs: Currently there are no school sponsored extended day programs within the WMSD; 5) High Truancy and dropouts rates: 1,431 student were listed as having missed between 5-15 days of school and 180 students dropped for lack of attendance (2003-2004); This resulted in a loss of approximately \$2,538,350 in revenue this fiscal year; 6) Lack of traditional family environments: Teen pregnancy rates are the second highest in Arkansas-which has the 2<sup>nd</sup> highest rate in the U.S.; 588 domestic violence victims were served in 2003; an average of 111 annual child maltreatment cases were filed 1999-2003 (Multi-Disciplinary Team of Crittenden County, 2004). 7) Limited access to mental health interventions: Private service providers serve students who have private insurance or qualify for Medicaid. Counseling Services of Eastern Arkansas (CSEA), the local mental health provider, currently serves 104 WMSD students. Juvenile Court

authorities ordered 366 WMSD to Outpatient Counseling as a condition for probation; 8) Limited access to alternative school settings: The district has a 10 student alternative setting to serve students K-6; A private provider provides a 10 student alternative setting for grades 7-8; and 13 slots are purchased from a neighboring district to accommodate grades 9-12. 9) Lack of structured intervention programs: The Crittenden County Juvenile Division's (CCJD) Annual Report, 2003, listed 710 WMSD school-age juveniles with charges filed on them; 425 delinquent petitions filed; 140 revocations filed; 178 Families in Need of Services (F.I.N.S) petitions; 226 placed on probation; 684 placed in detention; and 596 are under law enforcement supervision; 10) Facilities vulnerable to violence: 85,000 motorist pass within .5 to 1.0 miles of all WMSD schools daily, (West Memphis Police Department (WMPD) 2004) due to its proximity to Interstates 40 and 55. All schools remain extremely vulnerable to potential terrorism and violence; 11) Limited access to professional development: Teachers surveyed (April, 2004) indicated they require additional training to meet the needs of large numbers of economically and academically disadvantaged students with disruptive behaviors.

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(b) Existing services, infrastructure, opportunities:

District schools have Parent Centers, a HIPPY program for three-five year olds and their parents, and an Arkansas Better

Chance (ABC) program to serve educationally deprived children, ages birth-5. Project SAFE will provide interventions and parent and staff training to these programs and two additional WMSD community-based ABC programs; Commseling Services of Eastern Arkansas (CSEA) provides services to 104 WMSD studentsincluding 22 students in after school programs. Project SAFE will provide the Functional Family Therapy training for CSEA and Project Safe-funded therapist for effective family and student support toward increased mental health. A Mental Health Liaison and School Psychologist will increase screening, assessments, and referral of students and provide support to families and teachers; The Impact Center, provides health care and education needs to teen mothers. Project SAFE will provide in-school access to this program and include staff in intervention training; The WMPD provides one SRO at West Memphis High School for security and school safety and have three additional SRO positions funded. Project SAFE will integrate these services with violence, alcohol, tobacco, and other drug (ATOD) intervention strategies and invite their participation in training activities; The Crittenden County Juvenile Division provides anti-crime and violence and safety programs and certified personnel for drug testing. Project SAFE will integrate these services with violence, ATOD intervention strategies, a juvenile justice liaison, and invite their participation in intervention training.

### (c) Entire school district served:

All 6,105 students in the West Memphis School Districts will have equal access for services through this grant. All 12 schools in the district will be served including: eight elementary schools serving students in grade K-6; three junior high schools serving grades 7-8; and one high school serving grades 9-12.

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## (d) Target population is clearly identified:

Data from the West Memphis Police Department (WMPD); Crittenden County Juvenile Division (CCJD); Counseling Services of Eastern Arkansas (CSEA), the Multi-Disciplinary Team of Crittenden County (MDTCC), Pride Surveys, school academic achievement, disciplinary and attendance reports were utilized in projecting the number of potential students/families targeted for services. Students, Pre-K through grade 12, will include those identified as in need of: 1) school-based mental health services (300); 2) those scoring below proficiency on State-mandated achievement tests (4,580); 3) those requiring alternative school for disruptive behaviors (75); 4) those students with excessive absenteeism and referrals for discipline (1,631); 5) those students with substance abuse issues (600); and, teen parents (168). Approximately 3,000 students (unduplicated count), their parents, and 393 teachers will be targeted for some aspect of services as represented by this grant annually.

2.0 Goals, Objectives, and Performance Indicators:

a. Relation to data in the Community Assessment section.

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Goals, objectives and performance indicators (presented below) are directly related to data included in the 11 indicators of need listed on pages 2-4 of the Community Assessment section.

b. Performance indicator for the six elements and partnership.

Goal One: Enhance school security through increased preparedness for critical incidents.

Objective 1.0: By June 2007 there will be a 20% decrease in the number of cumulative violent incidents at the 12 District schools. (Project Director (PD), Prevention Coordinator (PC)). Measurement: Comparison of District Discipline Incident Report and West Memphis Police Department (WMPD) response reports 2003-2004 with data reported June 2005-2007; (1.1) By June 2007 cameras and web-based Critical Incidents Management (CIM) systems, which allows for surveillance from both WMPD and WMSD sites, will be implemented district-wide. (PD, PC, WMPD)

Measurement: Facility audits, CIM training documented; (1.2) By June 2007, a Keys to Safety model comprehensive school and community-coordinated emergency response and crisis management plan will be implemented district-wide. (Project Director, PC, WMPD, CSEA, CCJD, WMSD administration).

Goal Two: Provide prevention and early intervention for aggression, alcohol, tobacco and other drug (ATOD) use.

Objective 2.0: By June 2007 there will be a reported 20% cumulative decrease in ATOD use by students at the 12 district schools. (PD, PC). Measurement: Comparison of Pride Survey 2003-2004 with 2005-2007; (2.1) By June 2007 violence and ATOD curriculum and intervention strategies will be implemented at all Early Childhood Centers and district schools. (PD, PC). Measurement: Curriculum purchased, Prevention Team Training records documenting training and participation.

Goal Three: Enhance school/community mental health services. Objective 3.0: By June 2007, WMSD schools will demonstrate a 25% increase in mental health services to students and families. (PD, Mental Health Liaison (MHL), CSEA, PC). Measurement: Comparison of WMSD and CSEA service records 2003-2004 with 2005-2007. (3.1) By January 2006 CSEA and WMSD staff will be trained in proposed mental health intervention strategies. (PD, MHL, CSEA). Measurement: Documentation of staff participation, course syllabi; (3.2) By June 2005 professional development activities that address mental health strategies will be made available to teachers, counselors, school psychologist, administrators, and school nurses to facilitate treatment strategies with CSEA. (PD, MHL, CSEA). Measurement: Documentation of professional development provided and participation.

Goal Four: Increase support to early childhood psychosocial and emotional development programs.

Objective 4.0: By June 2007, 100% of West Memphis School District Hippy and Arkansas Better Chance (ABC) programs will receive training in Project SAFE intervention strategies. MHL, PC, Child Social Workers (CSW), CSEA). Measurement: Documentation of staff training, staff participation, curriculum provided, student referrals; (4.1) By June 2007 there will be a 20% increase in access to an integrated system of prevention and intervention-which will increase preventive factors and reduce risk factors to enable children to enter school ready to learn. (PD, MHL, CSEA, PC). Measurement: Comparison of 2003-2004 data with 2005-2007 in decreased rates of confirmed child abuse, earlier referrals for Infant Toddler or Preschool Special Education services, increased number of prenatal referrals, improved achievement scores in the early elementary years of at risk students, project records, teacher rating scales and grade reports.

Goal Five: Strengthen site-based educational reform through systematic analysis of school and community risk factors.

Objective 5.0: Students participating in Project SAFE academic enrichment, violence and ATOD interventions will experience a 20% increase in State-mandated tests scores; a 10% increase in attendance rates; a 10% higher graduation rate; and a 30% increase in parent involvement in school and community activities by June 2007 annually. (PD, PC, MHL, CSEA, WMPD, CCJD). Measurement: Arkansas Public School Computer Network

(APSCN) data base for attendance, test scores, graduation rates, and parent sign-in sheets for participation in meetings, activities, and advocacy events.

Goal Six: Establish school/community policies, procedures, and protocols that enhance student achievement and school safety.

Objective 6.0: By the end of the academic year, 2007, WMSD will have adopted and fully implemented policies which encourage safe schools, high standards of academics and behavior, substance abuse prevention and community participation. (PD, PC, MHL, CSEA, CCJD, WMPD, WMSD School Administrators). Measurement: School Board Policies; (6.1) By June 2007, Administrators, teachers, staff participating in professional development will demonstrate a 20% increase in knowledge regarding: behavioral management strategies; educational enhancement strategies; violence and substance abuse strategies; and how to access to appropriate community resources and services. (PD, PC, MHL, CSEA, CCJD, WMPD, WMSD School Board). Measurement: Pre-post test survey assessments; APSCN data reported annually regarding grades, test scores, attendance, suspensions and expulsions; District annual disciplinary incidents report; Counselor and Special Education report regarding referrals to community services.

Goal Seven: Develop an infrastructure, a process of planning community-wide initiatives and implementing research-based strategies:

Objective 7.0: By the end of the school year, 2007, increase advocacy, support, and participation of community partners for safe school programs toward transition to collaborators. (WMSD, CSEA, CCJD, WMPD, PD,). Measurement: Adequate partnership representation as documented by attendance at meetings, increased frequency of advocacy and support for safe schools programs.

#### Proposed programs, curriculums, and other activities.

Evidence-based programs chosen to meet goals, objectives and performance indicators presented above include model and exemplary program from the following sources: U.S. Department of Education (2001) Exemplary & Promising Safe, Disciplined, and Drug Free Schools; SAMHSA Model Effective Substance Abuse and Mental Health Programs; and the National School Safety Center (2004). Corresponding curricula, activities, and professional development may be reviewed in Attachment F (Logic Model) and are outlined in the Project Design. Proposed programs include:

- Second Step: A Violence Prevention Curriculum
   Objective 2.0 (Pre-K-9)
- 2. Community of Caring, Alcohol, tobacco, other drug abuse Objectives 2.0, 5.0 (K-12)
- 3. Positive Behavior Intervention and Support Model
  Objectives 3.0, 4.0 (Pre-K -8; all Special Education students)

- 4. Incredible Years Objectives 2.0, 3.0, 4.0 (ages 2-8)
- 5. Functional Family Therapy Objectives 3.0, 4.0 (ages 11-18)

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6. Extended day and year programs for academic enrichment district-wide (Grade 1-12); NCS Success (K-12); NovaNet webbased instruction (Grades 9-12)

Objective 5.0

7. Keys to Safety

Objectives 1.0, 6.0, 7.0 (District-wide)

## d. Baseline data and source of data for measurement for GPRA:

Objectives 1.0 - 7.0 (Pages 7-11) list corresponding performance indicators correlated to those requested for GPRA reporting requirements. Data, provided by the WMSD, Project SAFE, CSEA, CCJD, and the WMPD management information systems will be compiled for effective GPRA reporting and provided to the National Evaluator as scheduled.

### 3.0 Project Design

## (a) Project design utilizes community assessment data:

The WMSD Safe Schools project design was built on community assessment data and identified gaps and weaknesses over a two-year period of time (Pages 1-11 above). Input was provided by Project SAFE Partners, and a 40-member Youth Task Force steering committee put in place by the Mayor of West Memphis. The Logic Model in Attachment F will provide a summary of the comprehensive approaches planned by the WMSD:

b) Evidence-based and effective practices: The following developmentally appropriate, linguistically, and, non-gender or racially-biased strategies have been identified for their science-based evidence and are included as primary interventions for Project SAFE:

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Element 1 - Safe Schools Environment: Existing Strategies:

Sonitrol Silent Alarm System installed at West Memphis High

(WMH), One WMPD-sponsored officer at WMHS - three additional

SRO's funded through COPS grant award; School safety assessment

of all school grounds and facilities by the WMPD, January,

2004; School Crisis Plan filed with the Arkansas Department of

Education, 2003.

additional Project SAFE Strategies: In response to a school safety assessment conducted by the WMPS in conjunction with principals and maintenance staff, it was determined that WMSD schools are in need of additional security measures: Schools will have web-based surveillance equipment necessary to adequately monitor building entrances, hallways, and common areas from the West Memphis Police Station and District administration sites; all classrooms will have the ability to communicate with the main office and WMPD through portable radios; a web-based Critical Incident Management System (CIMS) which includes a web-based emergency response plan will provide an efficient way for school staff and emergency responders to take action when there are critical incidents at schools;

school staff and emergency responders in the community will be trained on utilization of the CIMS; Keys to Safety training will be provided to Crittenden County emergency responders and school staff; facilities and grounds will be secured through additional cameras, lighting, fencing, safety doors and windows and minor renovations; The Project Director and Prevention Coordinator will coordinate implementation and training activities with the WMPD and community first responders.

Discipline Incident Reports and WMPD responses for 2003-2004 will be utilized as baseline data and compared with 2004-2007 data to measure program efficacy. Science-based strategy:

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\* Keys to Safety is a comprehensive risk assessment team model and critical management team training for emergency first responders, school personnel, and local mental health centers; train—the trainer workshops for teachers in anti-bullying and anger management; and, train students to become the first level of prevention in a school—wide program to identify students who need help and a means to provide interventions. (Nelson, 2004).

Element 2— Alcohol, Drugs, and Violence Strategies: Existing

Strategies: The Arkansas Department of Education provides funding for the Second Step program curriculum materials; No corresponding training is currently provided; The Impact Center provides a Tobacco Control Clinic and Youth Health Services which addresses juvenile risk health behaviors; The Prevention Center sponsors mentor training to prevent violence and ATOD

abuse to an average of 12 WMSD students annually through the Teens of North East Arkansas (TONE) mentoring conference; The WMPD and CCJD currently provide violence, ATOD programs in schools. Additional Project SAFE Strategies: Building on existing Second Step curriculum, the Prevention Coordinator (PC), will implement: Second Step anti-aggression training for elementary and junior high teachers. A video-based parent program, "A Family Guide to Second Step" will be provided. A Spanish supplement will be purchased for bilingual or ESL parents and students; The WMSD will allow in-school access to the Impact Center; Project SAFE will sponsor a "Drug free" student organization (and associated SAFE Parents organization) and 40 students annually for the TONE mentoring conference; The PC will implement Incredible Years (anti-violence and aggression curriculum and training) with HIPPY and ABC Pre-K staff; and, Communities of Caring (k-12) (building social competencies, anti-violence, ATOD prevention curriculum) teacher training initially focused on Junior and Senior High schools, but, implemented district-wide by 2007; the Boys and Girls Club, and informal partner, will provide a team approach to addressing drug and alcohol use and provide structured recreation; Prevention Teams will be established at each school and trained on science-based strategies (below). The team will train teachers who will then provide student training on violence and ATOD prevention in collaboration with consultants,

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SRO's, WMPD, CCJD, and Project SAFE Prevention Coordinator and Truancy/Connection Specialist; Baseline data available from the 2004 Discipline Incident Report and PRIDE survey showing percent of students who do not feel safe at school and percentage of students using ATOD will be compared with data provided for 2005-2007 to measure program efficacy. Science-based strategies:

- Second Step is a Level I-A intervention violence prevention and building social competency strategy. (Pre-K-9) (Exemplary and Promising Safe, Disciplined, and Drug Free Schools. U.S. Dept. of Ed. 2001).
- ❖ Incredible Years, is a Level I-A comprehensive treatment programs for young children with early onset conduct problems. (ages 2-8) (U.S. Office of Juvenile Justice and Delinquency Prevention Exemplary and Blueprints program; and, Model program by the Center for Substance Abuse Prevention (CSAP).
- Communities of Care is Level I-An intervention, social competency, violence and ATOD prevention strategy. (K-12) (Exemplary and Promising Safe, Disciplined, and Drug Free Schools. U.S. Dept. of Ed. 2001).

Element 3- Mental Health Intervention and Treatment Strategies: Existing Strategies: The WMSD has one full- time social worker targeting its 800 Special Education students; CSEA, has two full time therapist and two full time case managers available

to the WMSD basically serving elementary students; Private provider psychologist are contracted for psychological exams for special education students; A private provider, Life Strategies, Inc. provides Project Jump Start in the school setting. Additional Project SAFE Strategies: A School Mental Health Liaison will be employed to coordinate early intervention strategies district-wide; School staff will receive science-based intervention strategies and act as Early Intervention Team members who will meet twice a month with the Project Director and mental health liaison to coordinate services and evaluate effectiveness; This team will also make referrals to the Treatment Team consisting of a school psychologist (Pre-K-12), therapeutic childhood social worker (elementary school) and youth social worker (junior and senior high) in conjunction with CSEA staff; The School Psychologist will work with WMSD students and early childhood service providers. Mental health consultation and intervention to high risk families of young children will be coordinated with the HIPPY, ABC, and with Project Impact's prenatal and post birth visitation and support programs, and will provide family support for children who are in child care programs or in the home; Services will include crisis intervention and parenting education; The Childhood Social Worker (CSW) will serve elementary school children and will team with the Psychologist as needed to provide additional support to the highest risk

families; The CSW will provide early intervention services and work with Prevention Teams to support substance abuse/violence prevention curricula and other Project activities; The Youth Social Worker (YSW) will also team with the Psychologist to provide support to high risk students and families and work with the Prevention Team, SROs, Juvenile Justice Liaison, and Truancy/Connection Specialist to implement substance abuse/violence prevention curricula and promote the resiliency of middle and high school students; Two CSEA Case Managers will be available for children and families being served by either the Early Intervention or Treatment Teams: The Treatment Team will be composed of the Project SAFE mental health liaison, school psychologist, Functional Family Therapist, CSEA therapists and case managers; A minimum of three CSEA and two Project Safe therapist will be trained in the Functional Family Therapy Model; Students and families who are recommended for intensive services may be referred to CSEA's screening and referral program by the Project Director in collaboration with the Mental Health Liaison; CSEA's existing Screening and Referral Program will be used for assignment and assessment of admission criteria to the Functional Family Therapy component, or other appropriate services provided by CSEA; The Mental Health Liaison, child and youth social workers, district-wide Special Education staff and early childhood providers (HIPPY, ABC) will be trained in implementing the Positive Behavior

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Intervention and Support (PBIS) model; and, Baseline data available from CSEA and WMSD regarding mental health referrals for 2003-2004 will be compared 2005-2007 to demonstrate gains in referrals and students served; The following science-based programs will be implemented:

- \* Functional Family Therapy is a Level 1-A intervention strategy (Alexander, et.al., 1998). (For youth, ages 11-18, who have demonstrated the entire range of maladaptive, acting out behaviors and related syndromes. Services are provided to students at schools, in-home, clinic, juvenile court, and at time of re-entry from institutional placement).
- ❖ Positive Behavior Intervention and Support model is a Level I-An intervention strategy ages 3-11. (Horner, R. and Sugai, G. 1993). This SAMHSA model program had its beginnings in meeting IDEA compliance issues for the developmental disabled, but has proven effective for all populations.

## Element 4- Early Childhood Pro-social and Emotional Development

Existing Strategies: The HIPPY and ABC programs focus on the needs of children and young mothers; Project Impact provides a parenting class and home visitation for new mothers.

Additional Project SAFE Strategies: Provide Project Impact inschool access to WMSD teen parents. Project Impact provides home visitation for teen parents and first time mothers. The Project Director, in conjunction with the Mental Health

Liaison, will coordinate training with early childhood programs toward implementation of The Incredible Years series which features basic (ages 2-7) and advanced (ages 4-10) parent training programs, teacher classroom management training, and child training programs. The program is designed to promote emotional and social competence and to prevent, reduce, and treat behavioral and emotional problems in young children (2 to 8 years old). Additionally, Peabody Language Kits reading and phonics programs will be provided to early childhood educators to develop skills related to school readiness. Baseline data available regarding children at risk of abuse or education failure for 2003-2004 will be compared to that provided during the 2004-2007 grant period for measurement of program efficacy. Science-based programs to be implemented:

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- Incredible Years, (See Page 16).
- ❖ Peabody Language Kit used in conjunction with other strategies outlined in educational reform (below) is a Level I-A intervention strategy (Ross, et.al.1997).

#### Element 5- School Reform:

Existing Strategies: WMSD professional staff participates in 30 hours of professional development annually directed at increasing test scores and student progression. The NCS Success instructional software licensure has been purchased at selected sites.

Additional Project SAFE Activities: Building Cadres comprised of general and special education teachers, pupil support staff, administration, and a parent representative will be established to work with the Project SAFE Director and staff; They will determine building level concerns regarding safety and healthy student behaviors, establish staff training needs, and provide in put regarding Project SAFE activities; Building cadres will work with the State-mandated School Improvement Teams to develop building-based plans addressing high academic standards, education reform issues, and disciplinary practices; Project Director in conjunction with consultants, the Prevention Coordinator and Social Workers will Implement Communities of Caring training workshops district-wide; Certified WMSD teachers and qualified tutors from the Crittenden County Boys and Girls Club will provide mentoring, and tutorials(including NCS Success (K-8) computer assisted instruction) and mentoring programs after school and summers for students scoring below proficiency on state-mandated tests; and, provide NovaNet(9-12)web-based instruction correlated with Arkansas Curriculum standards for educational progression and credit recovery for students failing courses, homebound students, and students in alternative settings. Baseline data regarding student attendance, standardized test scores, course completions and graduation rates for 2003-2004 will be measured

against 2004-2007 data to measure program efficacy. Science-based Programs:

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- ❖ Communities of Care is a Level I-A strategy (Arthur, Ayers, Graham & Hawkins (1994) that creates safer school environments by preventing bullying and other forms of violence, reduces ATOD and teen pregnancy.
- ❖ NCS Success K-8 instructional software correlated to Arkansas Curriculum Standards).
- ❖ NovaNet for grades 9-12 is a web-based credit recovery system that delivers thousands of hours of standards-based, interactive curriculum, integrated assessment and student management and recordkeeping.

Element 6- School Policy and Procedures: Existing Strategies:
A student handbook listing school information and codes of conduct are provided to each student annually.

Additional Project SAFE Activities: A Safe Schools Policy Work Group, chaired by the Project Director, will be comprised of the Mental Health Liaison, School Resource Officers, Truancy/Connection Specialist, Prevention Coordinator, a school board member, and will include members who represent parents, students, teachers, administration, business, and community agencies; This group will develop appropriate recommendations for changes in school policies to be presented for adoption by school board officials; Keys to Safety interventions effecting school policy will be integrated into existing school policies

and procedures; School disciplinary procedures will be evaluated by a team composed of school board members, WMSD staff, law enforcement, mental health, parents, and the district's legal advisor; Training will correspond to identified following evaluation findings. A zero tolerance policy for weapons and violence in school will be established; all policies and procedures will be published in student handbooks and on the District's website; and, Baseline data regarding partnership advocacy for 2003-2004 will be measured against advocacy activities for 2004-2007.

Transition of programs (Goal Seven) to partners and community agencies and sustainability of program effects beyond the life of the grant are highly probable in that curriculum and trained staff will remain at all school sites; Therapist and case managers will continue funded through the local mental health center due to increased case loads brought about by placing these professionals at each school site; Crisis management plans and security equipment and curriculum materials purchased will remain at all school sites to be utilized for years to come; New school policies and procedures will be written into School Board Policies and Student Handbooks; and, Reduced absenteeism and dropout rates will increase District revenues to continue support of the project. The SS/HS grant is viewed as "start-up funding" to the committee developing this project. District, state, and

federal funding will be re-allocated as appropriate to continue many activities and positions created. Additional funding sources will also be sought. Relationships developed with collaborating agencies will remain sustained through a continued focus on youth in the community.

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## 4.0 Partnership and Community Readiness

## a. Active prior school-community partnership:

The relationship between the partners has been in place for decades and remains dynamic. The West Memphis Police Department has provided programs with the school since 1989 including: Stranger Danger, Stop on a Dime (bicycle safety), Smart Choices Better Chances, McGruff Programs, security for all after school events, and, school resource officers; Counseling Services of Eastern Arkansas, primarily working through the Special Education program, has been providing counseling and mental health services for WMSD students and families since its inception in 1998. Since 1990 the Crittenden County Juvenile Division has provided programs in the schools (Smart Choices Better Chances), provided intervention officers, probation officers that visit classrooms and family homes, and provided support to school personnel and the mental health center. Juveniles charged with crimes are often referred to the mental health center for out patient counseling-their school attendance is also closely monitored.

## b) Engage multiple and diverse sectors of the community:

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A Steering committee will guide program services and review program outcomes throughout the three-year grant period. Partnership members will have a minimum of one representative. Letters of support and commitment (Attachment A) signal the planned involvement of the following organizations: West Memphis School District, Counseling Services of Eastern Arkansas, Crittenden County Juvenile Division, West Memphis Police Department, Project Impact, Multi-Disciplinary Team of Crittenden County, Mayor of the City of West Memphis, Chamber of Commerce, Boys and Girls Club, Prevention Center; and, HIPPY. Private schools were invited to participate in the planning for this project (Attachment G) and will be included in activities as requested.

- c) Applicant's Memorandum of Agreement Between Required Official Partners: A review of the Memorandum of Agreement between partners is demonstrated in Attachment A.
- d) Memorandum of Agreement for Mental Health Services: A review of the Memorandum of Agreement between Counseling Services of Eastern Arkansas and the West Memphis School District is available for review in Attachment B.

#### 5.0 Evaluation:

a. Evaluation Design: The West Memphis School District will provide full autonomy to the local evaluator, Education

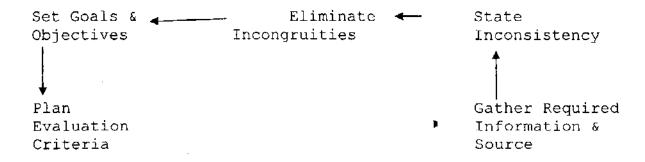
Opportunity Center, Inc., to provide a comprehensive evaluation of Project processes and outcomes and will participate fully in the national evaluation.

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The West Memphis School District Safe Schools Evaluation Design describes the method used for eliminating incongruities in the program design and assessing the effectiveness of the program on an on-going and annual basis. The evaluation is focused on Objectives One through Seven with project director and staff reviewing process assessments of project outcomes reported quantitatively on a weekly, monthly and quarterly basis to determine program year directionality. Outcome evaluations of objectives One-Seven are presented quantitatively on a semiannual basis corresponding to reporting to the National Evaluator and annually to determine performance outcomes and directionality for the next program year. Evaluations are performed according to an Evaluation Cycle that provides information for improving and assessing the program design. The cycle begins with setting goals and measurable objectives and determining the evaluation criteria. Information is then gathered by the project staff and inconsistencies stated. Methods are then planned for eliminating these deficiencies. The following is a diagram of the evaluation cycle:

#### Evaluation Cycle

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#### (i) Process and Outcome Data to be collected will include:

Student data: Quantitative baseline data for 2003-2004 for annual comparison of the following indicators: PRIDE Surveys, District Discipline Incident Reports by category (e.g. Truancy, violence, ATOD abuse), attendance, grades, test scores, program participation, number of students and families participating in CSEA services, student involvement in crime records; Qualitative data will include satisfaction of services surveys for partners, teachers, parents, and students. Program data: Quantitative data will include program expenditures and fiscal management records, training provided, participation in training activities, Advisory Board and Steering Committee participation. Qualitative data will include secure facility assessment, and evaluation of training activities.

(ii) Data will be collected on the following schedule: (Page 26)

(ii) Data will be collected on the following schedule: (Page 26 and Attachment C contain Timelines for activities and data collections).

(iii) What evaluation methods will be used and why: Pre- and post-treatment measurement utilizing 2003-2004 baseline data compared to outcomes data reported for 2005-2007; An adjoining school district (Helena-West Helena) with very similar demographics will serve as a Control Group to measure Treatment effects (See Attachment C). Surveys provided for qualitative analysis. Student confidentiality will not be breached and no treatment risks to students will be involved in Project SAFE activities, interventions or evaluations (Attachment G).

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- (iv) Evaluation instruments include PRIDE surveys; Arkansas
  Public School Computer Network data 2004-2007; CSEA evaluations
  of student progress; Comparative data provided by WMPD and CCJD
  will be used as evaluation instruments; computerized School
  Wide Information System (SWIS) will track individual student
  discipline incidents, time and place of occurrence, and
  resulting disciplinary actions beginning 2004-2005 for
  comparison with 2005-2007 data; evaluation instruments provided
  by the science-based interventions, and surveys instruments
  developed or provided by the Project SAFE Evaluation Team to
  measure program effects and determine program directionality.
- (v) How data will be analyzed: A multiple intervention grouped, repeated-measures reflexive design will be used to assess achievement of Goal 1 (Rossi, Freeman, & Lipsey, 1999). Building principals (12) will be interviewed three times. They have been interview once in designing this project and they

will be interview in June (end of school year) during years two and three. The analysis strategy consists of an analysis of covariances with repeated measures produced using the SPSS 12.0 software program.

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Assessment of intervention level effects on students development of skills and emotional resilience to promote positive mental health, engage in positive social behavior, prevent violent behavior and drug usage (Goals One-Four) and students academic progression in safe, disciplined, and drug free environments (Goals Five-Seven) will use three designs. Firstly, combined effects of all interventions, universal, selective, and indicated implemented in each school using a pre-post, matched control group design will be assessed. An adjoining Delta school district with comparable demographic (Helena-West Helena School District) has agreed to serve as the control group (Attachment C). A Pride Survey will be provided to all 5th -12th grade students at each school in the fall of 2005, 2006, and 2007. Both school districts currently provide this survey annually. Parent permission to participate in surveys is required by the Arkansas Department of Education and included in enrollment packets signed by parents annually. The analysis of the school survey data, which involves a nested design (students within school), will employ a hierarchical linear modeling analysis technique (Bryk & Raudenbush et.al, 1993); Secondly, the effects of selective and indicated

interventions targeting grades K-12 will be assessed using WMSD baseline data and a pre-post matched control group design. The WMSD and Helena-West Helena School Districts currently utilizes the APSCN data management system to measure attendance, free or reduced lunch status, disciplinary incidents, suspensions, grades, dropout status, and standardized test scores. Thirdly, science-based curricula and training to be implemented includes pre and post test instruments for measurement of program outcomes. Additional surveys and pre-post test will be developed by the local evaluator.

# (vi) When reports of results and outcomes will be available:

The Local Evaluator will receive process data in scheduled monthly meetings and conduct briefings to provide project staff and steering committees with recommendations for strengthening programs and strategies. Outcome evaluation results will coincide with the semi-annual and annual reporting cycle of the grant. Results will be provided to Project Safe staff and partners, and WMSD School Board members. Data will be placed on the SS/HS website for access to parents and interested community members. Results will impact project activities and implementation procedures. Strict confidentiality guidelines will be enforced (Attachment G).

(vii) How data and other information will be used: Process evaluation results will remain central to strategic planning.
If programs and procedures are not producing desired effects the monthly review of outcomes- to- date will allow for program changes. Outcome evaluation results will be utilized in determining program directionality for years two and three. Dr. Linda Heard of EOC, Inc., the independent local evaluator, has worked as an external evaluator with the WMSD's federallyfunded Gear Up project for the past three years and maintains a monthly presence within the district. She routinely confers with administrators, teachers and students, provides surveys for qualitative and quantitative data and is well accepted within the district. She will remain involved with strategic planning components resulting from evaluation outcomes. (viii) How evaluation information supports GPRA indicators. Project SAFE objectives, 1.0-7.0 performance indicators correspond completely with GPRA indicators (pages 7-11) therefore, will totally support the efforts of the National

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b. Qualifications of Local Evaluator: The local evaluator, Dr. Linda Heard of Education Opportunity Center, Inc. (EOC, Inc) has assisted the District in the design of this project. EOC, Inc. staff have a combined experience of 100 years in evaluating educational and mental health programs. Dr. Linda Heard, with 25 years experience in directing and evaluating federal programs (Attachment C) will directly evaluate educational components and maintain over-all administrative responsibility for evaluation and reporting of outcomes; Marty

Evaluator.

Hydaker, consultant for the Safe Schools / Healthy Students
Action Center at the National Mental Health Association and Joe
Heard, a licensed mental health professional in the State of
Arkansas with thirty-two years experience in the mental health
care industry will evaluate the mental health and prevention
components of the grant; and, Dr. Brad Moody will provide data
statistical analysis utilizing the SPSS 12.0 software program.

C. Budget for Local Evaluation: In compliance with SS/HS
guidelines, Project SAFE will allocate 7 percent of funding for
evaluation purposes annually as reflected in the budget
narrative.

### 6.0 Project Management

### Roles and responsibilities of key staff and Partners:

Partners pledge staff, resources, facilities,
participation on Advisory Boards and Steering Committees and
full participation with the National Evaluation. Program
Objectives 7-11 and the Project Design (Pages 25-32) reveal the
planned inclusion of Partners. Memorandums of Understanding
and letters of support and commitment (Attachments A,B) lists
pledged contributions.

The Project Director and key personnel will have 100% time commitments to the project. The Director has the primary authority and decision-making responsibilities regarding program activities and services of the grant, within the scope of federal guidelines and regulations. Attachment C holds the

Organizational Chart, Timelines and Staffing Patterns including job descriptions and minimal requirements. (Due to space limitations, responsibilities associated with positions listed below are also held in Attachment C). In summary format: Project Director: (1.0 FTE) Dr. Dianne Cofer, an experienced federal grants program manager and evaluator with 25 years experience in public secondary and postsecondary schools and the Arkansas Department of Education will be responsible for staff supervision and Project implementation, coordination, and evaluation of activities toward accomplishment of Goals 1-7 and Objectives 1.0-7.0, information dissemination, and assuring expenditures that meet EDGAR and State of Arkansas audit procedures.

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Prevention Coordinator (1.0). Dr. Blake Robertson, an experienced grant manager with a background in secondary and postsecondary education, mental health, and the Department of Human Services Youth Services Center for Incarcerated Youth will work with the West Memphis Police Department, Crittenden County Justice Division, and the WMSD Project SAFE Director with responsibilities toward accomplishments of Objectives 1,2,5,6,7. This position will also work toward accomplishment of Goals 3 and 4 with the Mental Health Liaison and CSEA. School Based Mental Health Liason (1.0) Cheryl Travers, Ph.D. Candidate (ABE) and National Multi-Level Counselor of the Year, 2000, has 14 years experience in Counseling and federal grants

management on the secondary level. Ms. Travers will work closely with the Project Director, Prevention Team Coordinator, and therapists. Services to be provided include acting as a liaison between schools, CSEA, CCJD, WMPD, private providers, and community services agencies in assuring students receive appropriate mental health services—including those that are referred for Outpatient counseling as a condition of their probation.

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Early Intervention Team:

School Psychologist: (1.0) TBA This certified school psychologist will provide mental health prevention and treatment services to all WMSD students including HIPPY, Head Start, ABC, and Early Childhood Special Education programs.

Case Manager/Agency Coordinator: (2.0) FTE (CSEA staff not paid through grant). Coordination of services for students and families who are being served by multiple agencies.

Childhood and Youth Social Workers: (2.0) FTE TBA These licensed mental health Workers will provide services for Early Childhood, Elementary, Junior and Senior High School programs which do not currently have access to social work services. Prevention Team: Inclusive of School Psychologist (listed above) who will collaborate with the Prevention Team Coordinator to develop and provide substance abuse/violence prevention curricula, teach conflict resolution, and assist

with Community Outreach, after school and summer school development.

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After School Coordinator (12)(1.0 FTE) TBA A certified teacher at each school will report to the Prevention Coordinator and will be responsible for coordinating all after school and summer programs in conjunction with the Crittenden County Boys and Girls Club including: tutoring, mentoring, and recreation.

Instructional Technology Trainer: (3) (1.0 FTE): TBA These individuals will assist teachers at the elementary, middle, and high school levels in integrating Pearson's NCS Success and NOVANET instructional technology to augment class instruction and credit recovery during the regular school day. One individual will have additional technology application responsibilities and work with the District's Technology Team. They will be trained by Pearsons and, in turn, will train teachers on an ongoing basis for sustainability.

Tutors: (hourly) TBA Certified teachers will be employed for focus in mathematics and literacy at each of the 12 sites.

Teacher aides, High School and college students from will be employed and trained. Volunteers will be solicited. All individuals will have required police checks before employment.

School Resource Officers 3.0 FTE - Not from grant funds. The WMPD provides four officers (three from the COPS grant).

Juvenile Justice Liaison: (1.0 FTE) TBA This individual will work in collaboration with the WMPD and CCJD toward providing direct student services which support court mandates for informal and formal diversion and adjudication of minor offenses with unsupervised and supervised probation, and follow-up on status of cases. In addition to the current system of restitution/compliance, the information gathered on the case from family and community will be used to complete a risk assessment matrix, with indicators for referrals to Project SAFE and other community services.

Truancy/Connection Specialist: (3.0) TBA Three individuals will be employed to address truancy issues and act as Trainers in the violence, ATOD prevention intervention strategies.

#### Treatment Team:

Functional Family Therapist: 4.0 FTE, TBA (Three paid by CSEA)
These Qualified Mental Health Professionals will be trained in
Functional Family Therapy and will collaborate with CSEA QMHP's
in providing FFT services to students referred by the project.
These individuals will be supervised by the Project SAFE Mental
Health Coordinator and work with the psychologist in serving
students most at risk.

Project Assistant: (2.0) TBA Supervised by the Project Director, the assistants will maintain files, records, communications, reports, help prepare project materials, and

data entry. Maintain Project and clearing house databases.

Associates Degree and three years experience preferred.

Local Evaluation Team: 1.0 FTE Director, Dr. Linda Heard, who heads the Education Opportunity Center, Inc., has 25 years of direct line experience in federal grants management, reporting, and evaluation and holds degrees in Educational Administration, Rehabilitation Counseling and Psychology, and Special Education supervision. Dr. Heard will supervise all evaluation process and outcomes data collection, development of data instruments and reporting. Attachment C holds all Local Evaluation Team Credentials.

Quality Improvement Mechanisms: Project Advisory Committee composed of Partnership, Project SAFE staff, student, parent, and additional community collaborators (Attachment C) serving WMSD students. Steering Committees composed of Building Cadres.

Committees will guide the project by providing advice and consultation, linkages with community stakeholders and families. Other responsibilities will include dissemination, providing feedback regarding project activities and outcomes, and other advisory capacities.

Data Management and Internal Management: The management plan will include collecting and maintaining information on the APSCN management information system recording: Data regarding academic performance, attendance, and disciplinary actions in

order to measure student progression toward accomplishments of Objectives One-Seven; Additional data maintained on the Project Management Information system will include: Survey results assessing achievement of training objectives; student and parent project participation and outcomes; records of fiscal expenditures, federal and state compliance; data supporting performance indicators; program requirements; records related to overall project outcomes made available through the WMPD, CCJD, and CSEA outcomes. All information will be made available to the Local Evaluator. All expenditures for the project will be in compliance with EDGAR and the State of Arkansas Purchasing Procedures.

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Management planning for program sustainability and diversity of perspectives will include partnership and community service organizations (Attachment C) participation in planning and evaluation of project outcomes -including a 10 year funding plan for continued support of program initiatives. Planning will also include identifying additional funding sources, reallocation of available funds, and continued establishment of community resources for program continuation beyond grant funding. Management procedures that will ensure activities are accomplished on time (See Attachment C) and within budget include process and outcome reviews of District (APSCN, SWIS) and Partner data to determine program directionality. Fiscal management will include daily entry of purchases with careful

attention to balances remaining in each line item. Student data management will include monthly printouts listing participation by student and cumulative participation to date. The ability to monitor budgetary and student status daily with monthly printouts listing activities to-date enable the director to adequately manage resources.

Internal Procedures will include information sharing following strict confidentiality guidelines (Attachment G) between Partnership, Advisory and Steering Committees on a quarterly basis through reports and other contacts; Information regarding project activities will be shared with Key Personnel on a weekly basis through personal contacts and E-mail, telephone and fax; Project staff are to provide time and effort documentation to the Project Director on a monthly basis; ACT 427 of GEPA procedures will be enforced in providing services (See Attachment G); Key personnel will be employed in compliance with the WMSD Equal Employment Opportunity guidelines (See Attachment G).

Adequacy of resources to support the Project is assured through the WMSD, CCJD, CSEA, WMPD pledges of facilities, staff, resources, and infrastructure to support Project staff and activities (Attachment C). A 4,000 sq. ft. WMSD building will be dedicated for Project SAFE staff offices and conference/training rooms.

Project Dissemination will include listing project activities and project outcomes on the WMSD website, presentation at local, state, regional and national meetings. An electronic newsletter will be published monthly informing all WMSD staff, participating partners, and interested community members of project activities and outcomes. Training procedures, manuals, and other project publications will also be made available electronically. Additionally, articles will be presented to journals and relevant newsletters.

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#### 7.0 Budget:

- a. Reasonableness of costs: An anticipated 18,000 students and family members will receive some aspect of services during the three-year grant period. This amounts to approximately \$500 per student which is reasonable for multiple years of service.
- b. Fiscal control and accounting: A budget officer with a .50% time commitment will provide fiscal control following Arkansas accounting and Legislative audit procedures. Expenditures of the grant will be assigned unique accounting codes which create a superior audit trail and signed by the Project Director and Superintendent then forwarded to the Business office to be processed. Close attention is paid to line item expenditures within established guidelines to ascertain reasonableness of cost and compliance with District and EDGAR guidelines.

# ATTACHMENT A

Memorandum of Agreement for Safe Schools/Healthy
Students Project SAFE

West Memphis School District Schools/Healthy Students Initiative

Memorandum of Agreement

#### I. Mission Statement

The West Memphis School District's Safe Schools/Healthy Students Project will support and strength the district's relationship with the West Memphis Police Department, Counseling Services of Eastern Arkansas, and Crittenden County Juvenile Justice Division as they work to enhance existing resources and integrate SS/HS project activities into a comprehensive network of programs and services that reflect Crittenden County's vision of preventing youth violence and promoting healthy development of children and families.

# II. Goals and Objectives of the Partnership

The main goal of the West Memphis School District Safe
Schools/Healthy Students Initiative is to create system change
for the comprehensive and integrated delivery of programs and
services to prevent violence and promote the healthy development
of children. Goals for the six elements of the Initiative
include:

- 1. Provide and maintain a safe school environment
- 2. Reduce the incidence of alcohol, tobacco and other drug use

- 3. Increase positive relationships in schools and communities
- 4. Increase the number and range of services that specifically address early childhood psychological and emotional development
- 5. Increase academic achievement and increase parent involvement in schools and communities
- 6. Develop coordinated district plans and policies that promote and support a safe, drug-free and disciplined learning environment.
- 7. Sustain and enhance community collaboration.

The strategies and activities to reach the goals and objectives of the West Memphis School District Safe Schools/Healthy Students Initiative are set forth in this proposal and the participating partners have agreed to implement, manage, and monitor the programs, services, and activities described in this proposal in support of the goals and objectives.

## III. Outcomes for the Partnership

The long-term outcomes established for the West Memphis School District Days County Safe Schools/Healthy Students

Initiative are related to the goals and objectives of the six elements of the Initiative and include:

- 1. There will be a 20% decrease in the number of cumulative disruptive and violent incidents on school campuses; 30% increase in school attendance; and 30% decrease in re-occurring truancy by June 2007.
- 2.20% cumulative decrease in reported use of ATOD use by students at the 12 district schools by June 2007.
- 3. 25% increase in mental health services to students and families including screenings and assessments, school-based mental health services, and community/home-based mental health services by June 2007.
- 4.100% participation of all state certified early childhood centers (in the West Memphis School District Area) by June 2007.
- 5. 10% increase in State-mandated test scores; 10% increase in graduation rate; and 30% increase in parent involvement in school and community activities by June 2007.
- 6. Increase awareness and understanding of established school policies by students, parents, staff and community members by June 2007.

7. Transition SS/HS partnerships and agreements to West
Memphis School District Collaborative by June 2007 and
develop a 10-year strategic plan to continue mission.

Performance indicators for the long term outcomes, as well as short term and intermediate outcomes are set forth in this proposal and the participating partners have agreed to implement, manage, and monitor the programs, services, and activities described in this proposal to achieve all established outcomes.

#### IV. Information Sharing

The Project Director for the West Memphis School District Safe Schools/Healthy Students Initiative will be responsible for coordinating the communication and information sharing among the participating partners. Methods for sharing information will include monthly meetings of the SS/HS Partnership; quarterly status reports to all SS/HS partners; West Memphis School District SS/HS listserv; semi-annual SS/HS Partnership-Community forums, and semi-annual SS/HS Program Improvement meetings (to involve designate agency/organization representatives and authorized representatives for each SS/HS partner). Each SS/HS partner agrees to appoint one line staff and one Department

Manager to represent their agency/organization at appropriate meetings.

# V. Roles and Responsibilities of Each Partner

We agree to support the West Memphis School District Safe Schools/Healthy Students Initiative in the following ways:

## West Memphis School District

- Continued membership and active participation in the West Memphis School District SS/HS project and the future West Memphis School District Collaborative.
- Provide administrative and fiscal management of this grant.
- Coordinate activities as set forth in this proposal including collection of data and evaluation.
- Collaborate with SS/HS partners in policy study and school assessment as outlined in this proposal.
- Insure delivery of proposed services to early childhood programs as outlined in this proposal.
- Coordinate training for school staff and community partners as outlined in this proposal.
- Provide data related to the Government Performance and Results Act Performance Indicators established by Federal government.

Rella Konnyan 6/13/2004

Mr. Bill Kessinger, Superintendent

West Memphis School District

### Public Mental Health Agency

- Continued membership and active participation in the West Memphis School District Safe Schools/Healthy Students Initiative and the future West Memphis School District Collaborative.
- Provide oversight of all mental health services (onsite and off-site), supervision and monitoring of contractual personnel.
- Provide comprehensive mental health service at school sites including designated early childhood programs.
- Provide screening programs to detect depression and other mental health disorders.
- Collaborate with West Memphis School District, Social Services, and other family advocates developing a referral system and a network of programs that respond to family's needs (includes, but is not limited to social services, mental and physical health assessment, and mental health services).
- Provide data necessary for evaluation of this proposal to the local evaluator(s).
- Provide data related to the Government Performance and Results Act Performance Indicators established by Federal government.

Bannia White, 6/13/2004

Bonnie White, CEO

Counseling Services of Eastern Arkansas

# West Memphis Police Department:

- Continued membership and active participation in the West
  Memphis School District Safe Schools/Healthy Initiative and
  the future West Memphis School District Collaborative.
- Continued presence of the West Memphis Police Department in all security and crime-related matters as outlined in this proposal.
- Work with SS/HS partners in the delivery of law enforcement-related prevention activities.
- Participate in school safety assessment with consultant and provide technical assistance in implementing school and community safety improvements.
- Provide data necessary for evaluation of this proposal to the local evaluator(s).
- Provide data related to the Government Performance and Results Act Performance Indicators established by Federal government.

BAR 6/13/2004

Bob Paudert, Chief of Police West Memphis, Arkansas

#### Crittenden County Juvenile Division

- Continued membership and active participation in the West Memphis School District SS/HS project and the future West Memphis School District Collaborative.
- Work with SS/HS and community partners in the development and delivery or positive youth development activities.
- Collaborate with SS/HS partners in creating and supporting a truancy program.
- Develop strategies for providing support and services to adjudicated youth returning to school.
- Provide data necessary for evaluation of this proposal to the local evaluator(s).
- Provide data related to the Government Performance and Results Act Performance Indicators established by Federal government.

D.C. Barnes, Director

Crittenden County Juvenile Division

DC. Barnes 6/13/2004

# West Memphis

# WEST MEMPHIS SCHOOL DISTRICT

BILL M. KESSINGER SUPERINTENDENT

AUMINISTRATIVE OFFICE

Post Office Box 826 • West Memphis, AR 72303 • (870) 735-1915

The West Memphis School District is submitting the Safe Schools/Healthy Students grant in collaboration with Counseling Services of Eastern Arkansas, our local community mental health provider, the West Memphis Police Department, and Crittenden County Juvenile Division. The District has collaborative agreements and a history of collaboration with each of these entities.

The District is in close proximity to metropolitan Memphis, Tennessee resulting in large city crime statistics, high poverty rates, and low educational attainment levels of community members and students. The needs of the District include increased access to: secure facilities, early childhood psycho-social programs, mental health services, violence, alcohol, tobacco and other drug prevention, expanded learning opportunities for students Pre-K-12; and professional development of staff.

The WMSD pledges its total cooperation with the National Evaluation Component required in this grant and all resources required to make this program a success including:

- Administrative staff commitment
- Access to students
- Access to standardized test information for baseline data and program outcomes measurement
- Facility and equipment usage
- Utilization of APSCN data management programs
- Professional development opportunities for teachers and staff
- Lead participant in Advisory Board and Steering Committees

It is the intent of the West Memphis School District to sustain elements of this grant following the life of the grant through equipment and curriculum materials purchased, relationships built, and professional development received.

Sincerely,

Bill Kessinger, Superintendent



Counseling Services of Eastern Arkansas is a private, non-profit organization serving the residents of Crittenden, Cross, Lee, Monroe, Phillips, and St. Francis Counties

June 14, 2004

Mr. Bill Kessinger West Memphis Public Schools P.O. Box 826 West Memphis, AR 72303

Dear Mr. Kessinger:

Counseling Services of Eastern Arkansas is supportive of the Safe Schools/Healthy Student Plan developed by the West Memphis School System and, as the local community mental health center serving Crittenden County, it is our intent to fully participate in this program. More specifically, we intend to:

- Provide mental health case managers and therapists for the Safe Schools/Healthy Student Program in the West Memphis Schools.
- Cooperate fully with evaluation staff, schools, and other public service agencies identified in the Safe Schools/Healthy Students Plan.
- Follow all applicable professional, state, and federal guidelines regarding access to care, patient rights, and confidentiality.

We look forward to working with the West Memphis Schools and are committed to providing and sustaining services to the best of our ability and, as long as feasible, once grant funding has ended.

Please do not hesitate to contact me if you have any questions or need additional information.

Sincerely,

Bonnie White

Chief Executive Officer

BW/cjh



# Mest Memphis Police Department

# Robert H. Paudert Chief of Police

The West Memphis Police Department will act as a collaborating partner with the West Memphis School District in the proposed Safe Schools/Healthy Students Project.

The WMPD has a long history of support and collaboration with the WMSD through providing officers in the schools for security and drug/violence prevention programs. The WMPD will provide the following services and resources to this project:

- Consultation regarding safe schools procedures
- Evaluation of school facilities for security
- Officers in the school for security and training
- Participation on advisory boards and steering committees
- Participation in evaluation components

Services provided through the Safe Schools/Healthy Students Grant will continue following the life of the grant through relationships built, equipment purchased, and training received. The West Memphis Police Department pledges to continue services as represented in the grant application throughout the three-year grant period—and beyond.

Sincerely,

Bob Paudert, Chief of Police West Memphis Police Department



## CRITTENDEN COUNTY JUVENILE DEPARTMENT

Bill Kessinger, Superintendent West Memphis School District 301 South Avalon Street West Memphis, AR 72301

#### Mr. Kessinger:

The Crittenden County Juvenile Department provides services to many West Memphis School District students and families. It is estimated that 80% of the Department's caseload is generated from the West Memphis School District draw area. First quarter statistics on juvenile crime show significant increases over that reported for the same time period last year. Therefore, we feel that it is imperative to provide proactive crime prevention alternatives to our youth such as those represented in our collaborative proposal to the U.S. Department of Education for a Safe Schools/Healthy Students grant. The Juvenile Department proposed to provide the following resources and services to the grant initiative:

- 1 Smart Choices/Better Chances crime deterrent programs in schools
- 2 Keys to Safety Program in schools
- 3 Certified personnel for drug testing
- 4 Intensive Juvenile Officers
- 5 Notification to schools of certain offenders enrolled
- 6 Services of Probation Officers to visit school sites
- 7 Personnel, equipment, services
- 8 Participation on Advisory Boards and Steering Committees
- 9 Participation in training events

The Crittenden County Juvenile Department will actively participate in this project during the three year grant period-and will sustain all initiatives following the life of the grant as funding allows.

Sincerely.

D.C. Barnes, Jr. ( Chief Juvenile Officer



Milliam A. Johnson Mayor

Mr. Bill Kessinger West Memphis Public Schools P.O. Box 826 West Memphis, AR 72303

Mr. Kessinger:

As Mayor of the City of West Memphis, Arkansas I welcome the opportunity to provide support to your grant application for a Safe Schools Healthy Students Program. Services to be provided in the grant, including secure facilities, academic and mental health programs are essential in reducing crime and proverty in our area.

Committees and focus groups organized by the City of West Memphis to identify opportunities for progression of its citizenry have identified the following needs:

- \* Programs to provide elimination of alcohol, tobacco and other drug usage among under age individuals
- \* Programs to reduce juvenile crime
- \* Programs to increase educational attainment
- \* Programs to provide safe, supervised, drug free environments for students following school hours and during the summer
- \* Programs to provide access to counseling and mental health services when appropriate

The City of West Memphis will maintain a presence in this project through participation in Advisory Boards for the purpose of identifying areas that need attention, planning to meet the needs of students and families, and participating in evaluation of program outcomes. Participation will continue throughout the three-year grant period and will be sustained following the life of the grant.

Sincerely,

William H. Johnson



June 10, 2004

Bill Kessinger, Superintendent West Memphis School District 301 S. Avalon St. West Memphis, AR 72301

Dear Mr. Kessinger:

The Impact Center, a collaboration of Crittenden Memorial Hospital and Delta AHEC, provides on-going support to the student and families served by the West Memphis School District including:

- The ARKids First insurance program
- Diabetes Self Management Center: Training to increase participants knowledge about the disease and how to exercise control over their own health
- Tobacco Control: Aimed at ending tobacco use among citizens of Crittenden County
- Parenting Education: Provides parenting classes using the SMEC and Avance Curriculum. Provides in-home parenting
- Youth Health Services: Provides resources for parents, teens, and the community to address juvenile health behaviors.
- Project Impact: Providing disaster mitigation and preparedness information
- Health Resources Center: Providers health information and resources; offers a lending library of books, CD-Roms, videos, and displays

The Impact Center is currently working in collaboration with WMSD's federally-funded GEAR UP project for postsecondary awareness for disadvantaged students. The Center will continue to provide services as listed above and those expanded through this grant opportunity and will sustain these services following the life of the Safe Schools/Healthy Student grant.

Thank you for asking me to serve on the Advisory Board. I am happy to support such a meaningful project.

Sincerely,

Ramona Taylor, Director



Mr. Bill Kessinger West Memphis Public Schools P.O. Box 826 West Memphis, AR 72303

Mr. Kessinger:

The Boys and Girls Club of Crittenden County is eager to support the Safe Schools/Healthy Students Grant project being submitted by the West Memphis School District. As Director of the organization, I am acutely aware of the diverse needs of children and families in West Memphis and am always looking for ways to support these needs.

Should your application meet with success, the Boys and Girls Club will participate as follows:

- Participation on Advisory planning and evaluation committees
- Minimum fee-based access to facilities programs and services for youth and families
- Provide information on number of students served
- Minimum fee-based after school and summer school academic and recreation programs
- Staff participation in training activities as appropriate

The Boys and Girls Club of Crittenden County will participate in this project throughout the three year grant period. All activities implemented will be sustained following the life of the grant as funding allows.

Executive Director



# Chamber of Commerce

WEST MEMPHIS

June 17, 2004

Mr. Bill Kessinger, Superintendent West Memphis Public Schools P.O. Box 826 West Memphis, AR 72303

Mr. Kessinger:

The West Memphis Chamber of Commerce is eager to support programs that encourage safe, drug free schools and communities. The Chamber and its membership are currently and actively supporting the West Memphis School District through participation in the Arkansas Scholars Program, Junior Leadership Program, and the federally funded Gear Up postsecondary awareness and opportunity program. The Chamber will participate in this project through providing:

- Participation on Advisory Boards
- Access to staff and resources
- Media exposure
- Access to business for potential shadowing opportunities and student scholarships
- Staff time and office space and equipment,
- Participate in training as appropriate

The Chamber has been involved in a collaborative partnership with the WMSD in a federally funded Gear Up project since 2002 and welcomes continued involvement in school services. The Chamber will remain involved with the Safe Schools Healthy Students grant throughout the three year grant funding. The Chamber will continue to provide community support following the life of the grant.

Sincerely,

Holmes Hammett

Chamber Manager

CRDC-PRC (870) 933-0033 · FAX (870) 933-0048 P. O. Box 1497 · Jonesburg, Arkansas 72403



CRDC-PRC (870) 343-2887 · FAX (870) 343-2374 P. O. Box 252 · Turtell, Arkansas 72384

CROWLEY'S RIDGE DEVELOPMENT COUNCIL, INC.

Mr. Bill Kessinger, Superintendent West Memphis School District P.O. Box 826 West Memphis, AR 72303

Mr. Kessinger:

At the Prevention Resource Center information and educational materials are available to reduce the risks of alcohol, tobacco and other drug abuse by children, youth and young adults of West Memphis, Arkansas. Additionally, the Prevention Resource Center Region 4 sponsors "Teens of North East Arkansas" (TONE)—an annual conference in Jonesboro, Arkansas where 300 students are trained as peer mentors and are provided drug prevention training to be incorporated in their schools.

The Prevention Resource Center plans to continue distribution of information and materials and provide TONE mentoring programs in collaboration with the West Memphis Safe Schools Healthy Students throughout the three year grant period. Sustainable services will continue past the life of the grant.

When available, center staff will participate in Advisory Board and Steering Committees for planning, implementation, and assessment of the Safe Schools Healthy Students project.

Sincerely,

Dewayne Alcorn, CPS

Coordinator, Region 7

Mr. Bill Kessinger West Memphis Public Schools P.O. Box 826 West Memphis, AR 72303

Mr. Kessinger:

As Coordinator for the HIPPY Program serving the West Memphis School District! would like to express my excitement about the possibility of participating in the Safe Schools Healthy Students grant project. As you are aware children and families served through HIPPY have diverse needs. Children require programs to increase academic and social readiness to enter the school system and learn. Parents require parenting skills and opportunities to increase their readiness to enter the workforce.

Should your grant application meet with success, the HIPPY program will participate as follows:

- Participation in Advisory Board meetings and committees
- · Participation in planning and evaluation meetings
- · Access to students/families for program activities
- Access to staff and resources

Henda Melson

The HIPPY program will maintain a presence in this project throughout the three-year grant period—and will sustain programs implemented following the life of the grant.

Sincerely.

## CRITTENDEN COUNTY MULTI-DISCIPLINARY TEAM P.O. BOX 5537 WEST MEMPHIS, AR 72303-5537 870-732-7551

June 24, 2004

Mr. Bill Kessinger, Superintendent West Memphis School District P.O. Box 826 West Memphis, AR 72303

Re: West Memphis School District-Safe Schools Healthy Students project

Dear Mr. Kessinger:

I am pleased to learn that West Memphis School District is collaborating with local law enforcement, Counseling Services of Eastern Arkansas and Juvenite Services to develop the Safe Schools Healthy Students project for the young people in our community. I fully support the school district's effort to promote healthy childhood development, foster resilience and prevent youth violence by securing funds to develop the program. I will be pleased to serve on the Advisory Board-Steering Committee to guide the planning, implementation and evaluation of the program outcomes.

As Crittenden County Multidisciplinary Team Coordinator, I am painfully aware of the need for such a program in West Memphis. Our Multidisciplinary Team (comprised of prosecutors, law enforcement, social services personnel, mental health professionals, school representatives and medical personnel) reviews all cases of child sexual abuse and severe maltreatment in an effort to ensure that the victims receive appropriate care and avoid re-victimization by human services organization and the legal system. These children who are traumatized by severe mattreatment are particularly in need of the Safe Schools/Healthy Students program.

Please feel free to contact me at your convenience if I can provide any additional assistance.

Sincerely.

Marv Edeth Luibel

Crittenden Co. MDT Coordinator

/ml

# ATTACHMENT B

Memorandum of Mental Health Services Agreement between Counseling Services of Eastern Arkansas

And

The West Memphis School District



# West Memphis School District

BILL M. KESSINGER SUPERINTENDENT
ADMINISTRATIVE OFFICE

Post Office Box 826 • West Memphis, AR 72303 • (870) 735-1915

Letter of Agreement Regarding Referral, Treatment, and Follow-up for Mental Health

This letter describes the referral, treatment, and follow-up approach that will be used for mental health services. By signing below, the Superintendent of West Memphis Schools and the Chief Executive Officer of Counseling Services of Eastern Arkansas, the provider of mental health services, agree to the following system for access to mental health services as they relate to the Safe Schools/Health Students Plan that has been proposed. The signatories agree that they will work closely with local community mental health providers in the process of referral, treatment, and follow-up in the delivery of mental health services.

#### Referral System:

Case managers and therapists will be designated and responsible for specific schools. Case Managers will usually receive referrals from school counselors or special education teachers; however, classroom teachers who recognize emotional distress in students may also make referrals. Students and families may themselves request a referral or interview for services. The initial contact for students will be case managers who will gather initial information regarding presenting problems, family dynamics, etc. The case manager will contact the family and inform them of the referral and request all necessary authorizations and releases.

#### Treatment:

Once the case manager has gathered initial information, the screening will be presented to the therapist for review. Based upon the information in the screening, the therapist will directly provide or refer the student for services. Generally, students whose needs can be met in the school setting (such as therapist and/or the case manager. If the student/family require more extensive services then they will be referred to an appropriate setting where such services can be provided. If the services are provided outside of the school setting, then the case manager will remain apprised, within the parameters of confidentiality and patients rights of the student or families needs and progress.

### Follow-Up:

During service provision, the case manager, as stated above, will remain apprised of the student or family/-Es needs and progress. Once services have been terminated, the case manager will conduct periodic follow-up to ensure that the desired outcome of the services have been met. It is understood that the mental health professionals will follow all applicable professional, state, and federal guidelines regarding access to care, patient rights, and confidentiality, and that these will be clearly outlined and presented to consumers of care.

Signed:

Mr. Bill Kessinger, Superintendent West Memphis School District

Date

5 /25/04

Ms. Bonnie White, Chief Executive Officer Counseling Services of Eastern Arkansas

Date

6/13/04

## ATTACHMENT C

## Organizational Structure

Timelines

Job Descriptions

Resume's

Letter of Agreement to Act as a Control Group School

by the Superintendent of the Helena-West Helena School

District, Helena, Arkansas

#### OFFICE OF THE SUPERINTENDENT

## Helena - West Helena School District

305 Valley Drive • P.O. Box 369 Helena, AR 72342

Telephone: (870) 338-4425 • Fax: (870) 338-4434

June 21, 2004

Mr. Bill Kessinger, Superintendent West Memphis School District P.O. Box 826 West Memphis, AR 72303

Mr. Kessinger:

The Helena-West Helena School District is in agreement to serve as a Control Group for evaluation purposes in the West Memphis School District's Safe Schools/Healthy Students grant project. As you are aware the HWHSD is very similar in demographics to that of the WMSD in regard to test scores, free and reduced lunch, and student risk behaviors and should make for a good comparison group to evaluate program effects.

The HWHSD agrees to provide the following information to your local evaluator, Dr. Linda Heard of Education Opportunity, Inc.:

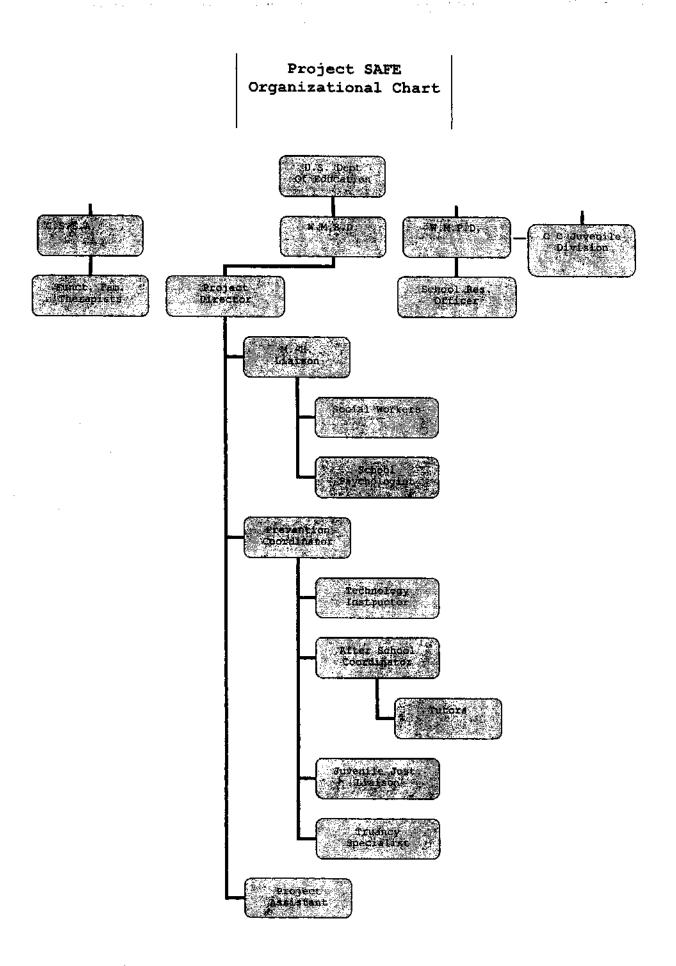
- Results of PRIDE and Youth Risk Behavior Surveys
- Attendance, composite standardized test scores, and discipline incident reports

As the superintendent of a Delta school district in an area plagued by poverty and low educational attainment, I am well aware of the increased risks to students brought about by alcohol, tobacco, and drug usage. I applaud your efforts toward providing services to WMSD students and families.

Sincerely

Willie Easter, Superintendent

"Equal Opportunity Employer"



# Project Timeline for Implementation 2004-2007

# Project Goals:

Goal One	Enhance school security through increased
	preparedness for critical incidents.
Goal Two	Provide prevention and early intervention for
	aggression, alcohol, tobacco and other drug
	(ATOD) use.
Goal Three	Enhance school/community mental health
	service.
Goal Four	Increase support to early childhood
	psychosocial and emotional development
	programs.
Goal Five	Strengthen site-based educational reform
	through systematic analysis of school and
	community risk factors.
Goal Six	Establish school/community policies,
	procedures, and protocols that enhance
	student achievement and school safety.
Goal Seven	Develop an infrastructure, a process of
	planning community-wide initiatives and
	implementing research-based strategies.

Project SAFE	Project Students and Families Empowered
WMSD	West Memphis School District
WMPS	West Memphis Police Department
CSEA	Counseling Services of Eastern Arkansas
CCJD	Crittenden County Juvenile Division
ССВ	Crittenden County Boys and Girls Club
SRO	School Resource Officer
JL	Juvenile Liaison
YSW	Youth Social Worker
CSW	Child Social Worker
PD	Project Director
PC	Prevention Coordinator
PT	Prevention Team
MHL	Mental Health Liaison
TCS	Truancy Connection Specialist
PSP	Project SAFE Partnership
LE	Local Evaluator (EOC, Inc.)
EIT	Early Intervention Team
PSC	Project Steering Committee
SAC	Student Advisory Council
ASC	After School Coordinator
SSP	Safe Schools Policy Work Group

West Memphis School District

each c) Invit parti permi	ch school administrator.			
par per	Invite nominees to	10/04	PC	1,2,6
per	participate; secure parent			
	permission.			
d) Sch	Schedule meetings.	10/04	PC	1,2,6
e) Meet	et with council to	11/04	PC, PT	1,2,6
ixə	explain goals and			
res	responsibilities.			
f) Stu	Student training on Kids	Ongoing	PC, PT	1,2,6
are	are Key			
g) Stu	Students provide feedback	Ongoing	SAC, PC, PT	1,2,6
jei	regarding Project			
act	activities and student			
bas	based concerns.			
h) Stu	Students disseminate	Ongoing	SAC, PC, PT	1,2,6
pro	project information at			
the	their schools.			

no es de la companya	and make tions. curity Systems lures. install web-based ce Critical n Management	3/07	PD, WMSD	Goal 1
recommenda  recommenda  and Proced  order and  order and  install se  install se  install hond  Junior Hig  Z) Install  Maddox, Wo  Elementary	ity Systems s. tall web-based Critical anagement	11/04	PD, WMSD	1 1
upgrade Seand Proced Surveillan Informatio install seanistall Surveillan High, Wond Junior High Maddox, Wo Maddox, Wo Elementary	<pre>ity Systems s. tall web-based Critical anagement</pre>	11/04	PD, WMSD	1
and Proced Order and surveillan Informatio install se install se Install High, Wond Junior Hig Z) Install Maddox, Wo Elementary	s. tall web-based Critical anagement	11/04	PD, WMSD	1
Order and surveillan Informatio install se linstall Sunior High, Wond Junior High Maddox, Wo Elementary	tall web-based Critical anagement	11/04	PD, WMSD	1
Information Maninstall security  1) Install at I High, Wonder, I Junior High Scl 2) Install at I Maddox, Wonder Elementary, L.:	Critical anagement			
Information Mainstall securified by Install at Unior High Sclender, Maddox, Wonder Elementary, L.	anagement			
install security  1) Install at I High, Wonder, J Junior High Scal  2) Install at I Maddox, Wonder Elementary, L.:	•			
High, Wonder, Junior High Sol  2) Install at Maddox, Wonder  Elementary, L.:	ity system			
High, Wonder, Junior High Scl 2) Install at Maddox, Wonder Elementary, L.	West Memphis	12/04	PD, WMSD	Н
Junior High Scl 2) Install at Maddox, Wonder Elementary, L.	East, West			
2) Install at Maddox, Wonder Elementary, L.	chools			
Maddox, Wonder Elementary, L.	Weaver,			
	r, Faulk	7/05	PD, WMSD	₩.
	L.R. Jackson,			,
Wedlock Elemen	Elementary Schools			
3) Richland and	nd Bragg			·.
Elementary; Wes	West Memphis	90/1	PD, WMSD	1

West Memphis School District

	High; and, Wonder Jr. High			
	Schools.			
(q	District Crisis Team	11/04	PC, Crisis Teams,	Goal 1
	members update plans and		MHL, SRO	
	collaborate with other			
	agencies.			
(0)	Develop schedule for crisis	12/04	PC, Crisis Teams,	Goal 1
	plan training within the		MHL, SRO	
	schools and disseminate to			
	the community.			
g)	Train staff and community	1/05	PC, Crisis Teams,	Goal 1
	emergency first responders.		MHL, SRO	
e)	Schedule crisis drills.	1/05	PC, Crisis Teams,	Goal 1
-			MHL, SRO	
f)	Implement and evaluate	1/05 -	PC, Crisis Teams	Goal 1
	crisis drills.	ongoing	(CT), MHL, SRO	

	g) Revise and update crisis	Ongoing	PC, CT, MHL, SRO	Goal 1
	drills.			
4.	Functional Family Therapy			
	a) Schedule Training	10/04	PD, CSEA	Goal 3
	b) Training Session # 1	As	Trainees, MHL	Goal 3
		scheduled		
	c) Training Session # 2	As	Trainees, MHL	Goal 3
		scheduled		
	d) Training Session # 3	As	Trainees, MHL	Goal 3
		pelnpeds		
	e) Finalize referral process	As	Trainees, MHL	Goal 3
		scheduled		
	f) Externship training of	ĀS	Supervisor FFT,	Goal 3
	supervisor	scheduled	MHL	
	g) Telephone consultation with	Monthly	FFT Supervisor	Goal 3
	trainer			
	h) Evaluate outcomes	Ongoing	FFT Sup. MHL	Goal 3

		- 1			
ъ.		Communities of Caring			
	a)	Select staff to act as	10/04	PD, PC	Goals 2,5
		trainer			
	(q	schedule Train-the-trainer	10/4	PC	Goals 2,5
	ΰ	Schedule training for	11/04	PC	Goals 2,5
		staff, and community			
		partners			
	q)	Schedule student training	2/05	PC, SRO, TCS	Goals 2,5
	e e	Evaluate outcomes	Ongoing	PD, PC, LET	Goals 2,5
9		Second Step Training			
	a)	Select staff to act as	10/04	PD, PC	Goal 2
		trainer			
	(q	schedule Train-the-trainer	10/4	PC	Goal 2
		sessions			
	Û	Schedule training for	11/04	PC	Goal 2
		staff, and community			·
		partners			

	g G	Schedule student training	2/05	PC, SRO, TCS	Goal 2
	(e)	Evaluate Outcomes	Ongoing	PD, PC, LE	Goal 2
7.		Positive Behavior			
		Intervention Support Model			
	(B)	Select staff to act as	10/04	PD,MHL, Spec. Ed	Goals 3,4
		trainer		Supervisor	
	(Q	schedule Train-the-trainer	10/04	MHL	Goals 3,4
		sessions			
	ΰ	Schedule training for	11/04	MHT	Goals 3,4
		staff, and community			
		partners			
	(p	Schedule student training	2/05	MHL	Goals 3,4
	e e	Evaluate Outcomes	Ongoing	MHL, PD, LE	Goals 3,4
. 88		Incredible Years			
:	a)	Select staff to act as	10/4	PD, MHL, PC	Goals 2, 3, 4
		trainer			-
	(q	schedule Train-the-trainer	10/4	PD, MHL, EIT, PC	Goals 2, 3, 4

staff, and community  partners  d) Schedule training for 11/04 MHL, PC Goals 2,3  e) Evaluate Outcomes Ongoing PD, WHL, PC, LE Goals 2,3  9. Learning Center  a) Purchase and install 10/04 PD, WMSD Goals 5,0  Instruction 9-12. Purchase  NCS SUCCESS district-wide  license.  b) Identify students scoring 10/4 PC, ASC, WMSD Goal 5  below proficiency by grade  level and subject area for		sessions			
partners  d) Schedule student training 2/05 MHL,PC Goals e) Evaluate Outcomes Ongoing PD,MHL,PC,LE Goals  a) Purchase and install 10/04 PD, WMSD Goal 5  NovaNet Web-based instruction 9-12. Purchase  NCS SUCCESS district-wide  license.  b) Identify students scoring 10/4 PC, ASC, MMSD Goal 5  below proficiency by grade  level and subject area for	(c)	training	11/04	MHL, PC	
d) Schedule student training 2/05 MHL, PC Goals e) Evaluate Outcomes Ongoing PD, WHL, PC, LE Goals  . Learning Center a) Purchase and install 10/04 PD, WMSD Goal 5 NovaNet Web-based instruction 9-12. Purchase NCS SUCCESS district-wide license. b) Identify students scoring 10/4 PC, ASC, WMSD Goal 5 below proficiency by grade level and subject area for		and commun			
d) Schedule student training 2/05 MHL, PC Goals e) Evaluate Outcomes Ongoing PD, MHL, PC, LE Goals  Learning Center a) Purchase and install 10/04 PD, WMSD Goal 5  NovaNet Web-based instruction 9-12. Purchase  NCS SUCCESS district-wide license. b) Identify students scoring 10/4 PC, ASC, WMSD Goal 5  below proficiency by grade level and subject area for		partners			
Learning Center  a) Purchase and install 10/04 PD, WMSD Goal 5 NovaNet Web-based instruction 9-12. Furchase NCS SUCCESS district-wide license.  b) Identify students scoring 10/4 PC, ASC, WMSD Goal 5 below proficiency by grade level and subject area for	φ	student	2/05	MHL, PC	1
Learning Center  a) Purchase and install 10/04 PD, WMSD Goal  NovaNet Web-based instruction 9-12. Purchase  NCS SUCCESS district-wide  license.  b) Identify students scoring 10/4 PC, ASC, WMSD Goal  below proficiency by grade  level and subject area for			Ongoing	PD, MHL, PC, LE	Goals 2,3,4
Purchase and install 10/04 PD, WMSD Goal NovaNet Web-based instruction 9-12. Purchase NCS SUCCESS district-wide license. Identify students scoring 10/4 PC, ASC, WMSD Goal below proficiency by grade level and subject area for					
NovaNet Web-based instruction 9-12. Purchase  NCS SUCCESS district-wide  license.  Identify students scoring 10/4 PC, ASC, WMSD  below proficiency by grade  level and subject area for	a)	and inst	10/04	PD, WMSD	
instruction 9-12. Purchase  NCS SUCCESS district-wide  license.  Identify students scoring 10/4 PC, ASC,WMSD Goal  below proficiency by grade  level and subject area for		NovaNet Web-based			
NCS SUCCESS district-wide license. Identify students scoring 10/4 PC, ASC,WMSD below proficiency by grade level and subject area for		9-12.			
license.  Identify students scoring 10/4 PC, ASC,WMSD Goal below proficiency by grade level and subject area for		SUCCESS			
Identify students scoring 10/4 PC, ASC, WMSD Goal below proficiency by grade level and subject area for		license.			
proficiency by and subject are	(q	students	10/4	1	1
subject area		proficiency by			
		subject area			

	interventions.			
	c)   Notify students and parents	11/04	PC, ASC, WMSD	Goal 5
	of availability of support			
	services.			
	d) Hire focus teachers and	11/04	PC, ASC, WMSD	Goal 5
	tutors according to number			
	of students participating.			
	e) Baseline skill levels	11/04	PC, ASC, WMSD	Goal 5
	assessed and computer			
	assisted instruction CAI			
	scheduled, student academic			
	portfolios developed.			
	f) Implement Learning Center	11/04	PC, ASC, WMSD	Goal 5
	program			
	g) Evaluate	Ongoing	PC, LD, LE	Goal 5
10.	Early Intervention Team			

			****	MITT.	ŀ
	ชิ	RECINIC AND NILE LEAM	10 / O1	ro, shi	6041 2,3,4
	Q	Meet relevant agencies and	10/04	PD, MHL	Goal 2,3,4
		finalize referral process			
	ΰ	Develop forms and	11/04	MHL, EIT	Goals 2, 3, 4
		communication systems			
	g)	Implement	11/04	МНТ	Goals 2,3,4
11.		Evaluate			
	a)	Meet with Local Evaluation	10/04	PD	All
		Team, EOC, Inc.			•
	Q	Set up schedule of	10/04	PD, LE	A11
		evaluation activities.			
					_
	ΰ	Set up data	10/04	PD, LE	A11
		transfer/management			
		procedures.			

scheduled    Complete annual report   10/04,05,06 PD,LE   All		ਰ	Implement	As	PD, LE	A11
f) Complete annual report 10/04,05,06 PD, LE  Community Outreach  a) Determine topics and 1/2005 PSC  audiences for individual  outreach activities.  b) Assign outreach activities 1/05- As assigned to project staff and/or Ongoing  community partners  c) Schedule activities in the 1/2005 PSC  community.  d) Implement As assigned scheduled				scheduled		
Community Outreach  a) Determine topics and 1/2005 PSC audiences for individual outreach activities.  b) Assign outreach activities 1/05- As assigned to project staff and/or Ongoing community partners  c) Schedule activities in the 1/2005 PSC community.  d) Implement As assigned scheduled		ê	annual	10/04,05,06	PD, LE	All
a) Determine topics and 1/2005 PSC audiences for individual outreach activities.  b) Assign outreach activities 1/05- As assigned to project staff and/or Ongoing community partners c) Schedule activities in the 1/2005 PSC community.  d) Implement As As assigned scheduled		£)	Complete final	9/04	PD, LE	A11
Determine topics and 1/2005 PSC audiences for individual outreach activities.  Assign outreach activities 1/05- As assigned to project staff and/or Ongoing community partners  Schedule activities in the 1/2005 PSC community.  Implement As As assigned scheduled	12.		4	THE PLANT OF THE P		
audiences for individual  outreach activities.  Assign outreach activities 1/05- As assigned to project staff and/or Ongoing community partners  Schedule activities in the 1/2005 PSC community.  Implement As As assigned scheduled		a	topics	1/2005	PSC	A11
Assign outreach activities 1/05- As assigned to project staff and/or Ongoing community partners  Schedule activities in the 1/2005 PSC community.  Implement As As assigned scheduled			for			
Assign outreach activities 1/05- As assigned to project staff and/or Ongoing community partners  Schedule activities in the 1/2005 PSC community.  Implement As As assigned scheduled						
to project staff and/or Ongoing community partners Schedule activities in the 1/2005 PSC community.  Implement Scheduled scheduled		Q	Assign outreach activities	1/05-	L	A11
community partners Schedule activities in the 1/2005 PSC community.  Implement As As As assigned scheduled			to project staff and/or	Ongoing		
Schedule activities in the 1/2005 PSC community.  Implement As assigned scheduled						
community.  As As assigned scheduled		ΰ	activities in	1/2005	PSC	All
Implement As assigned scheduled			community.			
scheduled		ĝ	Implement	As	As assigned	All
				scheduled		

	dnox9			
(e	Select Membership	1/05	PD, SSP	Goals 6,7
(q	Review current policies	1/05	PD, SSP	Goals 6,7
(ο	Schedule training; Develop	1/05	SSP	Goals 6,7
	action plans, make			
	assignments.			
(p	Draft proposals for	3/05	SSP	Goals 6,7
	suggested policy changes.			
(B)	Present proposal to school	4/05	SSP	Goals 6,7
	board for acceptance.			
£)	Revise as recommended by	5/02	SSP	Goals 6,7
	Board			
(b	Present proposal to school	4/05	PD, SSP	Goals 6,7
	board for acceptance.		•	

West Memphis School District

14.	After School Program			
10	a) Hire teachers/tutors-select	11/04	PD, PC	Goal 5
	one to teacher at each site			
	to coordinate program.			
11	b) Coordinate after school	11/04	PC, CCB	Goal 5
	program with Boys and Girls			
	Club.			
0	c) Contact community resources	11/04	PC, ASC,	Goal 5
	re: volunteers and tutors.			
	Train and schedule			
	volunteers and tutors.			
ਹ	) Develop Parent Involvement	1/05	PC, ASC	Goal 5
	Plan			
(e)	) Implement Parent	2/05	PC, ASC	Goal 5
	Involvement Plan			
(F)	Evaluate Parent Involvement	.6/05	PD, PC, LE	Goal 5
	Plan			
(b)	) Evaluate student academic	9/05	PC, ASC, LE	Goal 5

	1	progress			
	J. (H	Revise programs as needed	9/02	PD, PC, ASC	Goal 5
15.		Summer School Program			
	a) E	Recruit teachers/tutors for	4/05	PC, MHL, Summer	Goal 5
	al	summer school team		Schl. Director	
	(q	Make teaching assignment	5/05	PC, MHL, SS Dir.	Goal 5
	~	utilizing grant staff and			
	9	community partners.			
	(C)	Provide academic and	6/05	PC, SS Dir.	Goal 5
	51	structured recreation.			
	d) E	Evaluate and revise as	7/9-05	PC, PT, MH	Goal 5
	-	needed.			
16.		Prevention Team			
	a) F	Hire School Psychologist	10/04	PD, PD, WMSD	Goals 2, 3, 4
				Admin.	
	p) [q	Purchase prevention	10/04	PC, TCS	Goals 2, 3, 4
	Fi.	materials for classrooms			
		and teacher training			

		:		
(5)	Select and administer	11/04	PC	Goals 2,5
	pretest student and teacher			
	surveys.			
(p	Train summer school staff	6/05	PC	Goals 2,5
	to provide prevention			
	curriculum.			
<b>(</b>	Administer post-test	7/05	DG	Goals 2,5
	student and teacher	·		
	surveys.			
£)	Develop workshop	6/05	PD, PC, SRO, TCS, MHL	A11
	presentations for Pre-			
	service related to safe			
	schools and positive			
	prosocial behaviors.			
( b	Assist in developing a	9/02	PD, MHL, PSC, CSEA,	Goals 1, 2
	matrix continuum of mental		Lā	·
	health treatment options.			

7	Assist in training staff in 8/	8/05	Dη	Goals 1.2
117	تاا دوهماناه عدهد تاا	)	7 7	
	violence prevention			
	intervention.			
1)	Coordinate prevention 1/	1/04	PD, PC, SRO, MHL, TCS,	Goals 1,2
	activities			
(Ĺ	Select and complete school 8/	8/05	PT	Goals 1,2
	surveys			
K)	Purchase materials for 8/	8/02	PT	Goals 1,2
	alienation, bulling and			
	teasing prevention.			
	PT			
1)	Implement program designed 8/	8/02	PT	Goals 1,2
	for alienation, bullying			
	and teasing.			
(m	Complete and update 6/	90/9	PC, SRO, TCS, MHL	Goal 1
	district and building		District and	
	crisis plans, and train all		building teams	
	personnel.			

17.	Juvenile Justice Liaison			
	a) Utilize continuum of mental	9/02	PSC, JJL	Goals 3
	health options for referral			
	of youth and families.			
	b) Coordinate with other	8/02	PD, JJL, MHL	Goal 3,7
	community partners to			
	respond to mental health			
	education institutions to			
	document policies,			
	procedures, and referral			
	process.			
0	c) Maintain and supply		PT, PC, SRO, MHL, JJL	Goal 2
	juvenile justice records	8/02	Building Cadre	
	for data collection related			
	to offenses and			
	adjudications.			

ф ф	d) Refer youth at risk for	1/05	SRO, TCS, JJL,	Goal 2
	substance abuse to		WMSD school adm.	
	community and school based			
	services in expedited			
	manner, and maintain arrest			
	records and follow-up.			
(e)	Assist in providing arrest	9/8 \$ 9/9	SRO, JJL, school	Goal 2
	records related to juvenile		administration	
	substance abuse and			
	violence.			

## Job Descriptions and Minimum Requirements

Project Director: 1.0 FTE 12 Months

Minimum Requirement: Master's Degree, 3 years administrative line management experience; Experience in federal grant management.

Position supervised by Superintendent of Schools.

- Chair search committee to employ staff
- Supervise staff
- Responsible for program implementation, coordination and evaluation activities with partners
- Maintain responsibility for accomplishment of all goals and objectives
- Maintain responsibility for fiscal management
- Maintain documentation data for measurement of project outcomes on an ongoing basis
- Provide reports to WMSD Administration, Partners, Steering and Advisory Committees, the Local Evaluator, and the National Evaluator
- Participate on Steering Committees and Advisory Boards
- · Responsible for dissemination of outcomes

## Prevention Coordinator: 1.0 FTE 12 Months

Minimum Requirement: Master's Degree, 3 years administrative experience. Experience in federal grant management preferred. Position Supervised by Project Coordinator.

- Supervise After School Coordinator, Truancy/Connection
   Specialist, Instructional/Technology Instructor, Juvenile
   Justice Liaison.
- Responsible for accomplishment of Goals 1,2,5,6.
- Work in conjunction with Mental Health Liaison toward accomplishment of Goals 3, 4, 7.
- Schedule training toward accomplishments of Goals.
- Purchase equipment and curriculum toward accomplishment of Goals.
- Provide monthly time and effort reporting of all preventionrelated staff.
- Provide monthly data documenting all prevention-related activities, outcomes.
- · Serve on Steering, Advisory, Student Committees.
- Disseminate project information on a monthly and as requested basis to the Project Director.

#### Mental Health Liaison: 1.0 FTD 12 months

Minimum Requirements: Master's Degree and three years experience as a school counselor, social worker, or related field. Experience in grant management preferred. Position supervised by the Project Coordinator.

- Supervise Child and Youth Social Workers and School Psychologist.
- Provide supervisory support toward the accomplishment of Goals 3, 4.
- Work in conjunction with Prevention Coordinator toward accomplishment of Goals 1,2,5,6,7.
- Schedule training toward accomplishments of Goals.
- Purchase equipment and curriculum toward accomplishment of Goals.
- Provide monthly time and effort reporting of all Mental Healthrelated staff.
- Provide monthly data documenting all Mental Health-related activities, outcomes.
- Serve on Steering, Advisory, Student Committees.
- Disseminate program information to Project Director monthly and as requested.

# School Psychologist: 1.0 FTE 12 months

Minimum Requirements: Master's Degree and Arkansas licensures and certifications for position. Prefer three years experience in school setting. Position answers to Mental Health Liaison.

- 40% Performs direct student services through initial assessment, individual counseling, conjoint counseling, family counseling, group counseling and referral as needed.
- 30% Performs psychological/psychoeducational evaluations and provides subsequent written reports, per request.
- 20% Provides consultation to teachers/staff and participates in training activities.
- 10% Completes other duties as assigned, including networking with other agencies as necessary to assist in providing optimum services to students and families.

#### Child Social Worker: 1.0 FTE 12 Months

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Minimum Requirements: Master's Degree and Arkansas Certifications and licensures. Prefer 3 years experience. This position answers to the Mental Health Liaison.

- 70% Performs direct student services through initial assessment, individual therapy, conjoint therapy, family therapy, group therapy, and referral, as needed.
- 20% Work with Hippy, ABC and Elementary School Students and families, including training activities, toward accomplishment of Goal 4.
- 10% Complete other duties as assigned, including networking with other agencies as necessary to assist in providing optimum services to students, families, WMSD and Project SAFE staff.

#### Youth Social Worker: 1.0 FTE 12 Months

Minimum Requirements: Master's Degree and Arkansas Certifications and licensures. Prefer 3 years experience. This position answers to the Mental Health Liaison.

- 70% Performs direct student services through initial assessment, individual therapy, conjoint therapy, family therapy, group therapy, and referral, as needed.
- 20% Work with Hippy, ABC and Elementary School Students and families, including training activities, toward accomplishment of Goal 4.
- 10% Complete other duties as assigned, including networking with other agencies as necessary to assist in providing optimum services to students, families, WMSD and Project SAFE staff.

# After School/Summer School Coordinator 1.0 FTE 12 months

Minimum Requirements: Arkansas Teacher Certification. Three years teaching experience— Master's Degree and 1 year of administration experience preferred. Position is supervised by Prevention Coordinator.

- Assist in employing teachers and tutors at the 12 District schools.
- Schedule tutoring at the 12 District Schools
- Monitor student progress at the 12 District Schools
- Monitor student participation at all schools
- Coordinate services with Boys and Girls Club
- Provide support to teachers and tutors through providing tutorial training
- Maintain all time and effort data and expedite tutorial payroll
- Review student outcomes on CAI (NovaNET, NCS SUCCESS)
- Survey teachers in regard to student performance
- Survey students in regard to satisfaction/suggestions
- Survey Parents in regard to satisfaction
- Disseminate data on a monthly basis (and as requested) to Prevention Coordinator.

# • Truancy Connection Specialist: 1.0 FTE - 10 Months

Minimum Requirements: Bachelor's Degree and experience in working with disadvantaged populations. Position is supervised by Prevention Coordinator.

- Address truancy issues by providing direct interventions at school sites, community, and homes of students at risk
- Assist teachers/staff in providing prevention curriculum and training activities
- Maintain documentation of time and effort and provide to
   Prevention Coordinator on a monthly (or as requested) basis
- Supervise and Sponsor SAFE Student organization
- Meet with students and families as required to prevent truancy
- Coordinate services with the West Memphis Police Department and the Crittenden County Juvenile Division

## Juvenile Justice Liaison: 1.0 FTE 12 Months

Minimum Requirements: Bachelor's Degree in Criminal Justice, Social Work, Counseling or related field. Experience working with juvenile justice system. Master's and 3 years experience preferred. Position answers to the Prevention Coordinator.

- Work in conjunction with the Crittenden County Juvenile
   Division to support court mandates for formal and informal
   diversion, adjudication of minor offenses, with supervised and
   unsupervised probation, and follow up of student outcomes
- Work with WMSD staff in planning for students that have committed offenses and those at risk
- Work with Counseling Services of Eastern Arkansas in meeting court ordered mental health directives
- Assist in providing prevention training to students and WMSD staff
- Provide monthly (and as requested) time and effort reporting to
   Prevention Coordinator.
- Provide monthly data regarding students in the West Memphis Police Department and Crittenden County Juvenile Division System.

# Instructional Technology/Trainer: 1.0 FTE

(2 @ 9 Months/1 @ 12 Months). Minimum Requirements: Bachelor's Degree and demonstrated expertise in providing support to utilizing technology as a teaching and as a learning tool. Position supervised by the Prevention Coordinator. Train teachers and staff on utilizing technology as a teaching tool

- Train teachers and staff on utilizing technology for data management and reporting
- Assist teachers and staff in integrating NovaNET and NCS SUCCESS with classroom instruction
- Oversee coordination of computer assisted instruction at designated site of responsibility (e.g. Elementary, Junior High, High School)
- Receive training from Pearsons to that will enable position to act as a Train-the-Trainer for technology
- Provide technology support solutions and work with the District's Technology Team
- Provide monthly time and effort reporting
- Provide teacher/staff/student surveys quarterly to determine outcomes and satisfaction with programs

## Functional Family Therapist: 1.0 FTE 12 Months

Minimum Requirements: Master's Degree (or Ph.D) and Licensed Mental Health Professional. Position will be supervised by Counseling Services of Eastern Arkansas.

The position description below has been provided by CSEA:

Summary: Under the general supervision of the clinic coordinator, performs assessments and treatment of assigned clients.

## Duties/Responsibilities:

- Performs direct client services through initial assessment, individual therapy, conjoint therapy, family therapy, group therapy and referral as indicated.
- Safeguard client confidentiality at all times.
- 3. Maintains medical records on a timely basis.
- 4. Completes other duties as assigned including networking with other agencies as necessary to assist in providing optimum services to clients.
- 5. Performs psychological/psychoeducational evaluations with subsequent written reports.

Tutors: Hourly

Minimum Requirements: Focus teachers will be certified; Peer and community tutors will have demonstrated skills and knowledge to provide academic support. Positions will answer to the After School/Summer School Coordinator.

- Assist in identifying student needs for tutoring
- Meet with regular day teachers to coordinate tutoring with instruction
- Work with Instructional Technology Instructor in developing an individualized instructional plan utilizing NovNET and NCS
   SUCCESS
- Focus teachers will supervise non-certified tutors
- Provide monthly time and effort reporting
- Provide monthly time sheets for payment in a timely manner
- Document student progression on a monthly basis and disseminate to After School/Summer School Coordinator
- Participate in teacher/parent/student conferences as requested.

## Project Assistant: 1.0 FTE 12 Months

Minimum Requirements: Demonstrated clerical support in office management systems including MicroSoft Word, EXCELL, ACCESS data management. Three years experience in clerical position.

Associates Degree preferred. Position supervised by Project Director.

- Provide Clerical support as requested
- Input data regarding program outcomes
- Maintain purchase orders and receipts
- Generate reports and disseminate info
- Provide support to Coordinators and teachers in the development of instructional materials corresponding to prevention/intervention activities.

## Budget Assistant: .50 FTE 12 Months

Minimum Requirement: Bachelor's Degree with 3 years experience in bookkeeping, accounting procedures. Position supervised by Project Director.

- Maintain budgets with close attention to EDGAR and Arkansas
   Legislative Audit procedures
- Utilize the GAPS system to call down funds with close attention to the non-accumulation of interest criteria
- Generate payroll of all Project SAFE staff and vendor payments
- Maintain records and inventory of all purchases
- Work in conjunction with the WMSD Finance Office.

### School Resource Officer: 1.0 FTE 10 months

Minimum Requirements: Established by the West Memphis Police
Department. Funded and Supervised by the West Memphis Police
Department.

• Provide security, gang awareness, and violence interventions

### Dr. Linda Heard

(b)(6)

### Education

The University of Arkansas at Little Rock, 1996, completed Superintendency certification and all coursework toward a Doctorate in Education Administration.

The University of Arkansas, Fayetteville, 1981, received Doctorate in Vocational Special Needs with emphasis in Special Education, Counseling and Psychology.

Arkansas State University, Jonesboro, 1974, received Master's Degree in Rehabilitation Counseling and Psychology.

Arkansas State University, Jonesboro, 1973, received Bachelor's Degree in Elementary and Special Education.

### Certifications

Superintendent, Elementary Principal, Special Education Supervisor, Elementary K-6 and Special Education k-12 Teaching Certificate Experience

1988-Present

Director of Education Opportunity Center, Inc. Program Developer/Evaluator/Consultant for Federal Programs:

> Comprehensive School Reform, Grants to Reduce Alcohol Abuse, Reading First, Carl Perkins Special Needs, School Renovation Grant, Student Support Services and Educational Talent Search TRIO Programs, Literacy through School Libraries, 21<sup>st</sup> Century Community Learning GEAR UP, and Community Centers, Technology Center Programs Arkansas: Brinkley, Camden Fairview, Helena-West Helena, Dumas, Carthage, Black Rock, Elaine, McNeil, Parkin, Lee County, North Little Rock, Hot Springs, South Mississippi County, Newport, and West Memphis School Districts, Garland County Community College, North Arkansas Community College, Mid-South Community College, The University of Arkansas, and Southern Arkansas-Tech University; Louisiana: Bienville, Caldwell, Grant, Madison, and Tensas Parish School Districts.

1988-2001

Garland County Community College
Director Federal Programs

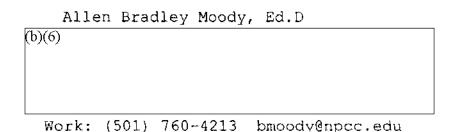
Arkansas Department of Education, State Teacher Educator The University of Arkansas Little Rock, Counselor/Disability Specialist Special Education Teacher, Hot Springs  President of Arkansas Association of Student Assistance Programs Board of South West Association of Student Assistance Programs Outstanding Educator, Hot Springs School District Governor's Board for Developmental Disabilities Regional Award from the Association for Retarded Citizens for Educating Disabled Individuals Board of the Webb Community Center Board of Abilities Unlimited  Special Skills  Program development for federal grants resulting in the receipt of approximately \$40,000,000 for pubic schools and colleges to serve disadvantaged populations.  Computer proficient, trained in management		
The University of Arkansas Little Rock, Counselor/Disability Specialist  Special Education Teacher, Hot Springs  President of Arkansas Association of Student Assistance Programs Board of South West Association of Student Assistance Programs Outstanding Educator, Hot Springs School District Governor's Board for Developmental Disabilities Regional Award from the Association for Retarded Citizens for Educating Disabled Individuals Board of the Webb Community Center Board of Abilities Unlimited  Program development for federal grants resulting in the receipt of approximately \$40,000,000 for pubic schools and colleges to serve disadvantaged populations.	1985-1988	Arkansas Department of Education,
1980-1985  Counselor/Disability Specialist  Special Education Teacher, Hot Springs  President of Arkansas Association of Student Assistance Programs  Board of South West Association of Student Assistance Programs  Outstanding Educator, Hot Springs School District  Governor's Board for Developmental Disabilities  Regional Award from the Association for Retarded Citizens for Educating Disabled Individuals  Board of the Webb Community Center  Board of Abilities Unlimited  Special Skills  Program development for federal grants resulting in the receipt of approximately \$40,000,000 for pubic schools and colleges to serve disadvantaged populations.		State Teacher Educator
Special Education Teacher, Hot Springs  President of Arkansas Association of Student Assistance Programs Board of South West Association of Student Assistance Programs Outstanding Educator, Hot Springs School District Governor's Board for Developmental Disabilities Regional Award from the Association for Retarded Citizens for Educating Disabled Individuals Board of the Webb Community Center Board of Abilities Unlimited  Special Skills  Program development for federal grants resulting in the receipt of approximately \$40,000,000 for pubic schools and colleges to serve disadvantaged populations.	1000 1005	The University of Arkansas Little Rock,
Accomplishments  President of Arkansas Association of Student Assistance Programs Board of South West Association of Student Assistance Programs Cutstanding Educator, Hot Springs School District Governor's Board for Developmental Disabilities Regional Award from the Association for Retarded Citizens for Educating Disabled Individuals Board of the Webb Community Center Board of Abilities Unlimited  Program development for federal grants resulting in the receipt of approximately \$40,000,000 for pubic schools and colleges to serve disadvantaged populations.	1980-1985	Counselor/Disability Specialist
Assistance Programs Board of South West Association of Student Assistance Programs Outstanding Educator, Hot Springs School District Governor's Board for Developmental Disabilities Regional Award from the Association for Retarded Citizens for Educating Disabled Individuals Board of the Webb Community Center Board of Abilities Unlimited  Program development for federal grants resulting in the receipt of approximately \$40,000,000 for pubic schools and colleges to serve disadvantaged populations.	1975-1980	Special Education Teacher, Hot Springs
Assistance Programs Board of South West Association of Student Assistance Programs Outstanding Educator, Hot Springs School District Governor's Board for Developmental Disabilities Regional Award from the Association for Retarded Citizens for Educating Disabled Individuals Board of the Webb Community Center Board of Abilities Unlimited  Program development for federal grants resulting in the receipt of approximately \$40,000,000 for pubic schools and colleges to serve disadvantaged populations.		
Assistance Programs Board of South West Association of Student Assistance Programs Outstanding Educator, Hot Springs School District Governor's Board for Developmental Disabilities Regional Award from the Association for Retarded Citizens for Educating Disabled Individuals Board of the Webb Community Center Board of Abilities Unlimited  Program development for federal grants resulting in the receipt of approximately \$40,000,000 for pubic schools and colleges to serve disadvantaged populations.		
Board of South West Association of Student Assistance Programs Outstanding Educator, Hot Springs School District Governor's Board for Developmental Disabilities Regional Award from the Association for Retarded Citizens for Educating Disabled Individuals Board of the Webb Community Center Board of Abilities Unlimited  Program development for federal grants resulting in the receipt of approximately \$40,000,000 for pubic schools and colleges to serve disadvantaged populations.	Accomplishments	
Assistance Programs  Outstanding Educator, Hot Springs School District  Governor's Board for Developmental Disabilities  Regional Award from the Association for Retarded Citizens for Educating Disabled Individuals Board of the Webb Community Center Board of Abilities Unlimited  Program development for federal grants resulting in the receipt of approximately \$40,000,000 for pubic schools and colleges to serve disadvantaged populations.		
Outstanding Educator, Hot Springs School District Governor's Board for Developmental Disabilities Regional Award from the Association for Retarded Citizens for Educating Disabled Individuals Board of the Webb Community Center Board of Abilities Unlimited  Program development for federal grants resulting in the receipt of approximately \$40,000,000 for pubic schools and colleges to serve disadvantaged populations.	}	
District  Governor's Board for Developmental  Disabilities  Regional Award from the Association for Retarded Citizens for Educating Disabled Individuals  Board of the Webb Community Center Board of Abilities Unlimited  Program development for federal grants resulting in the receipt of approximately \$40,000,000 for pubic schools and colleges to serve disadvantaged populations.		
Governor's Board for Developmental Disabilities Regional Award from the Association for Retarded Citizens for Educating Disabled Individuals Board of the Webb Community Center Board of Abilities Unlimited  Program development for federal grants resulting in the receipt of approximately \$40,000,000 for pubic schools and colleges to serve disadvantaged populations.		
Regional Award from the Association for Retarded Citizens for Educating Disabled Individuals Board of the Webb Community Center Board of Abilities Unlimited  Program development for federal grants resulting in the receipt of approximately \$40,000,000 for pubic schools and colleges to serve disadvantaged populations.		
Regional Award from the Association for Retarded Citizens for Educating Disabled Individuals  Board of the Webb Community Center  Board of Abilities Unlimited  Program development for federal grants resulting in the receipt of approximately \$40,000,000 for pubic schools and colleges to serve disadvantaged populations.		<u> </u>
Retarded Citizens for Educating Disabled Individuals  Board of the Webb Community Center  Board of Abilities Unlimited  Program development for federal grants resulting in the receipt of approximately \$40,000,000 for pubic schools and colleges to serve disadvantaged populations.		
Individuals  Board of the Webb Community Center  Board of Abilities Unlimited  Program development for federal grants resulting in the receipt of approximately \$40,000,000 for pubic schools and colleges to serve disadvantaged populations.		
Special Skills  Program development for federal grants resulting in the receipt of approximately \$40,000,000 for pubic schools and colleges to serve disadvantaged populations.		
Special Skills  Program development for federal grants resulting in the receipt of approximately \$40,000,000 for pubic schools and colleges to serve disadvantaged populations.		Board of the Webb Community Center
Program development for federal grants resulting in the receipt of approximately \$40,000,000 for pubic schools and colleges to serve disadvantaged populations.		
resulting in the receipt of approximately \$40,000,000 for pubic schools and colleges to serve disadvantaged populations.		
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resulting in the receipt of approximately \$40,000,000 for pubic schools and colleges to serve disadvantaged populations.		Program development for federal grants
\$40,000,000 for pubic schools and colleges to serve disadvantaged populations.	Special Skills	_
to serve disadvantaged populations.		
Computer proficient, trained in management		
Computer proficient, trained in management		
]		Computer proficient, trained in management
information systems for collection of		information systems for collection of

financial data for fiscal accountability, student data in regard to progression and outcomes for local, state, and federal accountability.

Proficient with the U.S. Department of Education's GAPS financial system.

Provide teacher training workshop in professional accountability, student achievement, discipline, and evaluation on a statewide basis.

Program development, have developed many instructional and student service programs that have resulted in increases in student achievement.



Sept 93 - Present: National Park Community College, 101 College Drive, Hot Springs, AR

Institutional Research Officer

Development and Implementation of Assessment and Statistical
Tools, Research Design, Statistical Analysis and Modeling,
Local, State, and Federal Reporting Compliance, Assessment of
Programs and Accreditation, Outcomes Assessment, Budget and
Funding Requests, Web-based Reporting;

Director of Admissions and College Registrar
Registration, Advising, Academic Records, Marketing,
Recruitment, Admissions, Student Placement, Degree Audits;

Recruitment, Admissions, Student Placement, Degree Audits;
Student Information System Maintenance, Software Applications
Development, Support and Training; Development of TechnologyBased Student Resources including Web-Based Services.

Oct 89 - Aug 93: University of Arkansas, Fayetteville, AR 72701.

Associate Registrar for Certification and Reporting
Student Information System (SAFARI) Installation, Testing, and
Applications Development; Research Studies and Statistical
Analyses, NCAA and University Admissions and Academic
Certification for Student Athletes; Institutional, State,
Federal, and NCAA Reporting for Student Athletes; Graduation
Certification; Veteran Administration Assistance and

Certification of Enrollment and Financial Aid; Residency
Classification for Tuition and Fees;
Research Associate, College of Engineering
Network Administrator for the College on a UNIX AT&T 3B2 server
platform; Database Administrator (FOCUS), Software Applications
and Development; Director of the Mathematics Assistance Center;
Pre-Engineering Student Advisement; Research Studies and
Statistical Analysis for the College of Engineering.

Sept 82 - Aug 89: Seminole High School PO Box 1031, Seminole, OK 76421 (405) 382-1415.

Chairman of the Mathematics Department

Oversight of the Mathematics Faculty, Staff, Budget, Capital Funds, and Grants; Administrator for the Mathematics Department TRS-80 Network; Development of Mathematics Curriculum.

Mathematics Teacher

Courses taught included Basic Math, Consumer Mathematics,
Geometry, Algebra, Trigonometry, Pre-Calculus, AP Calculus I,
and AP Calculus II, and Physics

Adjunct Faculty Positions

Jan 01 - May 01: Southern Arkansas University, PO Box 9192, Magnolia, AR 71554

(870) 235-4031. Course: MATH 3043 "Introduction to Probability and Statistics".

Aug 98 - Dec 98: Garland County Comm Coll, 101 College Drive, Hot Springs, AR 71913

(501) 760-4222. Course: MATH 2215 "Calculus and Analytic Geometry I".

### EDUCATION

Doctor of Education in Curriculum and Instruction, Mathematics.

Dissertation "Student van Hiele Levels in Geometry"

UNIVERSITY OF ARKANSAS, Fayetteville, AR.

Master of Science in Education, Mathematics.

EAST CENTRAL UNIVERSITY, Ada, OK.

Oklahoma Secondary Teacher Certification

NORTHEASTERN STATE UNIVERSITY, Tahlequah, OK.

Bachelor of Arts in Mathematics and Psychology (double major)
WESTERN KENTUCKY UNIVERSITY, Bowling Green, KY.

### PRESENTATIONS/SEMINARS

Privacy Policies and Statements for College and University Web Sites ArkACRAO Spring Conference, Hot Springs, AR 2001.

Electronic Records Management and Security.

SACRAO Spring Conference, Memphis TN 2000.

MOSIS Conference, Springdale AR 2000.

ArkACRAO Fall Conference, Jonesboro, AR 2000.

ArkACRAO Spring Conference, Hot Springs, AR 2001.

Family Educational Records and Privacy Act (FERPA) for Electronic Records

ArkACRAO Spring Conference, Hot Springs AR 1998.
MOSIS Conference, Springdale AR 2000.
ArkACRAO Fall Conference, Jonesboro, AR 2000.
ArkACRAO Spring Conference, Hot Springs, AR 2001.

### Kenneth Joe Heard

(b)(6)			

### Objective

Manager, Therapist and Consultant in the Mental Health Care Industry

### Qualifications

Licensed Mental Health Professional in the State of Arkansas Thirty-two years experience in the Mental Health Care Industry in a wide array of settings

Licensed Professional Counselor

National Board Certified Counselor

Certified Clinical Mental Health Counselor

Certified Public Manager

Arkansas Board of Examiners in Counseling approved Supervisor of Newly Licensed Counselors

### Education

1970 -1972 Arkansas State University
State University, AR
Master of Rehabilitation Counseling

1966 - 1970 Arkansas State University
State University, AR
B.A., Political Science and French

Relevant Experience

1990 - Present

K. Joe Heard, LPC Private Practice

Bryant, AR

Therapist, Consultant, and Supervisor / Mentor of Newly Licensed Counselors

2002 - Present

Bryant, AR Public Schools

Bryant, AR

School Based Mental Health Program Therapist

1986 - Jan, 2004

Arkansas Health Center,

Division of Mental Health

Benton, AR

Director of Rehabilitative Services

- Manager of Rehab Department with 45 -60 staff.
- Developed programs, supervised staff, evaluated staff performance, evaluated program effectiveness.
- Unit Manager and Team Leader on unit of patients with severe behavioral disorders.
- Developed work activity center for patients by Partnering with Pathfinder, Inc.

1991 -1995

The Counseling Clinic, Inc.

Benton, AR

Out Patient Therapist

 Provided individual and group therapy to CMHC clients on a general case load.

1982 - 1986

George W. Jackson Community Mental Health

Center Jonesboro, AR

Out Patient Therapist

 Provided individual and group therapy to patients with substance abuse/alcohol problems. Program Manager of Harmony House Psycho-Social Rehabilitation Center for the Chronically Mentally Ill

- Developed programs, supervised staff, evaluated staff performance, evaluated program effectiveness.
- Chaired committee to transform day treatment program into psycho-social rehab model.
- Performed facility audit and developed transitional plan that brought facility into compliance with Section 504 of the National Rehabilitation Act.

1976 - 1980 Crowley Ridge Development Council Jonesboro, AR

Consultant and Instructor
Alcohol Safety Program

1976 - 1980 Black River Area Development Council
Pocahontas, AR
Consultant and Instructor
Alcohol Safety Program

1973 -1982 Brad R. Walker Rehabilitation Center Jonesboro, AR

Rehabilitation Counselor III

Coordinator of Substance Abuse Treatment Program

 Authored "The Family and the Young Alcoholic," published in Substance Abuse Prevention Program Manual, Division of Youth Services, State of Arkansas.

1972 - 1983 Hot Springs Rehabilitation Center
Hot Springs, AR
Rehabilitation Counselor II

1971 - 1972 Arkansas Juvenile Reception and Classification Center Benton, AR Clinical Internship

Other Experience

1986 -1988

Arkansas Board of Examiners in

Counseling

Magnolia, AR

Secretary and Practicing Therapist Representative

\*By appointment of Governor Bill Clinton

1982 - 1988 Standards Review Committee, Division of Mental Health Little Rock, AR

Site Review Team Member

 Regularly participated as a team member conducting site visits of Arkansas Community Mental Health Centers to ensure compliance with State and Federal requirements.

1983

Fountain House

New York, NY

Trainee

• 60th Colleague Training Group, Psycho-Social Rehabilitation Model

1981

KASU Public Television Station

State University, AR

Consultant

• TV special series "The Family and the Alcoholic" aired in June and July 1981.

### William Martin Hydaker

ADDRESS	
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(b)(6)

### EDUCATION:

B.A. - March 1976 Ohio Northern University; Ada, Ohio

Major: Psychology

Minor: Political Science
Graduated with Distinction

M.A. - August 1978 Western Carolina University

Cullowhee, North Carolina

Major: Clinical Psychology

Emphasis: Child Clinical, School

### PROFESSIONAL EXPERIENCE:

1989 - Present

Consultant in the areas of mental health services, priority setting, project budgeting, sustainability, support and facilitation with an emphasis on system reform, restructuring and developing the fiscal supports for implementation of

integrated systems of care for children and their families

2000 - June 2003: Consultant / Broker for the Safe Schools / Healthy Students Action Center at the National Mental Health Association. In this position I provide and broker consultation services to Safe Schools / Healthy Student Grantees. All services provided are based upon a comprehensive and individualized community assessment planning model

1995 -1999: Director of Rural Training and Technical Assistance for the Washington Business Group on Health, National Resource Network for Child and Family Mental Health Services (NRN), providing technical assistance to rural grantee sites for the Center on Mental Health Services (CMHS). Providing consultation in the areas of strategic planning for technical assistance, priority setting, project budgeting, support and facilitation with an emphasis on system reform and restructuring and developing the fiscal supports for implementation of integrated systems of care for children and their families with special expertise in the area of mental health and in the implementation of comprehensive systems of care for children with emotional and behavioral health needs.

1989 - January 1995:

Director Centralized Services,
Smoky Mountain Center for MH/DD/SAS, Sylva,
North Carolina. The primary purpose of
this position was to plan, direct, and
coordinate centralized Child and Adult
Mental Health services for a seven county
program. Centralized services are those
which are utilized area wide such as

Carolina Alternatives (Medicaid managed care program), emergency services, sex offender evaluation and treatment services and the Willie M. Program. Additionally, I was responsible for program evaluation and development at the area and county level.

1989 - 1994:

Special Note: In 1989, North Carolina was one of twelve states to receive a Planning Grant from the Robert Wood Johnson Foundation to develop the structure for a comprehensive system of services for children with serious emotional disturbances. In 1990, North Carolina was one of the eight states to receive a fouryear implementation Grant totaling over four million dollars to develop and implement a comprehensive system of services using an interagency collaboration case management model. I assisted in the development of the grant and was responsible for program development at Smoky Mountain Center the site chosen by the State for implementation.

1983 - 1989:

Director of Specialized Child and Family
Services / Willie M Program, Smoky Mountain
Center for MH/DD/SAS, Sylva, North
Carolina. The primary purpose of my
position was to plan, direct and coordinate
a seven-county child and family clinical
program. I was responsible for supervision
of staff, for administration of the child

and family program, and for direction of the activities involved in the area-wide program. All functions of my position were designed to regularly facilitate the comprehensive delivery of child and family services.

1983 - 1989:

Director of Therapeutic Outing and Summer Camp Program, Smoky Mountain Area Mental Health, Area Program, Dillsboro, North Carolina. Direct responsibility for a seven-county outing and camp program. Supervisory responsibilities for thirteen professional staff members.

1982 - 1983:

Case manager, Willie M. Program, Smoky
Mountain Area Mental Health, Area Program,
Dillsboro, North Carolina..

Identification of Willie M. (Assaultive
Children) class members. Responsibilities
included program development, case
management, interagency coordination,
in-depth psychological assessment and
treatment. Because of Smoky Mountains
exemplary reputation for children's
services it was the first site funded in NC
to serve this special population of
children and to my knowledge I was the
first children's case manager in the State.

### Dr. Dianne Tolleson Cofer

(b)(6)

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OBJECTIVE: To make a worthwhile contribution to the institution that I am associated with and to contribute to my community and country by being active in community service.

### EDUCATION

Date Institution Degree Major

1996 University of Memphis Doctoral Instruction & Curriculum Memphis, Tennessee

1991 University of Arkansas Specialist Vocational
Administration
Fayetteville, Arkansas

1984 University of Arkansas Masters Vocational Education Fayetteville, Arkansas

1983 University of Arkansas Masters Special Education1
Fayetteville, Arkansas

1978 University of Arkansas Bachelors Business Little Rock, Arkansas

### CERTIFICATIONS

Curriculum Specialist, Post-Secondary Vocational Administration, Secondary Vocational Administration, Vocational Education, Special Education, Reading, Business Education

### PROFESSIONAL EXPERIENCE

1990-2004 Educational Consultant and Evaluation Specialist
Duties: 1) To develop annual evaluation form; 2) Administer and
provide written annual evaluation of grant; 3) Visit and evaluate
each site; and, 4) Plan and coordinate changes with Director of local
grant.

1991-2000 Director Carl Perkins Vocational Programs

Employer: Garland County Community College

Duties: 1) To develop and administer a comprehensive technology-based Developmental Education Center to provide for the academic needs of Carl Perkins eligible vocational students; 2) Supervise 17 professional faculty and staff members and the expenditure and accounting of Carl Perkins grant funds; 3) Plan and coordinate state-wide Carl Perkins Inservice meetings for 28 community and technical colleges in Arkansas; 4) Develop a service delivery systems for Developmental Education that includes instructors, support personnel, tutorial services, vocational/academic assessment, specialized materials, specialized equipment, transitional services, and evaluation of program outcomes; and, 5) Assist in the adaptation and use of specialized instructional equipment and services for students with special needs. Software used: Poise Management Information System, Plato, SkillsBank, and PassKey computer assisted instruction programs.

1997-2000 Developmental Education Division Chair

Employer: Garland County Community College

Duties: 1) Supervising the Curriculum, 2) Assisting in Faculty Appointments, 3) Evaluating Faculty, 4) Budgeting, 5) Scheduling,

6) Managing the Division, 7) Working with Administration.

1989-91 Teacher Educator for University of Arkansas
Employer: University of Arkansas-Fayetteville Campus
Duties: 1) Act as a consultant, 2) Develop and provide training for vocational instructors and teach a Special Needs courses; 3) Develop and assist in the writing of specialized curriculum for Coordinated Career Education, 4) Coordinate workshops, conferences, seminars on a local, regional, and/or statewide basis for school personnel and, 5) Coordinate inservice activities and develop professional linkages with a wide range of organizations serving special needs populations; participate actively in vocational special needs professional organizations at the state and national levels.

1986-1989 Area Supervisor for Vocational Special Needs
Employer: Arkansas State Department of Vocational Education
Duties: 1) Provide on-going inservice training to 313 school
districts, 24 vocational technical schools, and 13 area centers
serving approximately 3267 students in Arkansas; 2) Coordinate
workshops, conferences and seminars on a local, regional, and
statewide basis for school personnel and supportive community
personnel;

3) Assist in determining appropriations for 3 1/2 million dollars of Carl Perkins federal vocational funds and 1 million dollars of state funds; 4) Develop basic skills instructional support lab programs for secondary and post-secondary levels; and, 5) Be the State Advisor for Coordinated Career Education Chapters of Arkansas; and plan, organize, and direct the State Leadership program for Coordinated Career Education students).

### Blake Embrey Robertson, Ed. D.

### Personal Information

Current Address:

(b)(6)			
	(870)	734-5121	office

rermanent	Address

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(b)(6)		

### B. Educational History

Hendrix College, Conway, Arkansas Bachelor of Arts Degree in History and Political Science Graduation date June, 1972

University of Arkansas at Little Rock, Little Rock, Arkansas Master of Arts Degree in Criminal Justice December, 1997

Thesis Title: Education in the prison: With a focus on the Arkansas System

Adult Education Teaching Certification

University of Arkansas at Little Rock, Little Rock, Arkansas Ed.D - Higher Education Administration December, 2003

Dissertation Title: Testing the Relationship Between Student's Perceptions, Achievement, and Learning Styles

Interested in on-line education and developmental education

### Certification Courses

### Achieve Global

- Team Building
- Interpersonal Communication
- Problem Solving

### Stephen Covey Training

- Understanding importance of self to help others succeed
- · Establishing alliance, both external and internal

### C. Work History

Brinkley School District 200 Tiger Drive Brinkley, AR 72021 Position: Director of  $21^{\rm st}$  Century Community Learning Center July, 2001 - Present

\*Responsible for marketing plan to help establish a collaboration between school and community, in order to diversify programs
\*Prepare and manage budgets by reconciling monthly expenses for all program activities

\*Responsible for justifying and drawing funds from federal government

\*Plans for and directs all after-school learning achievement and recreation programs for children at the two local centers \*Conducts parent activities

Wrote parental handbook for District (copy available) Serves as district parent coordinator

Provides for training for parent trainer

\*Responsible for grant writing activities for School District

Wrote grant and received a FEMA safe room grant for \$800,000

\*Safety Officer for School District

Wrote crisis plan for district

Prepared teacher's crisis information

- \*Directs and/or teaches computer literacy/software classes to adult at night through the community college
- \*Directs the alternative education program at the Brinkley School District
- \*Technology Coordinator for the District
- \*Active in community activities
  - President-elect Rotary Club
  - Volunteers for many community committees

Ouachita Technical College #1 College Circle Malvern, AR 72104 August, 2001 - Present

\*Adjunct Criminal Justice instruction in classroom and on-line

National Park Community College, #1 College Drive Hot Springs, Arkansas 71913

Position: Faculty Member/Study Skills

August, 2000 - June, 2001

- \*Responsible for creation and presentation of curriculum to students in developmental class
- \*Responsible for the assessment and testing of students and the reporting of those results
- \*Responsible for assisting the students in the completion of computer aided instruction
- \*Assisted with the assessment and coordination of academic support services to special population students at the college level.

National Park Community College, Hot Springs, Arkansas Position: Work Force Readiness Instructor

July, 1999 - August, 2000

- \*Responsible for individualizing curriculum for the Welfare to Work Program in order to help the students get a job.
- \*Responsible for the PLATO software as computer lab manager
- \*Serving as liaison for the college to the TEA Coalition
- \*Responsible for developing curriculum for work place education
- \*Developed and facilitated a pre-employment curriculum for local industry using the ACT Work keys curriculum

Rivendell Behavioral Management Corporation (Alexander Youth Service Center)

100 Rivendell Drive

Benton, Arkansas 72015

November, 1998 - July, 1999

- \*Provided instruction to the juvenile population in the subject of science.
- \*Developed and presented the curriculum that was used in the classroom
- \*Provided IEP in some cases for special population students
- \*Provide a sound role model for children who were incarcerated at the juvenile prison
- \*Helped establish and operate a computer lab for students who do not know how to use computers, using the PLATO system.

National Park Community College, Hot Springs, Arkansas Position: Adjunct faculty/part-time computer lab manager July, 1998 - November, 1998

\*Provided assistance to the Director of the Learning Acceleration Division in selection of software to correlate with the curriculum of the instructors who used the lab. \*Assisted with the assessment and coordination of academic support services to special population students at the college level.

\*Provided basic skills instructional support for special needs college students who have been identified through testing.

Administered TABE tests to students, giving individual assistance to visually or physically impaired students, when requested.

\*Organized and set up lab schedules for teachers and classes.

\*Assisted in writing and developing curriculum using teaching software to teach medical terminology to students at Quapaw Technical Institute who show deficiencies in reading skills.

\*Developed and implemented the Study Skills Program for classes at Garland County Community College

Department of Correction School District 8000 Correction Circle Pine Bluff, AR 71603

Position: Head Teacher August, 1994 - June, 1998

\*Responsible for the design and implementation of the educational programming for approximately 150 inmates.

\*Worked with all work areas of the prison in order to get inmates in school.

\*Supervised part-time teachers and tutors, planned instruction and taught GED level classes, assessed students and analyzed testing data and administered ACT.

\*Established and maintained a computer lab for the students at no cost to the district by

solicitation of both hardware and software from other outside organizations.

Department of Human Services, Youth Services Center, Alexander, Arkansas

Position: Security Supervisor July, 1988 - August, 1994

\*

### CHERYL J TRAVERS

(b)(6)			

870)

732-8565 (work)



October 2002 WEST MEMPHIS SCHOOL DISTRICT

to West Memphis, Arkansas

Present GEAR UP Director

- Plan, develop, implement and evaluate GEAR UP Program in compliance with Federal requirements Lead work teams comprised of the primary partners, parents, students, teachers and administrators
- ◆ Direct all aspects of the daily operation of the GEAR UP Program, supervises program staff and performs indirect supervision through subordinates Hire, train, and evaluate personnel Plans and implements the work units at multiple sites
- ◆ Provide program and fiscal administration of the GEAR UP Program to include the development and management of the program budget, GAPS system, contracts and subcontracts Provides technical assistance to partners or subcontractors, as needed, and ensure that all contractual obligations, both financial and programmatic are met

- ◆ Represent the GEAR UP program, the schools and partners to business and industry, government agencies, community organizations and the media
- ◆ Initiate and facilitate other program planning including the development, cultivation and maintenance of new or emerging partnerships
- Develop special projects as appropriate to the goals of the program including new services and customized components specific to an individual program site

October 2001 LEE COUNTY SCHOOL DISTRICT

To Marianna, Arkansas

October 2002 Assistant Superintendent for Federal Programs

- Administer personnel functions of recruitment, selection, employment, assignment and development
- Coordinate overall planning assessment efforts for management of Federal Programs
- Provide coordination of staff in working toward objectives
- Supervise the development of funding proposals and oversaw that new programs and projects coordinated well within the total school program
- Provide direction in the evaluation of the various aspects of the Federal Programs

July 1993 JESSIEVILLE SCHOOL DISTRICT

to Jessieville, Arkansas

October 2001 Secondary Guidance Counselor

- ♦ Selected 1999 ARKANSAS Multi-Level Counselor of Year
- ◆ Selected 2000 NATIONAL Multi-Level Counselor of the Year
- Build and manage computerized scheduling for faculty and students
- Assist students with scholarships, financial aid forms and completing college application Built program to where students received over \$1 million a year in scholarship offerings, for an average senior class of 50
- Coordinate dual enrollment program for college/high school concurrent credit Test, enroll and schedule qualified students into college courses
- ♦ Maintain web page for counseling center
- District test coordinator including CPEP (ACT training program)
- ◆ Make presentations to community organizations and businesses and serve in developing a public relations program with area organizations and clubs, radio stations, and other media sources
- Establish Career/College/Vocational Center for use by students, parents, and the community at large

Spring 1994 GARLAND COUNTY COMMUNITY COLLEGE

to Hot Springs, AR

Spring 2000 Off-Campus Academic Coordinator and Counselor

◆ Work with Vice President of Academic Affairs in the development of off-campus academic and continuing education courses

- Worked with student enrollment and evaluation of courses
- Adjunct Instructor of Psychology and Sociology courses

January 1991 Rich Mountain Community College

to Mena, Arkansas

July 1993 Adult Education Instructor

January 1990 CHARLESTON HIGH SCHOOL

to Charleston, Arkansas

July 1993 Secondary Counselor / Curriculum Coordinator

July 1987 WALDRON SCHOOLS

to Waldron, Arkansas

December 1989 Counselor/Teacher

June 1980 KROHLER FURNITURE MFG.

to Waldron, Arkansas

December 1985 Customer Service Manager

- ◆ Directed National and International Customer Relations regarding problems and service
- ◆ Supervised an office staff of 10 customer service representatives
- Responsible for reports to Board of Directors



- ◆ University of Arkansas at Little Rock
   Completing requirements towards an Ed.D. in Higher
   Education Administration with an emphasis in Student
   Services
- University of Central Arkansas
   Conway, Arkansas
   M.S., Secondary School Guidance
- Arkansas Tech University
   Russellville, Arkansas
   B.A., History/Political Science

ATTACHMENT D

ED FORM 524



### U.S. DEPARTMENT OF EDUCATION

### NON-CONSTRUCTION PROGRAMS **BUDGET INFORMATION**

OMB Control Number: 1890-0004

**Expiration Date: OMB Approved** 

WEST MEMPHIS SCHOOL DISTRICT Elements 1-6 Name of Institution/Organization

all applicable columns. Please read all instructions before completing form. Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete

		SECTION U.S. DEPARTA	SECTION A - BUDGET SUMMARY U.S. DEPARTMENT OF EDUCATION FU	IARY ON FUNDS		
Budget Categories	Project Year ! (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (c)	Total (f)
l. Personnel	1,141,400	1,185,871	1,250,525			3,577,796
2. Fringe Benefits	285,350	296, 468	312,881			894,699
3. Travel	39,120	39,120	39,120			117,360
4. Equipment	420,689	481,800	459,431	:		1,361,920
5. Supplies	37,265	85,120	61,640			184,025
6. Contractual	783,388	529,547	542,452			1,855,389
7. Construction	0	0	. 0			Ø
8. Other	70,566	159,852	110,729			341,147
9. Total Direct Costs (lines 1-8)	2,777,778	2,777,778	2,777,778			8,333,334
10. Indirect Costs (8%)	222,222	222,222	222,222			666, 666
11. Training Stipends	0 .	0	0			0
12. Total Costs (lines 9-11)	3,000,000	3,000,000	3,000,000			9,000,000



## U.S. DEPARTMENT OF EDUCATION

### BUDGET INFORMATION NON-CONSTRUCTION PROGRAMS

OMB Control Number: 1890-0004

Expiration Date: OMB Approved

Name of Institution/Organization
WEST MEMPHIS SCHOOL DISTRICT ELEMENTS 3, 4

Applicants requesting funding for only one year should complete the column under "Project Year I." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.

# SECTION A - BUDGET SUMMARY U.S. DEPARTMENT OF EDUCATION FUNDS

				011200		
Budget Categories	Project Year I (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5	Total
1. Personnel	216,000	222,740	232,944			
2. Fringe Benefits	54,000	55, 685	58,236			
3. Travel	26,585	26,585	26,585			
4. Equipment	17,290	23,800	15,300			
5. Supplies	14,290	13,790	14,660			
6. Contractual	204,980	206,949	206, 949			
7. Construction	0	0	0			
8. Other	4,829	5,707	5,729			
9. Total Direct Costs (lines 1-8)	537,974	555,256	560,403			
10. Indirect Costs (8%)	43,038	44,420	44,832			
11. Training Stipends	0	0	0			
12. Total Costs (lines 9-11)	581,012	599,676	605,235			
ED Form No. 524						

FEDERAL BUDGET NARRATIVE

2004-2007

111 of 166

West Memphis School District SS/HS Project			
West Memphis Arkansas			
Safe Schools/Healthy Students Grant Budget Narrative - 1	Year 1		
	ELEMENTS		Grant
CATEGORY	1,2,5,6	ELEMENTS 3,4 Funds	Funds
Personnel			
Project Director (1.0 FTE-12 mos) @ \$65,000	\$32,500	\$32,500	\$65,000
Site Assistant (2.0 FTE-12 mos) @ \$24,000	\$24,000	\$24,000	\$48,000
Budget Officer (.50 FTE-12mos.) @ \$22,500	\$11,250	\$11,250	\$22,500

The above salaries relevant to project management are divided evenly between the two budgets. The Project Director and all proposed salaries were determined by similar positions on the WMSD salary schedule.

\$50,000	\$20,000	\$30,000	school Psychologist (1.0) FTE 12- months @ \$50,000.  Provide assessment, screening, student, parent, teacher conferencing, mental health strategies with 12 schools, Hippy and ABC programs. Elements 2,3,4.
\$38,000		\$38,000	Juvenile Division, the West Memphis rolled Department and the West Memphis School District for the large number of students on diversion, probation, poice supervision, adjudicated youth. Element 2.
			ice Liaison (1.0 FTE) 12 month
\$90,000		\$90,000	3 Truancy/Connection Specialist (1.0 FTE - 10 months)@ \$30,000. Provides Truancy, Violence, ATOD training support to intervention strategies; coordinates mentoring and SAFE Student Club and SAFE parent organization. Element 2.
\$45,000		\$45,000	1 Prevention Coordinator (PC)(1.0 FTE - 12 months) @ 45,000. PC serves all 12 schools Hippy and Arkansas Better Chance Preschool programs in provision of intervention strategies, teacher and parent training. Element 2.

\$45,000	3,4.
	training, Community and student outreach. Elements
	Department; coordinate all mental health-related
	Eastern Arkansas (CSEA), Juvenile Justice, and Police
	45,000.Provide support to Counseling Services of
	1 Mental Health Liaison (1.0 FTE)12 month @

\$338,400	ı	\$338,400	5.
			enrichment after school/summer school programs. Element
			administrative support to academic and social
			hrs. wk, 40 wks. Direct student instruction and provide
			65 Certified Teachers (.25)FTE 9 months. \$20 hour, 10
\$45,000		\$45,000	Element 5
			site during the regular school year and summers.
			tutoring at the 12 district and the Boys and Girls Club
			45,000. to supervise teacher, CAI, and web-based
			1 After School Coordinator (1.0 FTE) 12 months @
\$70,000	\$45,000	\$25,000	Elements 2,3,4
			students at 12 schools, Hippy and ABC programs.
			with psychologist, prevention teams, parents and
			2 Social Workers (1.0 FTE) 12 months @ \$35,000. Work

sites to work in conjunction with the certified teachers. Element - 5	\$108,000		\$108,000
3 Instructional Trainers (1.0 FTE). 209 mos.	(\$30k		
each) 1 @ 12 (40k) months. \$40,000. Integrate li	teracy		
and math curriculum software into daily classroom			
schedule and train teachers K-12 in utilizing			
technology as a teaching and learning tool. Element	nt 5. \$100,000		\$100,000
Substitute teacher pay for teachers participating	in		
train the trainer prevention and mental health			
activities. 10 at each school(12) for 5 days @ \$50	Q		
daily. All Elements	\$30,000	\$30,000	\$60,000
33 teacher-team leaders \$500 each = 16,500	\$8,250	\$8,250	\$16,500
Salaries are based on similar classified positions	s in		
the West Memphis School District, CSEA, WMPD, and CC Years 2 and 3 will reflect a cost-of-living increase	CCJD.		
3.5%. See Attachment C for position descriptions	· •		

Personnel Total	\$925,400	\$216,000	\$1,141,400
Fringe Benefits (FICA, Retirement, Unemp. Ins., Workers Comp.Health Insurance) @ 25% of Personnel Subtotal	\$231,350	\$54,000	\$285,350
Travel			
National SS/HS Conf. (5 persons @ \$1,150)	\$2,875	\$2,875	\$5,750
Divided evenly between the two budgets. 5 persons @			
\$125/night; Per Diem - 4 days @ \$75 day.			
Federal Meetings (2) Required for Project Director (20 \$1,500)	\$1,500	\$1,500	\$3,000
Airfare \$350; Hotel 4 nights at \$125; PerDiem - 4 days @ \$75 day.			
National Truancy Prevention Conference (3 persons @	\$3,750		\$3,750
Element 1,2,5. 5 persons @ \$750: Airfare \$350/person; Hotel 2 nights @ \$125/night; Per Diem 3 days @ \$75/day)			

1-2. Dr			
\$3,900; other \$1,000.		\$17,800	\$17,800
Local Travel (2,100 miles/mo. @ .35/mile)for Project		-	
Director Social Workers, connection specialist,			
Functional Family Therapist. Elements 1-6.	\$4,410	\$4,410	\$8,820
Divided evenly between the two budgets			i
Travel Total	\$12,535	\$26,585	\$39,120
Equipment			
9 Laptop Computers @ 1,200 for Project SAVE Staff: 4			
for Elements 3,4 staff; 5 for Elements 1,2,5,6 staff.			
Cost will be divided evenly between administrative			
staff.			
Computers (9 laptop units @ \$1,200)	\$4,200	\$6,600	\$10,800
Printers (9 units @ \$1,000)	\$4,510	\$5,490	\$10,000
Copier (2 units @ \$5,200) for two office sites.	\$5,200	\$5,200	\$10,400

developed by the WMSD and WMPD to include all schools East, West Jr. High (Attachment C). (\* items listed under in this security system . Year 1: WM High, Wonder, cameras & equipment (\$31,000)\*. A 3-year plan has been programming of DVRs (\$4,500)\*; 4 sites installation of sites installation of CAT 5(\$10,263)\*; 4 sites cameras (\$10,551),4 sites Internet service (\$7,632)\*;4 SROs and school administrators from office sites Memphis Police Department from their headquarters and consists of 4 Soho Routers (\$1,520); 135 cameras Surveillance Package system accessible by the West (\$4,533); (6) NVT Hubs (\$38,568); 4 Flush mounts for The web-based Critical Incidents Management (\$90,495);10 Servers (\$80,258); Camera power supplies

\$239,092

Element- 1.

"Other"). Year One (\$239,092)

\$239,092

\$420,689	\$17,290	\$403,399	Equipment total
\$14,697		\$14,697	sites. 9 @1,633.00 Element- 5
			30 module SafeHarbo Notebook Security Cart to hold
\$135,700		\$135,700	Element- 5
		•	lab for efficient sharing of computers district-wide).
			District has a three-year plan for developing a mobile
			Gear Up Project has purchased computers for 7-8th). The
			(K-6) computer assisted instruction. 103 @ \$1,900. (The
			Laptop Computers for NOVANET (9-12) and NCS SUCCESS

and the second s

Supplies			
s, staples, etc)			
supplementary curriculum materials costs are based on			
current usage rate by similar office size in the WMSD			
(\$13,600) Cell phones will be provided to 12 key staff			
for safety and communication 12 units			
@\$55/month/unit=\$660 mo (7,920).Divided evenly. Second			
Step curriculum is provided through an Arkansas Dept.			
of Ed. annual grant.	\$10,760	\$10,760	\$21,520
Peabody Language Kits for 1 Hippy and 3 Arkansas Better			
Chance (ABC) and 10 District K-3 classes. Programs to			
provide readiness to enter school @ 580.00 = 8,120.	) ) )	s2 030	\$8,120
Elements 4, 5	\$6,090	201000	

	44,000	\$1,000	けておうちゅう
\$3,000	\$1.500	n 0 0	Community of Caring curriculum materials for train-the-
		24,023	Magnets, Stickers, puppets \$500 = \$4,625.
\$4,625		) ) )	Management Training \$975, Books, Audiotapes, Notepads,
			curriculum(ages 4-8) \$1,075; Teacher Classroom
			12) \$775; /Dina Dinosaur Child Training Programs and
			(2-7) \$1,300; Advanced Parent Training Program (ages 5-
			Incredible Years Basic Parent Training Program (ages

Supplies total	\$22,975	\$14,290	\$37,265
Contractual			
Counseling Services of Eastern Arkansas - Element 3			
1 Functional Family Therapist (1.0) FTE 12 months.			
Counseling Services of Eastern Arkansas 1 Functional			
Family Therapist (1.0)12 months @ \$45,000 + fringe @			
25%= 56,250 Providing therapy in home and school			
environments. Element 3		\$56,250	\$56,250

structured, drug-free afterschool and summer school \$20 per student per week @ 36 weeks= \$. 75,000. with certified after school and summer school teachers environments. CCB&GC staff will work in conjunction access to CCB&GC recreational facilities for safe, risk Students in year 1. CCB&GC will also provide a total of 100 Wedlock and Faulk Elementary School at-The contract cost is an annual \$35 membership fee and a CCB&GC will provide school site tutors, and mentors to

and 5.	•
\$75,500	
\$75,500	

Elements 2

		West Memphis Police Department will provide overtime, up to 100 hours at \$30/hour (cost of living increase of 3.5% for Years 2 and 3), for officers to provide
\$272,310	\$272,310	Pearson's NCS Success Maker K-8 instructional software package district-wide licensure \$770,000. (The District has a credit for previous licenses of \$534,100 which will apply). Installation and support \$59,616. Total cost \$ 272,310. Element - 5.
\$94,000	\$94,000	Pearson's Digit Learning Web-based NovaNET Credit Recovery (Grades 9-12) for 3 sites: - Installation and site setup fee (\$3,000); Professional services fee (\$3,000); License and support fee (\$85,000) = \$94,000. Element - 5

organization activities. Element- 1

\$3,000

\$3,000

security for night time Project SAVE student/parent

the assistant for \$20,000 and administrative costs of 15%. The total cost for each year is divided evenly between Heard; \$10,000 for Marty Hydaker , an evaluation Heard; \$30,000/year for Dr. Moody; \$ 40,000 for Joe Contract includes base salary of \$75,000/year for Dr. will serve as the lead evaluator for Project SAVE Heard, Director of Education Opportunity Center, Inc., Local evaluation 7% of total grant request. Dr. Linda

Keys Stander training - Yr. 1 - \$770. Elements 1,2,5,6 Assemblies on Anti Bullying Campaign Kick-off and By-Staff in anti-bullying strategies- Yr 1- \$770; Student participants) - Yr.1 - \$6,600; In-Service for District Risk Assessment Team Development & Training (Train-the Bullying & Character Education Program and Campaign Trainer- 50 participants) - yr. 1- \$6,600; Anti-Crisis Management Plan for the WMSD- Yr. 1 - \$6,600; collaborative development of a Emergency Response and school administrators which will result in a 100 Crittenden County Emergency First Responders and (Train-the-Trainer teachers and students- 50

s to Safety, Inc. w		two budgets.
Safety, Inc. will provide annual training		
al training to		
	\$105,000	
	\$105,000	
	\$210,000	
****		

\$21,340 \$21,340

\$783,388	\$204,980	\$578,408	Contractual total
\$6,500		\$6,500	Community of Caring ATOD Prevention, teen pregnancy, student forums, development of action plans. Two day workshop inclusive of transportation, lodging and meals for 2 facilitators. Yr. 1- \$6,500 Element 2
\$758		\$758	Second Step Violence, ATOD prevention train-the-trainer program for K-8. 2 staff trainings @ \$379 = \$758.The WMSD will provide curriculum through ADE grant funded annually. Element 2
\$17,730	\$17,730		Positive Behavior Intervention Support Model. Train-the-Trainer model to provide behavior strategies for pre-K-12 Special Education Students and other students Pre-k-6. 3 site trainings annually @ 1,500 x 3 trainers (\$13,500) plus consultant travel(\$3,150), meals (\$360), lodging (\$720) Elements - 3, 4
\$26,000	\$26,000		Functional Family Therapy Series of Training and Consultation for 4-6 CSEA and Project SAFE therapist. Home, school, alternative setting therapy of violent students Elements - 3,4

\$4,358	\$2,179	\$2,179	
\$5,300	\$2,650	\$2,650	Student Advisory, Parent, SS/HS Partnership Meeting expenses are for 10 months @ \$530 monthlydivided evenly between the two budgets. Project SAFE partnership meeting expenses include meeting and office supplies, space rental, etc. for monthly partnership meetings and committee and subcommittee meetings (\$200/month).  Parent participation in partnership and parent group meetings will include child care, meeting supplies, transportation vouchers, and parent incentive program (\$200/month). Student SAFE Club expenses to cover costs for student activities (\$130/month). Elements 1-6
\$7,513		\$7,513	Lighting at East Jr. High
\$53,395		\$53,395	Web-based Surveillance Critical Incidents Management 4 sites Internet service (\$7,632);4 sites installation of CAT 5(\$10,263);4 sites programming of DVRs (\$4,500);4 sites installation of cameras & equipment (\$31,000).  Element - 1
			Other

and the same of th

Total Other	\$65,737	\$4,829	\$70,566
Direct Cost Totals	\$2,239,804	\$537,974	\$2,777,778
Indirect Costs	\$179,184	\$43,038	\$222,222
WMSD has a federally negotiated indirect cost rate of 8%. This rate (8%) is being requested for the SS/HS project.			
GRAND TOTALS - YEAR ONE	\$2,418,988	\$581,012	\$3,000,000

Safe Schools/Healthy Students Grant Budget Narrative - Year 2	West Memphis Arkansas	West Memphis School District SS/HS Project

	ELEMENTS		Grant
CATEGORY	1,2,5,6	ELEMENTS 3,4 Funds	Funds
Personnel (3.50% salary increase)			
Project Director (1.0 FTE-12 mos) @ \$67,275.00	\$33,637	\$33,638	\$67,275
Site Assistant (2.0 FTE-12 mos) @ \$24,840	\$24,840	\$24,840	\$49,680
Budget Officer (.50 FTE-12mos.) @ \$23,288	\$11,644	\$11,644	\$23,288

divided evenly between the two budgets. The Project similar positions on the WMSD salary schedule Director and all proposed salaries were determined by The above salaries relevant to project management are

Element 2 Better Chance Preschool programs in provision of 45,000. PC serves all 12 schools Hippy and Arkansas 1 Prevention Coordinator (PC)(1.0 FTE - 12 months) @ intervention strategies, teacher and parent training. \$46,575 \$46,575

\$51,750	\$20,700	\$31,050	School Psychologist (1.0) FTE 12- months @ \$51,750.  Provide assessment, screening, student, parent, teacher conferencing, mental health strategies with 12 schools, Hippy and ABC programs. Elements 2,3,4.
\$39,330		\$39,330	Juvenile Justice Liaison (1.0 FTE) 12 months @ 39,330. Coordinate services and programs with Crittenden County Juvenile Division, the West Memphis Police Department and the West Memphis School District for the large number of students on diversion, probation, poice supervision, adjudicated youth. Element 2.
\$93,150		\$93,150	3 Truancy/Connection Specialist (1.0 FTE - 10 months)@ \$31,050. Provides Truancy, Violence, ATOD training support to intervention strategies; coordinates mentoring and SAFE Student Club and SAFE parent organization. Element 2.

\$318,877		\$318,877	٠. •
			enrichment after school/summer school programs. Element
			administrative support to academic and social
			hrs. wk, 36 wks. Direct student instruction and provide
		<del>-</del>	65 Certified Teachers (.25)FTE 9 months. \$20 hour, 10
\$46,575		\$46,575	Element 5
			site during the regular school year and summers.
			tutoring at the 12 district and the Boys and Girls Club
			45,000. to supervise teacher, CAI, and web-based
			Alter School Coordinator (1.0 FTE) 12 months @
\$72,450	\$47,093	\$25,357	lements 2,3,4
			students at 12 schools, Hippy and ABC programs.
			with psychologist, prevention teams, parents and
			2 Social Workers (1.C FTE) 12 months @ \$36,225. Work
\$46,575	\$46,575		3,4.
			training, Community and student outreach. Elements
			Department; coordinate all mental health-related
	_		Eastern Arkansas (CSEA), Juvenile Justice, and Police
	<u>.</u>		45,000.Provide support to Counseling Services of
			1 Mental Health Liaison (1.0 FTE)12 month @

\$1,250,525	\$222,740	\$1,028,785	Personnel Total
			descriptions.
			increase of 3.5%. See Attachment C for position
			CCJD. Years 2 and 3 will reflect a cost-of-living
			the West Memphis School District, CSEA, WMPD, and
			Salaries are based on similar classified positions in
\$16,500	\$8,250	\$8,250	33 teacher-team leaders \$500 each+ \$16,500
\$60,000	\$30,000	\$30,000	daily. All Elements
			activities. 10 at each school(12) for 5 days 0 \$50
			train the trainer prevention and mental health
			Substitute teacher pay for teachers participating in
\$103,500		\$103,500	Element 5.
			utilizing technology as a teaching and learning tool.
			daily classroom schedule and train teachers K-12 in
			Integrate literacy and math curriculum software into
			(\$31,050k each) 1 0 12 (40k) months. \$41,400).
			3 Instructional Trainers (1.0 FTE). 209 mos.
\$215,000	W	\$216,000	Element - 5
			work in conjunction with the certified teachers.
			36 weeks =10 tutors at each of the 12 school sites to
			60 tutors (hours) \$10.00 per hour at 10 hours weekly @

And the second of the second o

Fringe Benefits (FICA, Retirement, Unemp. Ins., Workers Comp.Health Insurance) @ 25% of Personnel Subtotal	\$257,196	\$55,685	\$312,881
Travel			
National SS/HS Conf. (5 persons @ \$1,150)	\$2,875	\$2,875	\$5,750
Divided evenly between the two budgets. 5 persons 0			
ghts			
Federal Meetings (2) Required for Project Director (20			
\$1,500)	\$1,500	\$1,500	\$3,000
Airfare \$350; Hotel 4 nights at \$125; PerDiem - 4 days			
@ \$75 day.			
National Truancy Prevention Conference (3 persons @			
\$750)	\$3,750		\$3,750
Element 1,2,5. 5 persons @ \$750: Airfare \$350/person;	·		
Hotel 2 nights @ \$125/night; Per Diem 3 days @ \$75/day)			
Travel for Functional Family Therapist training 4 trips each.\$17,800: Airfare \$6,400; lodging \$6.500:food			
\$3,900; other \$1,000.		\$17,800	\$17,800

00,400	747000		
о Я	\$2 600	\$2,600	intervention strategies.
			Copier ( 2 unit 0 \$5,200) For Teacher-Teams and
\$12,000	\$6,000	\$6,000	Printers (12 units @ \$1,000)
\$30,400	\$15,200	\$15,200	Element - All
			ත ග
			Designated for head teacher for after school(12 sites)
			Equipmen+
\$39,120	\$26,585	\$12,535	Travel Total
			Divided evenly between the two budgets
\$8,820	\$4,410	\$4,410	Functional Family Therapist. Elements 1-6.
- Service and			Local Travei (2,100 miles/mo. @ .35/mile)for Project Director Social Workers, connection specialist,

\$217,134	(\$217,134) Element- 1.
	Elementary . (* items listed under "Other"). Year Two
	Weaver, Maddox, Wonder, Faulk, LR Jackson, and Wedlock
	include all schools in this security system . Year 2:
	year plan has been developed by the WMSD and WMPD to
	installation of cameras & equipment (\$29,000)*. A 3-
	sites programming of DVRs (\$6,750)*; 6 sites
	Φ.
	static cameras (\$9,478),6 sites Internet service
	(\$3,910);(7)NVT Hubs(\$44,996); 124 Flush mounts for
	(\$18,948);7 Servers (\$55,110); 6 Camera power supplies
	(\$44,880); 15 PTZ cameras (\$37,532); 6 High PTZ cameras
	consists of 4 Soho Routers (\$2,280); 124 static cameras
	SROs and school administrators from office sites
	Memphis Police Department from their headquarters and
	Surveillance Package system accessible by the West
	The web-based Critical Incidents Management

lab for efficient sharing of computers district-wide). District has a three-year plan for developing a mobile Element- 5 Gear Up Project has purchased computers for 7-8th). The Laptop Computers for NOVANET (9-12) and NCS SUCCESS (K-6) computer assisted instruction. 100 @ \$1,800. (The \$180,000 \$180,000

\$217,134

\$8,120	\$2,030	\$6,090	Elements 4, 5
		•••	read
··			CO:
			Ω
\$21,520	\$10,760	\$10,760	-
			Dept. of Ed. annual grant.
			Second Step curriculum is provided through an Arkansas
			for safety and communication 12
			(\$13,600) Cell phones will be provided to 12 key staff
			current usage rate by similar office size in the WMSD
			supplementary curriculum matrials costs are based on
			Office supplies (paper, toner, pens, staples, etc) and
			Supplies
\$459,431	\$23,800	\$435,631	Equipment total
\$14,697		\$14,697	sites. 9@1,633.00 Element- 5
			computers for mobile lab to be shared a
			30 module SafeHarbo Notebook Security Cart to hold

, and the second			
\$58,219	\$58,219		Counseling Services of Eastern Arkansas 1 Functional Family Therapist (1.0) FTE 12 months.  Family Therapist (1.0) 12 months @ \$46,575 + fringe @ 25%= 58,219 Providing therapy in home and school environments. Element 3
			Counseling Services of Eastern Arkansas - Element 3
			Contractual
\$61,640	\$13,790	\$47,850	Supplies total
\$2,000	\$1,000	\$1,000	trainer
			Community of Caring curriculum materials for train-the-
\$30,000		\$30,000	and batteries. \$30,000.
			security. $600 $400 = $24,000 + $6,000$ for power supplies
			Two way radios for teachers for discipline and

membership fee and a \$20 per student per week 0 36 discipline reporting. Web-based School Wide Information System (SWIS) for Element 1 weeks= school teachers. The contract cost is an annual \$35 conjunction with certified after school and summer school environments. CCB&GC staff will work in safe, structured, drug-free after school and summer provide access to CCB&GC recreational facilities for School at-risk Students in year 1. CCB&GC will also CCB&GC will provide school site tutors, and mentors a total of 100 Wonder, Wedlock, and Faulk Elementary \$72,650 Elements 2 and \$200 annually 0 12 sites: \$2,400 \$89,505 \$2,400 \$89,505

\$16,600	\$16,600	NCS Success Annual Support fee \$16,600 Element - 5
\$94,000	\$94,000	Element - 5
		(\$3,000); License and support fee (\$85,000) = \$94,000.
		site setup fee (\$3,000); Professional services fee
		Recovery (Grades 9-12) for 3 sites: - Installation and
		Pearson's Digit Learning Web-based NovaNET Credit

\$6,000	organization activities. Element- 1 \$6,000
	security for night time Project SAFE student/parent
	up to 200 hours at \$30/hour , for officers to provide
	West Memphis Police Department will provide overtime,

the two budgets. No pay increase will be requested.	The total cost for each year is divided evenly between	assistant for \$20,700 and administrative costs of 15%.	Heard; \$10,350 for Marty Hydaker, an evaluation	Heard; \$31,050/year for Dr. Moody; \$ 41,400 for Joe	Contract includes base salary of \$77,625/year for Dr.	will serve as the lead evaluator for Project SAVE.	Heard, Director of Education Opportunity Center, Inc.,	Local evaluation 7% of total grant request. Dr. Linda	Local Evaluator - EOC, Inc.	organization activities. Element- 1	security for night time Project SAFE student/parent	up to 200 hours at \$30/hour , for officers to provide
\$105,000										\$6,000		
\$105,000												

\$210,000

\$17,730	\$17,730		lodging (\$720) Elements - 3, 4
			(\$13,500)plus consultant travel(\$3,150), meals (\$360),
			Pre-k-6. 3 site trainings annually @ 1,500 x 3 trainers
			pre-K-12 Special Education Students and other students
			the-Trainer model to provide behavior strategies for
			Positive Behavior Intervention Support Model. Train-
\$26,000	\$26,000		(
			*
			Home, school, alternative setting therapy of violent
			Consultation for 4-6 CSEA and Project SAFE therapist.
			Functional Family Therapy Series of Training and
\$14,740		\$14,740	1, 2, 5, 6
_			Kick-off and By-Stander training - \$770. Elements
			\$770; Student Assemblies on Anti Bullying Campaign
			for District Staff in anti-bullying strategies- Yr 2-
			Trainer- 50 participants) - yr. 2- \$6,600; ; In-Service
			Risk Assessment Team Development & Training (Train-the
			Crisis Management Plan for the WMSD- Yr. 2 - \$6,600;
			collaborative development of a Emergency Response and
		T-2 978 78	school administrators which will result in a
		pr- 45.	100 Crittenden County Emergency First Responders and
			Keys to Safety, Inc. will provide annual training to

\$16,450		\$16,450	
			Fencing at East Jr. High \$16,450 for security. Element
\$66,416		\$66,416	Web-based Surveillance Critical Incidents Management 10 sites Internet service (\$19,080);6 sites installation of CAT 5(\$11,586);6 sites programming of DVRs (\$6,750);6 sites installation of cameras & equipment (\$29,000). Element - 1
			Other
\$542,452	\$206,949	\$335,503	Contractual total
\$6,500		\$6,500	Community of Caring ATOD Prevention, teen pregnancy, student forums, development of action plans. Two day workshop inclusive of transportation, lodging and meals for 2 facilitators. Yr. 2-\$6,500 Element 2
\$758		\$758	Second Step Violence, ATOD prevention train-the-trainer program for K-8. 2 staff trainings @ \$379 = \$758. The WMSD will provide curriculum through ADE grant funded annually. Element 2

Total Other Staff Training/Summer Institute students for mentoring program @ \$100. Elements 1-6 costs for student activities (\$130/month); sponsor 40 meetings will include child care, meeting supplies, transportation vouchers, and parent incentive program space rental, etc. for monthly partnership meetings and (\$200/month). Student SAFE Club expenses to cover Parent participation in partnership and parent group committee and subcommittee meetings (\$200/month). meeting expenses include meeting and office supplies between the two budgets. Project SAFE partnership expenses are for 10 months @ \$530 monthlydivided evenly Student Advisory, Parent, SS/HS Partnership Meeting 1.5 days, 400 staff \$105,021 \$2,286 \$3,419 \$5,707 \$2,288 \$3,419

\$110,729

\$4,575

\$6,838

Direct Cost Totals	\$2,222,521	\$555,256	\$2,776,778
Indirect Costs	\$177,802	\$44,420	\$222,222
WMSD has a federally negotiated indirect cost rate of			
8%. This rate (8%) is being requested for the SS/HS			
project.			
GRAND TOTALS - YEAR TWO	\$2,400,323	\$599,677	\$3,000,000

West Memphis School District SS/HS			
Project			
West Memphis Arkansas			
Safe Schools/Healthy Students Grant			
Budget Narrative - Year 3			
		1	:
CATEGORY	ELEMENTS	ELEMENTS 3,4	Grant
	1,2,5,6		Funds
Personnel (3.50% salary increase)			
Project Director (1.0 FTE-12 mos) @	\$34,815	\$34,815	\$69,630
\$69,630			
Site Assistant (2.0 FTE-12 mos) @	\$25,709	\$25,709	\$51,418
\$25,709			
Budget Officer (.50 FTE-12mos.) 0	\$12,052	\$12,051	\$24,103
\$24,103			
The above salaries relevant to project			
management are divided evenly between			
the two budgets. The Project Director			
and all proposed salaries were			
determined by similar positions on the			
WMSD salary schedule.	İ		

1 Prevention Coordinator (PC)(1.0 FTE - \$48,205
12 months) @ 48,205. PC serves all 12
schools Hippy and Arkansas Better
Chance Preschool programs in provision
of intervention strategies, teacher and
parent training. Element 2.

\$48,205

3 Truancy/Connection Specialist (1.0 \$101,230	\$101,230
FTE - 10 months)@ \$33,744. Provides	
Truancy, Violence, ATOD training	
support to intervention strategies;	
coordinates mentoring and SAFE Student	
Club and SAFE parent organization.	
Element 2.	

Juvenile Justice Liaison (1.0 FTE) 12 \$40,706	\$40,706
months @ 40,706. Coordinate services	
and programs with Crittenden County	
Juvenile Division, the West Memphis	
Police Department and the West Memphis	
School District for the large number of	
students on diversion, probation,	
police supervision, adjudicated youth.	
Element 2.	

programs. Elements 2, 3, 4. with 12 schools, Hippy and ABC conferencing, mental health strategies screening, student, parent, teacher School Psychologist (1.0) FTE 12- months \$32,137 0 \$53,561. Provide assessment, \$53,561

Elements 2,3,4	at 12 schools, Hippy and ABC programs.	prevention teams, parents and students	\$37,493. Work with psychologist,	2 Social Workers (1.0 FTE) 12 months @ \$22,495	student outreach. Elements 3,4.	health-related training, Community and	Department; coordinate all mental	(CSEA), Juvenile Justice, and Police	Counseling Services of Eastern Arkansas	month @ 48,205.Provide support to	1 Mental Health Liaison (1.0 FTE)12
				\$52,490							\$48,205
				\$74,985							\$48,205

	summers. Element 5
	site during the regular school year and
	district and the Boys and Girls Club
	CAI, and web-based tutoring at the 12
	months @ 48,205. to supervise teacher,
\$48,205	1 After School Coordinator (1.0 FTE) 12 \$48,205

65 Certified Teachers FTE 9 months. \$20 \$284,000
hour, Average 7 hrs. wk, 36 wks. Direct
student instruction and provide
administrative support to academic and
social enrichment after school/summer
school programs. Element 5.

\$284,000

60 tutors (hours) \$10.00 per hour at 5 \$158,000	\$158,000
hours weekly 0 36 weeks =10 tutors at	
each of the 12 school sites to work in	
conjunction with the certified	
teachers. Element - 5	

\$1,185,871	\$232,944	\$952,927	Personnel Total
			Attachment C for position descriptions.
			cost-of-living increase of 3.5%. See
			and CCJD.Years 2 and 3 will reflect a
			Memphis School District, CSEA, WMPD,
			classified positions in the West
			Salaries are based on similar
			!
			\$500 for leadership roles.\$16.500
\$16,500	\$8,250	\$8,250	33 Teacher team leaders will be paid
			5 days @ \$50 daily.
			activities. 10 at each school(12) for
			prevention and mental health
			participating in train the trainer
\$60,000	\$30,000	\$30,000	Substitute teacher pay for teachers
			teaching and learning tool. Element 5.
			K-12 in utilizing technology as a
			classroom schedule and train teachers
			and math curriculum software into daily
			months. \$42,849). Integrate literacy
			209 mos. (\$32,137k each) 1 @ 12 (40k)
\$107,123		\$107,123	3 Instructional Trainers (1.0 FTE).

Fringe Benefits (FICA, Retirement,	\$238,232	\$58,236	\$296,468	
Unemp. Ins., Workers Comp. Health				
Insurance) @ 25% of Personnel Subtotal				
Travel				
National SS/HS Conf. (5 persons @	\$2,875	\$2,875	\$5,750	
\$1,150)				
Divided evenly between the two budgets.				
5 persons @ \$1,150: Airfare				
\$350/person; Hotel 4 nights 0				
\$125/night; Per Diem - 4 days @ \$75		79 74 <u>. a a.</u>		
day.				
		-		
Federal Meetings (2) Required for	\$1,500	\$1,500	\$3,000	
Project Director (20 \$1,500)				
Airfare \$350; Hotel 4 nights at \$125;			1100 P. 1100 P	
Per Diem - 4 days @ \$75 day.				
National Truancy Prevention Conference	\$3,750		\$3,750	
(3 persons @ \$750)				
				,

		ECANAT TOCAT
\$39,120	\$26,585	\$12,535
		Divided evenly between the two budgets
	-	Functional Family Therapist. Elements 1-6.
		.35/mile)for Project Director Social Workers, connection specialist,
\$8,820	\$4,410	Local Travel (2,100 miles/mo. @ \$4,410
		\$6,400; lodging \$6,500;food \$3,900; other \$1,000.
\$17,800	\$17,800	Travel for Functional Family Therapist training 4 trips each.\$17,800: Airfare
		Airfare \$350/person; Hotel 2 nights 0 \$125/night; Per Diem 3 days 0 \$75/day)
		\$750:

Equipment			
Laptop computers for lead afterschool	\$6,700	\$6,700	\$13,400
and summer school teachers and			
intervention team members 100 \$1,340.			
Element - 5			
Printers (12 units @ \$1,000)	\$6,000	\$6,000	\$12,000
Copier ( 1 unit 0 \$5,200)	\$2,600	\$2,600	\$5,200

. . . .. ....

Element- 1 under "Other"). Year Three (\$ 151,503) Jr. High(Attachment C). (\* items listed Elementary, West Memphis High, Wonder system . Year 3: Richland and Bragg include all schools in this security been developed by the WMSD and WMPD to equipment (\$26,000)\*. A 3-year plan has sites installation of cameras & sites programming of DVRs (\$4,500)\*; Internet service (\$22,896)\*;4 sites static cameras (\$8,715),4 sites Hubs (\$38,568); 4 Flush mounts for Camera power supplies (\$3,610); 6 NVT cameras (\$6,316);2 Servers (\$16,764); office sites consists of 2 Soho Routers accessible by the West Memphis Police Management Surveillance Package system installation of CAT  $5(\$9,705) \times ; 4$ SROs and school administrators from Department from their headquarters and 14 PTZ cameras (\$35,030); 2 High PTZ (\$760); 114 static cameras (\$41,740);

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Supplies		
Office supplies (paper, toner, pens, \$10,760	\$10,760	\$21,520
staples, etc) and supplementary		
curriculum matrials costs are based on		-
current usage rate by similar office		
size in the WMSD (\$13,600) Cell phones		
will be provided to 12 key staff for		
safety and communication 12		
units@\$55/month/unit=\$660 mo		
(7,920).Divided evenly. Second Step		-
curriculum is provided through an		
Arkansas Dept. of Ed. annual grant.		
Peabody Language Kits for 20 K-3, Hippy \$8,700	\$2,900	\$11,600
and Arkansas Better Chance Programs to		_
provide readiness to enter school @		
580.00 = . Elements 4, 5		
	:	
Two way radios for teachers for \$50,000		\$50,000
security and discipline 1000 \$400 each,	-	
batteries and power supplies =		
\$10,000.Element- 1		

The second secon

Community of Caring curriculum \$1,000	*	•
materials for train-the-trainer	000,1\$	\$2,000
Supplies total	460 \$14,660	0 7 488 Y
	10 10 10 10 10 10 10 10 10 10 10 10 10 1	
Contractual		
Counseling Services of Eastern Arkansas		
- Element 3		
1 Functional Family Therapist (1.0) FTE	\$58,219	\$58,219
12 months. Counseling Services of		
Eastern Arkansas 1 Functional Family		
Therapist (1.0)12 months @ \$46,575 +		
fringe @ 25%= 58,219 Providing therapy		
in home and school environments.		
Element 3		
School Wide Information System web- \$2,400	00	\$2,400
based for disciplinary reporting. \$200	<u>.</u> .	
annually @ 12 sites= 2,400. Element 1		

garage and a surface of the control 
wedlock, and Faulk Elementary School at-risk Students in year 1. CCB&GC will also provide access to CCB&GC recreational facilities for safe, structured, drug-free after school and summer school environments. CCB&GC staff will work in conjunction with certified after school and summer school teachers. The contract cost is an annual \$35 membership fee and a \$20 per student per week @ 36 weeks=\$72,600 Elements 2 and 5.

CCB&GC will provide school site tutors,

\$72,600

Pearson's Digit Learning Web-based \$\frak{\pi}\$

NovaNET Credit Recovery (Grades 9-12)

for 3 sites: - Installation and site

setup fee (\$3,000); Professional

services fee (\$3,000); License and

support fee (\$85,000) = \$94,000.

Element - 5

\$94,000

\$94,000

NCS SUCCESS Annual Support Fee \$17,000 \$17 West Memphis Police Department will \$3,	\$17,000		\$17,000 \$3,000	
vide overtime, up				
\$30/hour (cost of living increase of				
3.5% for Years 2 and 3), for officers				
to provide security for night time				
Project SAVE student/parent				
organization activities. Element- 1				
Local Evaluator - EOC, Inc.				
Local evaluation 7% of total grant \$10	\$105,000	\$105,000	\$210,000	
request. Dr. Linda Heard, Director of				
Education Opportunity Center, Inc.,				
will serve as the lead evaluator for				
Project SAVE. Contract includes base				
salary of \$77,625/year for Dr. Heard;				
\$31,050/year for Dr. Moody; \$ 41,400				
for Joe Heard; \$10,350 for Marty				
Hydaker, an evaluation assistant for		***		
\$20,700 and administrative costs of		·		
15%. The total cost for each year is				
divided evenly between the two budgets.				
No pay increase will be requested.				

\$21,340

\$26,000

violent students Elements - 3,4

\$529,547	\$206,949	\$322,598	Contractual total
			Yr. 3- \$6,500 Element 2
			lodging and meals for 2 facilitators.
			workshop inclusive of transportation,
			development of action plans. Two day
			teen pregnancy, student forums,
\$6,500		\$6,500	Community of Caring ATOD Prevention,
			grant funded annually. Element 2
			will provide curriculum through ADE
			staff trainings $@$ \$379 = \$758.The WMSD
			train-the-trainer program for K-8. 2
\$758		\$758	Second Step Violence, ATOD prevention
			(\$720) Elements - 3, 4
			travel(\$3,150), meals (\$360), lodging
			(\$13,500)plus consultant
			annually @ 1,500 x 3 trainers
			students Pre-k-6. 3 site trainings
			12 Special Education Students and other
			provide behavior strategies for pre-K-
			Model. Train-the-Trainer model to
\$17,730	\$17,730		Positive Behavior Intervention Support

and the second s

Web-based Surveillance Critical	\$63,101	\$63,101
Incidents Management 12 sites Internet		
service (\$22,896);4 sites installation		
of CAT $5(\$9,705)$ ; 4 sites programming		
of DVRs (\$4,500); 4 sites installation		
of cameras & equipment (\$26,000).		
Element - 1		
Fencing, lighting, for security	\$85,293	\$85,293
Element - 1		

\$159,852	\$5,729	\$154,123	Total Other
			days, 400 staff
\$4,728	\$2,364	\$2,364	Staff Training/Summer Institute - 1.5
			Elements 1-6
			students for mentoring program @ \$100.
			activities (\$130/month); sponsor 40
			expenses to cover costs for student
			(\$200/month). Student SAFE Club
			vouchers, and parent incentive program
			meeting supplies, transportation
			group meetings will include child care,
			participation in partnership and parent
			meetings (\$200/month). Parent
			meetings and committee and subcommittee
			rental, etc. for monthly partnership
			meeting and office supplies, space
			partnership meeting expenses include
			between the two budgets. Project SAFE
			months @ \$530 monthly divided evenly
			Partnership Meeting expenses are for 10
\$6,730	\$3,365	\$3,365	Student Advisory, Parent, SS/HS

\$3,000,000	\$605,235	\$2,394,765	GRAND TOTALS - YEAR Three
			project.
			(8%) is being requested for the SS/HS
			indirect cost rate of 8%. This rate
			WMSD has a federally negotiatied
\$222,222	\$44,832	\$177,390	Indirect Costs
\$2,111,118	\$560,403	\$2,217,375	Direct Cost Totals

ATTACHMENT F

PROJECT SAFE LOGIC MODEL MATRIX

Logic Model in Relation to Need Indicators

Indicators	K-12	Arkansas
Students charged with crimes	710	
Students currently on probation	226	
Students on diversion	134	
Detention in jail/House arrest	684	
Training school	36	
East Arkansas Youth Center	40	
Hospital or rehabilitation placement	68	
Custody transferred to State	11	
Title I eligibility school-wide	100%	*
Secondary Completion Rate	64%	85%
Free or reduced lunch participants	78%	45%
Below proficiency in Reading/Literacy	69%	41%
Below proficiency in Math	92%	32%
Percentage of community in poverty	33%	25%
Over age 25 without high school diploma	52%	32%

Source: Arkansas Department of Education, 2004; Superintendent of Schools, 2004; Crittenden County Juvenile Services, 2004.

Goal	Need	Over-all	Strategy	Anticipated
	Indicator	Objective		Measurable
				Result
Goal One:	High number	1.0 By June	Surveillance	20% decrease
Enhance	of calls to	2007 there	cameras; Web-	in violence
school	WMPD; Large	will be a	based	in schools.
security	annual	20%	Critical	
through	Discipline	decrease in	Incidents	
increased	Incident	the number	Management	
preparedness	Reports;	of	(CIM);	
for critical	Close	cumulative	Training in	
incidents	proximity to	violent	CIM; Training	
	Interstates	incidents	in Keys to	
	40 and 55.	at the 12	Safety to	
		district	staff, County	
		schools.	emergency	
			responders.	

Goal -	Need	Over-all	Strategy	· · · · · · · · · · · · · · · · · · ·
		Over all	Strategy	Anticipated
	Indicator	Objective		Measurable
				Result
Goal Two:	Large	By June	Second Step	20% decrease
Provide	numbers of	2007 there	Violence, ATOD	in violence
prevention	students	will be a	abuse	and reported
and early	self-report	reported	curriculum and	ATOD abuse.
intervention	ATOD abuse	20%	corresponding	Decrease in
for	(Pride	cumulative	training;	adjudicated
aggression,	Survey	decrease in	Incredible	WMSD
alcohol,	2004).	ATOD use by	Years	students
tobacco and		students at	curriculum and	reported by
other drug		the 12	training in	the WMPD and
(ATOD) use.		district	ABC, Hippy, K-	CCJD; higher
		schools.	3 programs;	attendance;
			Communities of	i
			Caring	:
			curriculum and	
			training.	
	1	İ	1	J ·

Goal	Need	Over-all	Strategy	Anticipated
	Indicator	Objective		Measurable
				Result
Goal	Limited and	By June	Train CSEA	25% increase
Three:	uncoordinated	2007, WMSD	and relevant	in screenings
Enhance	mental health	schools	Project SAFE	and
school	services.	will	and WMSD	assessments of
and '	Large number	demonstrate	staff in	students for
community	of WMSD	a 25%	interventions	mental health
mental	referred to	increase in	including	interventions;
health	counseling as	mental	Functional	Students and
services	a condition	health	Family	families
	of probation.	services to	Therapy and	served develop
		students	Positive	resiliency to
		and	Behavior	participate in
		families.	Intervention	academic
			Support Model	programs and
; ; ;			for Special	community.
			Education	
]			Students.	
1 1				

Goal	Need	Over-all	Strategy	Anticipated
	Indicator	Objective		Measurable
				Result
Goal Four:	Students	By June 2007,	Provide	100% of
Increase	enter	100% of WMSD	Incredible	centers have
support to	school	Arkansas	Years	staf <u>f</u>
early	under-	Department of	curriculum	trained in
childhood	prepared to	Human	and training	violence,
psychosocial	learn;	Services	at HIPPY,	prevention;
and emotional	large	Quality	Arkansas	Peabody
development	numbers of	Approved Day	Better	Literacy
programs.	single	Care Centers	Chance (ABC)	programs
	parent	will	programs,	teach early
	homes;	participate	Pre-K-3 WMSD	phonics,
		in Project	sites.	reading
		SAFE	Peabody	skills.
·		intervention	Language	
		activities.	Kits.	
	· .	. !		

Goal	Need Indicator	Over-all	Strategy	Measurable
		Objective		Result
Goal Five:	State mandated	Students	After school	20% increase in
Strengthen	test scores	participating	and summer	state mandated
site-based	show majority	in Project SAFE academic	school	test score; 10%
educational	of students	enrichment,	program	increase in
reform	scoring below	violence and	utilizing	attendance and
through	proficiency;	interventions	tutors,	graduation
systematic	Large dropout	will	mentors, NCS	rates; 30%
analysis of	rates; Large	experience a 20% increase	Successmaker	increase in
school and	truancy and	in State-	and NOVANET	parent
community	absentee rate;	mandated test	credit	participation in
risk and	Low graduation	scores; 10%	recovery	student's
protective	rates.	attendance;	computer	academic plans.
factors.		10% higher	assisted	,
Based on		graduation rates; 30%	instructional	
this		increase in	programs.	
research,		parent	Community of	
implement		involvement.	Caring	
intervention			curriculum	
strategies			and training;	
at all			SAFE club for	
schools.			student	
			input.	
I			l .	

	Goal	1	1	1	
	Goal	Need Indicator	Over-all	Strategy	Anticipated
			Objective		Measurable
					Result
	Goal Six:	Schools have	By June 2007,	Safe schools	Consistent and
	Establish	large	WMSD will have	policy work	enforceable
	clear and	discipline	adopted and	group; Keys	school policies
	consistent	incident	fully	to Safety	regarding
	school and	reports, low	implemented	Curriculum;	student
	community	parent	policies which	Review of	behaviors;
	policies,	participation,	encourage safe	school	Increase in
	procedures,	low test	schools, high	policies	attendance,
	and	scores, and	standards of	evaluated by	graduation
	protocols	uncoordinated	academics and	team.	rates, test
	that enhance	services	behavior,		scores,
	student	between	substance		parent/community
	achievement	agencies	abuse		participation.
	and school	serving	prevention and		
	safety.	disadvantaged	community	į	
		populations.	participation.		
Į			1		

Goal	Need	Over-all		
	, necu	Over-all	Strategy	Anticipated
	Indicator	Objective		Measurable
				Result
Goal Seven:	Population	By June 2007,	Involved	Partners and
Develop an	under served	increase	community	community
infrastructure,	due to lack	advocacy and	agencies and	organizations
a process of	of	support of	organizations	will
planning	coordination	community	serving WMSD	implement and
community-wide	and services	partners for	students and	sustain
initiatives and	between	safe schools	families in	aspects of
implementing	agencies.	programs	training and	Project SAFE.
research		toward	steering	
strategies		transition to	committees	
		collaborators.	toward	
			meeting goals	
			of all.	
	ı			

#### ATTACHMENT G

NCES Locator Page

ED Form 424B

ED Form 80-0013

ED Form 80-0014

Standard Form LLL

GEPA Statement

Equitable Participation of Private Schools

Statement of Maintenance of Effort

Statement of Intergovernmental Review

Statement Regarding Civil Rights

Statement Regarding Confidentiality and Participant Protection

Statement Regarding Nonuse of Tobacco

Statement Regarding Coordination of Mental Health Services

## National Center for Education Statistics

# Search for Public School Districts

District

Search Results Modify Search About the Data Help

Information

**District Name:** 

County:

County ID:

West Memphis

Crittenden

05035

schools for this district

**Mailing Address:** 

Physical Address:

Phone:

P.O. Box 826

Pobox 826

(870)735-

West

West

1915

Memphis, AR 72303-

Memphis, AR 72303-

0826

0826

NCES District ID:

**State District ID:** 

0508040

1803000

**District Details** 

Characteristics Staff High School Completers Fiscal

Show

Census

All

**Grade Span:** (grades KG - 12)

KG 1 2 3 4 5 6 7 8 9 10 11 12

Type:

Regular School

District

**Total Schools:** 

12

Mid-size Central

**Total Students:** 

6.100

Locale/Code:

City / 2

Classroom

393.0

Status:

No Boundary

Teachers (FTE): Student/Teacher

Change

Ratio:

15.5

Metro Status: MSA - Central City

Summer Migrant

0

Students:

Supervisory Union #:

ELL (formerly LEP) Students:

CMSA/PMSA/MSA:

000

Students with

769

IEPs:

Source: CCD public school district data for the 2001-2002 school year. Note: "N/A" means the data are not available or not applicable.

OMB Approval No. 0348-0040

#### ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503

# PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records, (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 ct seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

- 7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
- 8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- Will comply, as applicable, with the provisious of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act

- Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
- 2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
- Will compty with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686),

(40 U.S.C. § 276c and 18 U.S.C. §§ 874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-

#### West Memphis School District

- 333), regarding labor standards for federally assisted construction subagreements.
- 10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- 11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

West Memphis, Arkansas

12 Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1721 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

- Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).
- 14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- 15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- 16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- 17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
- 18. Will comply with all applicable requirements of all other federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

APPLICANT ORGANIZATION

West Memphis School District

TITLE

Superintendent

DATE SUBMITTED

Standard Form 424B (Rev. 7-97) Back

West Memphis School District

West Memphis, Arkansas

## CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

#### 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

## 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110—

- A. The applicant certifies that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarity excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, fatsification or destruction of records, making false statements, or receiving stolen property;

- (c) Are not presently indicted for or otherwise criminally or civitly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and
- 8. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

## 3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85,605 and 85,610 -

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an on-going drug-free awareness program to inform employees about:
- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace:
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

#### West Memphis School District

- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No.
- 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
- B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

West Mcmphis, Arkansas
DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIOUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610-

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants Policy and Oversight Staff, Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant.

Check [ ] if there are workplaces on file that are not identified here.

As the duty authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF APPLICANT

PR/AWARD NUMBER AND / OR PROJECT NAME

West Memphis School District

Relem Kanader

84.184L

PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Mr. Bill Kessinger

Superintendent

SIGNATURE

DATE

6/11/04

## Certification Regarding Debarment, Suspension, ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

#### Instructions for Certification

- By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
- 2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower the participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- 3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- 4. The terms "covered transaction," "debarred," "suspended," "Ineligible," "fower ther covered transaction," "participant," " person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
- 5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

- 6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Vokuntary Exclusion-Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- 7. A participant in a covered transaction may rely upon a certification of a prospective participant in a tower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is enoneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to, check the Nonprocurement List.
- 8. Nothing contained in the foregoing shalf be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- 9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

#### Certification

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME OF APPLICANT

West Memphis School District

Bilam Kunman

PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Mr. Bill Kessinger

SIGNATURE

ED 80-0014, 9/90 (Replaces GCS-009 (REV.12/88), which is obsolete)

PR/AWARD NUMBER AND/OR PROJECT NAME 84.184L

Superintendent

DATE

6/11/04

West Memphis, Arkansas

Approved by OMB

0348-0046

#### NONE

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See reverse for public burden disclosure)

	reverse for pu	ione ourden disclo	Sure)
1. Type of Federal Action:  a. contract  b. grant  c. cooperative agreement  d. loan  e. loan guarantee  f. loan insurance	Status of Fed a. bid/of b. initial c. post-a	Ter/application award	3. Report Type:  a. initial filing  b. material change  For material change only:  Year quarter  Date of last report
4. Name and Address of Reporting Entity. Prime Subawardee Tier, if Know		5. If Reportin Name and A	g Entity in No. 4 is Subawardee, Enter Address of Prime:
Congressional District, if known: 6. Federal Department/Agency:		7. Federal Prog	onal District, if known: gram Name/Description:
8. Federal Action Number, if known:  10. a. Name and Address of Lohbying Regis (if individual, last name, first name, MI):	strant	9. Award Amou	Performing Services (including address if p. 10a)
11. Information requested through this form authorized by title 31 U.S.C. section 1352. The disclosure of lobbying activities is a material representation of fact upon which reliance where the tier above when this transaction was centered into. This disclosure is required pure U.S.C. 1352. This information will be report Congress semi-annually and will be available inspection. Any person who fails to file the redisclosure shall be subject to a civil penalty of than \$10,000 and not more than \$100,000 for failure.	This  vas placed made or suant to 31 ed to the e for public equired of not less	Signature: Re Print Name: M Title: Superin	APM KENENARY  Ar. Bill Kessinger  Atendent  870-732-8643 Date:
Federal Use Only		Authorized for I Standard Form	Local Reproduction - LLL (Rev. 7-97)

#### SECTION 427 OF GEPA

# DESCRIPTION OF EQUITABLE ACCESS TO, AND PARTICIPATION IN, FEDERALLY ASSISTED PROGRAMS FOR STUDENTS, TEACHERS, AND OTHER PROGRAM BENEFICIARIES WITH SPECIAL NEEDS

Statement of compliance may be found in the Safe Schools/Healthy Students grant application, however, additional compliance statements in regard to parents, children, students, teachers, and other program beneficiaries are listed below:

#### Parents and Students:

Equitable access to and participation in the SS/HS and other federally assisted programs will be guaranteed through the following:

- Providing access to special needs parents, students, and community members following their identification.
- Access will be provided to special needs individuals through direct contact (utilizing the proper physical or linguistic accommodations) inviting (their) participation in SS/HS Program and other federally assisted programs.
- Parent and student access to federal, state, and community-assisted program will depend solely on their special needs (low income, first generation, or physically disabled) - not on age, race, gender, or religious belief.
- Parents and students will provided an array of services in a manner that will accommodate
  their physical or linguistic needs (desks, tables, lab materials, and computers will be adapted
  for physically disabled students) note takers, Braille texts, books-on-tape, and special
  tutoring will also be available along with other services provided according to identified
  needs.
- Parent and student's participation (and retention) in SS/HS Program and other federally
  assisted programs will be solicited (in a manner consistent with their physical or linguistic
  needs) through individual and on-going contact throughout their enrollment.
- Parents and Students with special needs due to a physical disability will have classroom and tutorial accommodations (such as Braille text, note takers, readers, special testing) as required for their full and successful participation.
- Parents and students who have limited English-speaking ability will be provided individualized tutorial services and special testing for placement and classes are required for their full and successful participation.

 The West Memphis School District pledges, through this document and the attached assurance, their total commitment to eliminating barriers to special needs students in pursuit of education opportunities.

#### Teachers and Staff:

Equitable access to employment opportunities in the SS/HS Program and other federal, state, and LEA programs at the West Memphis School District are assured through:

- Solicitation of under-represented (racial, gender, senior citizens, low-income, physically
  disabled and first generation) minority group members through advertisement of positions in
  minority-owned publications, Internet, local and state newspapers.
- Advertisement of positions making the statement "minority members (racial, senior citizens, gender, low-income, first generation, and physically disabled) are especially encouraged to apply for employment with this federally assisted program".
- Interview and selection processes that encourage the employment (through assignment of additional points to application) of teachers, staff and administrators that are minority members or (are) were low-income, first generation, or physically disabled.

Program Beneficiaries With Special Needs—Including Senior Citizens:

Program beneficiaries with special needs other than the student/participant and federally funded staff, might include their family members. Their needs will be addressed through:

- Provision to their family member to equitable access to, and participation in SS/HS Program that will enhance their opportunities for successful participation.
- Assistance in identifying and accessing various social agencies that might assist with the provision of food, shelter, childcare, medical services, and transportation.

The civil rights statutes are carefully adhered to by the West Memphis School District.

# WEST MEMPHIS SCHOOL DISTRICT

West Memphis

BILL M. KESSINGER SUPERINTENDENT

ADMINISTRATIVE OFFICE

POST OFFICE BOX 826 • WEST MEMPHIS, AR 72303 • (870) 735-1915 June 7, 2004

Mr. Steve Coryell, Principal St. Micheal's Catholic School 405 North Missouri West Memphis, AR 72301

Dear Mr. Coryell

The West Memphis School District is making application for a federally-funded Safe Schools/Healthy Students grant to serve students Pre-K-12. The grant requires an assurance that the WMSD provide private school students an opportunity to participate in grant activities at the 12 schools and partnership sites within the West Memphis School District. Please accept this letter as one of invitation to consult on the following issues:

- 1. how children's needs will be identified;
- 2. what services will be offered;
- 3. how and where the services will be provided;
- 4. who will provide the services;
- 5. how the services will be assessed and how assessment results will be used to improve the services;
- 6. the amount of funds available for services;
- 7. the size and scope of the services to be provided;
- 8. how and when decisions about the delivery of services will be made; and,
- 9. the provision of contract services through potential third-party providers

Please feel free to contact me at 870-735-1915 should you have recommendations in regard to items 1-9 above. Be assured that any student wishing to receive services at the West Memphis School District will be provided ample opportunity for participation.

Sincerely,

Bill Kessinger, Supt.

rijio COVI

### ATTACHMENT E

# COPS APPLICATION

N/A

# Non-Federal Contribution 2004-2007

The following is a rough estimate of the value of The West Memphis School District and Partners plan significant contributions of personnel, facilities, and resources. (b)(4)

Personnel:

this commitment.

West Memphis School District:

Time commitment of District Personnel,

including administrative commitment,

Technology Coordinator, teaching staff,

Business Office for processing expenditures,

usage of equipment, and current licensures for

, and the usage of a building facility for

NCS Success, computer, utilities, maintenance

Project SAFE (In kind)

of 170 160 (a)

West Memphis Police Department:	2004-2005	2005-2006	2006-2007	Total	
Provide officers for security and drug					
awareness programs (In Kind Contribution)	5,000	5,000	5,000	\$15,000	
Counseling Services of Eastern Arkansas:				<u> </u>	
Case Managers, Therapist, time commitment of	\$20,000	20,000	20,000	\$60,000	
staff, equipment, supplies, facilities,					
resources. (In Kind Contribution)					
					,
Crittenden County Juvenile Division					
					(b)(4)
Staff time commitment, supplies, res					)
facilities. (In kind)					
Total					

#### STATEMENT REGARDING MAINTENANCE OF EFFORT

To Whom It May Concern:

The combined fiscal effort per student or the aggregated expenditures of the West Memphis School District and the State of Arkansas with respect to the provision of public education by the LEA for the preceding fiscal year was not less than 90 percent of the combined fiscal effort or aggregated expenditures for the second preceding fiscal year.

Hell Kennya.

Date

Mr. Bill Kessinger, Supt. Of Schools'

West Memphis School District

#### WEST MEMPHIS SCHOOL DISTRICT P.O. Box 826 West Memphis, Arkansas 72302

Telephone: 870-735-1915

July 5, 2004

Tracy Copeland, State Clearinghouse Manager P.O. Box 8031 Little Rock, AR 72203

Mr. Copeland:

The West Memphis School District is submitting a grant application for federal funding to the U.S. Department of Education. The funds will support a project which will design, implement and field-test a violence and substance use/abuse prevention program. The funds are available under Safe and Drug-Free Schools Safe Schools/Healthy Children Initiative, CFDA # 84.184L. The closing date for this application is July 9, 2004.

The application is subject to Executive Order 12372. Enclosed please find a copy of SF424, project abstract and the project budget. A copy of the grant was previously submitted for your review electronically. If you have comments to offer on the proposal, they should be sent no later than 60 days after the deadline date for the transmittal of applications to:

Division of Extramural Activities, Policy and Review Substance Abuse and Mental Health Services Administration Parklawn Building, Room 17-89

5600 Fisher Lane

Rockville, MD 20857

bill kessmy

Attn: SSA-CFDA No. 84-184L

Sincerely,

Mr. Bill Kessinger, Supt.

STATEMENT REGARDING CIVIL RIGHTS AND INCLUSION OF ADEQUATE REPRESENTATION OF GIRLS, WOMEN AND RACIAL/ETHNIC POPULATIONS

- 1. The West Memphis School District takes great care in all systems of academic and nonacademic student services delivery to remain inclusive of both males and females.
- 2. The West Memphis School District serves a majority population of African American students (80%) fairly equally divided among boys and girls. Care was given in the development of this project to identify curriculum and training that included this population in research-based validation studies.
- 3. Staffing considerations for this project will be inclusive of all qualified racial/ethnic/gender groups representative of the population of students served.
- 4. Care will be given in the development of Steering and Advisory Committees, both within the Partnership and the Community to assure representation of racial/ethnic/gender groups.
- 5. The West Memphis School District adheres to the Civil Rights Act and ACT 427 of GEPA in all service delivery to students, families, staff, and community members.

Bill Kerman

Bill Kessinger, Superintendent

6/13/04

Date

#### CIVIL RIGHTS COMPLIANCE

# PERSONNEL POLICIES OF THE WEST MEMPHIS SCHOOL DISTRICT INSTRUCTIONAL PERSONNEL

#### A. SELECTION AND QUALIFICATIONS

- 1. The superintendent of schools shall recommend to the Board of Education the hiring of all instructional personnel.
- 2. All teachers employed by this school district must possess those qualifications set forth by the State Department of Education of the State of Arkansas and the North Central Association of Colleges and Secondary Schools.
- 3. Selection will be based upon the following considerations:

a. Certification Requirements

b. Experience and Past Performance

c. Health and Qualifications

d. Personal Interview

- 4. Principals and supervisors will assist the superintendent by interviews and examining the applicant's credentials whenever possible.
- 5. All instructional personnel must have on file in the administrative office the following:

a. Signed Contract

b. Arkansas Teacher's Certificate

c. Social Security Number

d. T.B. Test Regults

c. Transcript of College Work

- f. Statement of the Number of Dependents for Tax Purposes
- 6. Teachers are to report to school at a time designated by their building principal, not to exceed 30 minutes before the actual school day begins and will remain on duty until a time designated by their building principal. Teachers are expected to attend PTA meeting unless excused by the building principal.
- 7. Vacancies on the teaching and professional staff shall be filled by employment of the best qualified available applicant without regard to race, color, national origin, age, sex or handicap, and it is hereby declared to be the policy of this district to accept and consider all applications for employment without regard to race, color, national origin, age, sex or handicap. All applicants for positions of employment in in this district shall be informed that West Memphis operates a racially desogregated school system, that the teachers and other professional personnel in the district are subject to assignment in the best interest of the school system without regard to race, color, national origin, age, sex or handicap, and that teachers shall be subject to being employed in integrated teaching situations. Race, color, national origin, age, sex or handicap will henceforth not be a factor in the hiring, assignment, reassignment, promotion, demotion, or dismissal of teachers and other professional staff, with the exception that assignment may be made to further the progress of desegregation.

#### PROTECTION OF STUDENTS

The West Memphis School District closely adheres to the protection of students involved in research activities. It is the policy of the District that no student shall be involved in human research that can provide potential harm.

No investigator will involve a student as a subject in research unless the investigator has obtained the legally effective informed consent of the subject or the subject's legally authorized representative. An investigator shall seek such consent only under circumstances that provide the prospective student or the representative sufficient opportunity to consider whether or not to participate and that minimize the possibility of coercion or undue influence. The information that is given to the student or the representative shall be in language understandable to the student or the representative. No informed consent, whether oral or written, may include any exculpatory language through which the student or the representative is made to waive or appear to waive any of the student's legal rights, or releases or appears to release the investigator, the sponsor, the institution or its agents from liability for negligence.

# WEST MEMPHIS SCHOOL DISTRICT STATEMENT OF CONFIDENTIALITY

The West Memphis School District closely adheres to the Family Educational Rights and Privacy Act and the Protection of Pupil Rights Amendment that establishes the broad privacy protections for education records:

- Parents, and students over eighteen may access education records and disclosure of this information without their consent is restricted.
- District's written privacy policies ensure the uniform application of FERPA.
- 3. Information collected about students is protected.
  However, teachers' informal notes, records of school-based law enforcement units, and employment records do not fall under the jurisdiction of this law.
- Parents, and eligible students may inspect, review,
   and request to amend educational records.
- 5. Release of information without prior consent is restricted. However disclosure is allowed to officials that have a legitimate educational interest in gaining access to the information.
- 6. The Protection of Pupil Rights Amendment applies to programs that receive funding from the U.S. Department

# WEST MEMPHIS SCHOOL DISTRICT P.O. Box 826 West Memphis, Arkansas 72302 Telephone: 870-735-1915

July 5, 2004

Ms. Anne Wells
Arkansas Department of Human Services
Division of Behavioral Health Services
Alcohol and Drug Abuse Prevention
4313 West Markham
Third Floor Administration
Little Rock, AR 72205

Ms. Wells:

The West Memphis School District is submitting a grant application for federal funding to the U.S. Department of Education. The funds will support a project which will design, implement and field-test a violence and substance use/abuse prevention program. The funds are available under Safe and Drug-Free Schools Safe Schools/Healthy Children Initiative, CFDA # 84.184L. The closing date for this application is July 9, 2004.

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Division of Extramural Activities, Policy and Review
Substance Abuse and Mental Health Services Administration
Parklawn Building, Room 17-89

5600 Fisher Lane

Rockville, MD 20857

Attn: SSA-CFDA No. 84-184L

Sincerely,

Mr. Bill Kessinger, Supt.

# WEST MEMPHIS SCHOOL DISTRICT P.O. Box 826 West Memphis, Arkansas 72302 Telephone: 870-735-1915

July 5, 2004

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5600 Fisher Lane

Rockville, MD 20857

Attn: SSA-CFDA No. 84-184L

Sincerely,

Mr. Bill Kessinger, Supt.

1 Kessons

#### WEST MEMPHIS SCHOOL DISTRICT

P.O. Box 826 West Memphis, Arkansas 72302 Telephone: 870-735-1915

July 5, 2004

Ms. Anne Wells
Arkansas Department of Human Services
Division of Behavioral Health Services
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4313 West Markham
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5600 Fisher Lane

Rockville, MD 20857

Attn: SSA-CFDA No. 84-184L

Sincerely,

Mr. Bill Kessinger, Supt.