

RESOLUTION

BE IT RESOLVED, by authority of the **Board of School Directors** of the **Shaler Area School District** and it is hereby resolved by authority of the same, that the **Mr. Sean Aiken** who is the **Superintendent of Schools** of the above named body is authorized and directed to sign any and all contracts, agreements, grants and/or licenses (hereinafter collectively referred to as contract(s)) with the Pennsylvania Department of Education (Department); and

BE IT FURTHER RESOLVED, that the body consents to the use of electronic signatures by the above named individual and that no handwritten signature from the above named individual shall be required in order for any contract with the Department to be legally enforceable and that by affixing his/her electronic signature to an electronic file of the contract via the Department's e-grants system, the above designated authorized individual shall have effectively executed and delivered the contract, binding the [insert name of body] to comply with the terms of said contract; and

BE IT FURTHER RESOLVED, that no writing shall be required in order to make the contract valid and legally binding, provided that the Department and all other necessary Commonwealth approvers affix their signatures electronically and an electronically-printed copy of the Contract is e-mailed or is otherwise made available to the body by electronic means; and

BE IT FURTHER RESOLVED, that the body will not contest the due authorization, execution, delivery, validity or enforceability of the electronic Contract under the provisions of a statute of frauds or any other applicable law. The Contract, if introduced as evidence on paper in any judicial, arbitration, mediation, or administrative proceedings, will be admissible as between the parties to the same extent and under the same conditions as other business records originated and maintained in documentary form and the admissibility thereof shall not be contested under either the business records exception to the hearsay rule or the best evidence rule; and

BE IT FURTHER RESOLVED, that the body will notify the Department's Bureau of Management Services promptly in the event that the above named individual is no longer authorized to execute agreements on behalf of the body electronically and that the Department shall be entitled to rely upon the above named officer's authority to execute agreements electronically on behalf of the body until such notice is received by the Department's Office of Chief Counsel.

ATTEST

President Board of School Directors

Charles W. Bennett, Board Secretary

I, Charles W. Bennett, Secretary, of Shaler Area School District Board of School Directors. Do certify that the foregoing is a true and correct copy of the Resolution adopted at a regular meeting of the Shaler Area School District Board of School Directors , held the 2nd day of December, 2015

Dated: _____

Signature

Charles Bennett, Board Secretary

TO BE EXECUTED BY AUTHORIZED OFFICER:

As the person authorized to sign on behalf of the above named body, I agree that I shall not provide any other person with my e-grants password or otherwise authorize any other individual to affix my electronic signature to any agreement with the Department.

Dated: _____

Signature

Mr. Sean Aiken, Superintendent of Schools
Shaler Area School District

SECTION: COMMUNITY
TITLE: TITLE I PARENT INVOLVEMENT
ADOPTED: AUGUST 20, 2002
REVISED:

	918. TITLE 1 PARENT INVOLVEMENT
1. Purpose	The Board recognizes that parent involvement contributes to the achievement of academic standards by students participating in Title I programs. The Board views the education of students as a cooperative effort among the school, parents/ guardians , and community.
2. Authority 20 U.S.C. Sec. 6318	<p>In compliance with federal law, the District and parents/guardians of students participating in Title I programs shall jointly develop and agree upon a written parent involvement policy. When developing and implementing this policy, the District shall ensure the policy describes how the District will:</p> <ol style="list-style-type: none">1. Involve parents/guardians in the joint development of the District's overall Title 1 plan and the process of school review and improvement.2. Provide the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.3. Develop activities that promote the schools' and parents'/guardians' capacity for strong parent involvement.4. Coordinate and integrate parental involvement strategies with appropriate programs, as provided by law.5. Involve parents/guardians in an annual evaluation of the content and effectiveness of the policy in improving the academic quality of schools served under Title I.6. Identify barriers to participation by parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority.7. Use findings of annual evaluations to design strategies for more effective parent involvement.8. Involve parents/guardians in the activities of schools served under Title I.9. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities

	<p>with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.</p>
20 U.S.C. Sec. 6318	<p>The Board shall adopt and distribute the parent involvement policy, which shall be incorporated into the District's Title I plan and shall be evaluated annually, with parent involvement.</p>
3. Delegation of Responsibility	<p>The Superintendent or designee shall ensure that the District's Title I parent involvement policy, plan, and programs comply with the requirements of federal law.</p> <p>The building principal and/or Title I staff shall provide to parents/guardians of students participating in Title I programs:</p> <ol style="list-style-type: none"> 1. Explanation of the reasons supporting their child's selection for the program. 2. Set of objectives to be addressed. 3. Description of the services to be provided. <p>The Superintendent or designee shall ensure that information and reports provided to parents are in an understandable and uniform format and, to the extent practicable, in a language the parents can understand.</p>
4. Guidelines 20 U.S.C. Sec. 6318	<p>An annual meeting of parents/guardians of participating Title I students shall be held to explain the goals and purposes of the Title I program. Parents/Guardians shall be given the opportunity to participate in the design, development, operation, and evaluation of the program. Parents/Guardians shall be encouraged to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs.</p>
20 U.S.C. Sec. 6318	<p>In addition to the required annual meeting, additional parent/guardian meetings shall be held at various times of the day and evening. At these meetings, parents/guardians shall be provided:</p> <ol style="list-style-type: none"> 1. Information about programs provided under Title I. 2. Description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet. 3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children. 4. Opportunities to submit parent comments about the program to the

Pol. 102	<p>District level.</p> <p>If sufficient, Title I funding may be used to facilitate parent attendance at meetings through payment of transportation and child care costs.</p> <p>Opportunities shall be provided for parents to meet with the classroom and Title I teachers to discuss their child's progress.</p> <p>Parents/Guardians may be given guidance as to how they can assist at home in education of their child.</p> <p><u>School-Parent Compact</u></p> <p>Each school in the District receiving Title I funds shall jointly develop with parents/guardians of students served in the program a School-Parent Compact outlining the manner in which parents, school staff, and students share responsibility for improved student achievement in meeting academic standards. The compact shall:</p> <ol style="list-style-type: none"> 1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, enabling students in the Title I program to meet the District's academic standards. 2. Indicate the ways in which parents/guardians will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time. 3. Address the importance of parent-teacher communication on an ongoing basis through, at a minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff. <p>References:</p> <p>State Board of Education Regulations – 22 PA Code Sec. 403.1</p> <p>No Child Left Behind Act – 20 U.S.C. Sec. 6318</p> <p>Board Policy – 102, 138</p>
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SHALER AREA HIGH SCHOOL

DR. BRYAN O'BLACK



THE GRABLE FOUNDATION

dedicated to improving the lives of children

November 20, 2015

Dr. Victor Morrone
Acting Superintendent
Shaler Area School District
1800 Mount Royal Boulevard
Glenshaw, PA 15116

Dear Dr. Morrone:

I am pleased to inform you that The Grable Foundation has approved a grant of up to \$26,500 for:

Mission Control

The Board of Trustees requests written acknowledgment of this grant by signing the enclosed, duplicate copy of the *Grant Agreement*, indicating your agreement to the provisions outlined, and returning it to our office by December 7, 2015. Please retain the original *Grant Agreement* for your files. A check will be released when this agreement has been signed and received by The Grable Foundation. Please send this agreement and all future correspondence directly to your program officer, Tracey Armant.

The Grable Foundation welcomes publicity in connection with the grant and requests that publicity materials be included in program reports to the Foundation.

Sincerely,

Jan Nicholson
President

JN/ra

CC: Bryan O'Black, Assistant Superintendent
Michael Penn, STEAM Coordinator, Gifted and Talented Department Co-Chair

Enclosure: *Grant Agreement* (Original and Duplicate for signature)

Attachments: Budget and Program Report Forms

Board of Trustees

Charles R. Burke, Jr.
Chairman

Jan Nicholson
President

Steven E. Burke
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650 Smithfield Street
Suite 240
Pittsburgh, PA 15222

412.471.4550
412.471.2267
grable.org

**THE GRABLE FOUNDATION
GRANT AGREEMENT**

GRANTEE: Shaler Area School District

GRANT TITLE: Mission Control

GRANT NUMBER: 153R41

GRANT PURPOSE: To support the creation of a professional community of practice for Dream Flight Adventures

AMOUNT OF GRANT: Up to \$26,500

GRANT PERIOD: December 1, 2015 to December 31, 2016

PAYMENT SCHEDULE: Up to \$26,500 – December 7, 2015

Grant payments scheduled for processing after the initial payment will be subject to the evaluation and approval of the Foundation in achieving the grant purpose

REPORTING SCHEDULE:

<u>Period Covered</u>	<u>Program & Financial Report Due Date</u>
12/01/15 – 12/31/16	January 31, 2017*

*Final report.

Please include the grant number in all correspondence with the Foundation.

If there are multiple funders for a single project, the Foundation is willing to work with nonprofit organizations to coordinate reporting schedules. If you wish to request an adjustment in reporting forms or dates, please contact Foundation staff.

**THE GRABLE FOUNDATION
GRANT AGREEMENT**

In addition, the above referenced grant is conditioned on the following terms:

1. The Grantee shall provide The Grable Foundation with reports on the use of the grant funds in the manner described in the attached Program and Budget Report Forms, which require at least annual reporting.
2. Expenses charged against the grant must be incurred during the grant period. Only expenses stated in the approved budget may be charged. If changes in a budgetary line item whose amount is either ten percent (10%) of that line or more than \$500 are required, prior written approval of The Grable Foundation is required.
3. Any funds not expended must be returned to The Grable Foundation at the time the final report is submitted. The Grantee must repay any portion of the amount which is not used for the purposes of the grant.
4. This grant will be limited to the permissible purposes described in Section 170 (c)(2) of the Internal Revenue Code. In accordance with the United States Patriot Act, no funds may be used to support terrorist or other violent activity.
5. The undersigned confirms that the grantee's 501(c)(3) status remains as stated in the 501(c)(3) submitted with the grant application. It is the responsibility of the grantee to contact The Grable Foundation to report any changes in 501(c)(3) status.

Agreed to and accepted this ____ day of _____, 20__

By: _____
(Signature)

Print/Type Name: _____

Title: _____

Organization: _____ Shaler Area School District

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The Grable Foundation Financial Reporting Form

Organization:

Shaler Area School District

Interim Financial Report Due

Program Title*:

Mission Control

Final Financial Report Due

1/31/2017

Grant #:

#153R41

The following totals reflect financial activity between

and

* If the grant included funding for more than one initiative, please use a new form for each program or funding type (i.e. operating, program, etc.)

Program Budget

	Original Program Budget	Grable Approved Revision	Final Approved Budget	Program Actual	Variance	Percent Variance
Revenue						
Grable Funding	\$ 26,500		\$ 26,500	\$ -	-	0.0%
Other Funding	22,700		\$ 22,700	\$ -	-	0.0%
Total Income + carryover	\$ 49,200		\$ 49,200	\$ -	-	0.0%
Expenses						
Project Management	5,000		\$ 5,000	\$ -	-	0.0%
COP Event Hosting	6,300		\$ 6,300	\$ -	-	0.0%
One-on-One Support	2,000		\$ 2,000	\$ -	-	0.0%
Broader Dissemination	5,100		\$ 5,100	\$ -	-	0.0%
COP Event Participation	7,000		\$ 7,000	\$ -	-	0.0%
Hands on Practice	2,400		\$ 2,400	\$ -	-	0.0%
Camps & After-Hours	12,000		\$ 12,000	\$ -	-	0.0%
New Missions & Software	5,000		\$ 5,000	\$ -	-	0.0%
Equipment Upgrades	4,400		\$ 4,400	\$ -	-	0.0%
Total Expenses	\$ 49,200	\$ -	\$ 49,200	\$ -	-	0.0%
If the grant was to support a specific program, please specify how Grable funds were spent.						
Grable Expenses						
Project Management	5,000		\$ 5,000	\$ -	-	0.0%
COP Event Hosting	6,300		\$ 6,300	\$ -	-	0.0%
One-on-One Support	2,000		\$ 2,000	\$ -	-	0.0%
Broader Dissemination	5,100		\$ 5,100	\$ -	-	0.0%
COP Event Participation	7,000		\$ 7,000	\$ -	-	0.0%
Hands on Practice	2,400		\$ 2,400	\$ -	-	0.0%
Camps & After-Hours	12,000		\$ 12,000	\$ -	-	0.0%
New Missions & Software	5,000		\$ 5,000	\$ -	-	0.0%
Equipment Upgrades	4,400		\$ 4,400	\$ -	-	0.0%
Total Expenses	\$ 49,200	\$ -	\$ 49,200	\$ -	-	0.0%



THE GRABLE FOUNDATION
dedicated to improving the lives of children

THE GRABLE FOUNDATION

650 SMITHFIELD STREET, SUITE 240

PITTSBURGH, PA 15222

412-471-4550

PROGRAM REPORT FORM

SECTION I. COVER SHEET OF GENERAL INFORMATION

A. General Information

Date _____

Organization _____

Foundation Program Officer/Grant Administrator _____

Amount of Grant _____ Period of Grant _____

Project Name _____ Grant Reference # _____

Purpose of Grant _____

Organizational Changes (e.g., administrative or staff changes since grant was approved)

B. Signatures

Executive Director

Name

Signature

Date

Board Chair

Name

Signature

Date

SECTION II. OVERALL GRANT REPORT

Please respond reflectively to all of the following questions. Attempt to limit your total program narrative to approximately two – three pages.

Program reporting questions

- 1) Briefly describe the program activities that were carried out over the last year, additionally noting how the actual program differed from the one described in the grant application (i.e. the program that you originally planned).
- 2) In your grant application, you outlined metrics by which you intended to judge the effectiveness of this program. Please list these goals here (you may copy and paste directly from your application) and discuss whether you have achieved these results. Please explain what may have contributed to any differences between your goals and your actual results (both positive and negative). Be sure to include outputs, outcomes, and impacts as appropriate.
- 3) What were the key factors affecting the success of this program?
- 4) Often things come up during the execution of a program that were not expected (and often were out of your control). What unexpected barriers arose as you implemented the program? How did you handle them?
- 5) What did you learn from your pursuit of the objectives that you established? How will you apply these lessons to future programs?
- 6) Did you collaborate with any organizations in carrying out this program? Describe and list these partnerships as well as any positive or negative impacts of these collaborations.

SECTION III. FINANCIAL REPORT

Instructions:

Please complete the following financial reporting form for the grant period specified in your contract. See the following page for a sample document. Your actual budget form is included with your grant agreement letter.

If you would like to receive a copy of your budget form in Excel format via email to assist in completing your report, please contact your program officer or the Foundation.

The first section of the report should be based on the ENTIRE program that The Grable Foundation funded, not only the amount of money awarded by The Grable Foundation. If the award was to support general operations, please provide your entire operating budget.

Feel free to provide your financial information in your own format, if that is easier, as long as it includes the following information:

- The budget header, including organization name, program name, and grant period;
- The original budget presented to The Grable Foundation in your grant application (with approved revisions) including both revenue and expenses;
- Your actual revenue and expenses for the project over the time period specified in the grant;
- The variance between these figures (i.e. the difference between your budgeted figures and your actual figures); and
- A specification of how Grable funds were spent (if the grant supported a specific program).

In **addition** to completing a financial report, please answer the following questions regarding your financial performance.

- 1) Explain any variances of more than 10 percent. Why was this adjustment necessary? How did it affect operations?
- 2) Summarize your fundraising/revenue performance over the course of the grant, including a comparison between your anticipated and actual revenues (sources and amounts). Did you successfully raise/earn the revenue necessary to operate the program as planned? If not, what prevented you from doing so? What program adjustments did you make?

Note: Please note that if there are remaining funds from a grant, The Grable Foundation may either: (1) request a refund of the unspent funds, or (2) request a proposal to use the unspent funds.

The Grable Foundation Sample Financial Reporting Form

Organization: _____ Name: _____ Final Financial Report
 Program Title*: _____ Program 1 _____ Interim Financial Report
 Grant #: _____

The following totals reflect financial activity between _____ and _____

* If the grant included funding for more than one initiative, please use a new form for each program or funding type (i.e. operating,

Sample Program Budget

	Original Program Budget	Grable Approved Revision	Final Approved Budget	Program Actual	Variance	Percent Variance
Revenue						
Grable Funding	\$ 10,000			\$ 10,000	\$ -	0.0%
Other Funding	44,000			44,000	-	0.0%
Prior year Grable \$\$ carryover						
Total Income	\$ 54,000			\$ 54,000	\$ -	0.0%
Expenses						
Salaries	\$ 40,000		\$ 40,000	\$ 40,000	\$ -	0.0%
Office Supplies	750		750	500	250	33.3%
Travel	1,000	500	1,500	1,500	-	0.0%
Program Supplies	250		250	250	-	0.0%
Minor Equipment	10,000		10,000	10,000	-	0.0%
Maintenance	2,000		2,000	1,750	250	12.5%
Total Expenses	\$ 54,000	\$ 500	\$ 42,500	\$ 54,000	\$ 500	0.9%

If the grant was to support a specific program, please specify how Grable funds were spent.

Expenses	
Salaries	\$ 6,600
Office Supplies	100
Travel	300
Program Supplies	1,300
Minor Equipment	1,500
Maintenance	200
Unexpended Funds	-
Grant Total	\$ 10,000