

**Chalkboard Project Grant Contract**  
**Terms and Conditions of Grant Award**

**Sheridan School District**

**Teacher Evaluation and Professional Development Project: Phase I**

**Grant Recipient:** Sheridan School District

**Amount:** \$6,000

**Grant Award Date:** June 25, 2013

**Grant Period:** August 1, 2013– June 30, 2014

**General Grant Policies:**

The grant is to be used only for costs associated with Phase I of the Teacher Evaluation and Professional Development Project awarded subject to the conditions set forth in this agreement. The entire amount will be expended only for this purpose and in the manner described in the proposal submitted to Chalkboard Project. Any deviation must be approved in advance by the president of the Chalkboard Project before the funds are expended. Whether or not you maintain a separate bank account, this grant should be treated as a “restricted fund,” and no part of it should be used for purposes other than those approved for this grant.

Chalkboard Project’s donors and staff are to receive no personal benefits or services for this grant that are not otherwise extended to the general public without cost.

Chalkboard Project shall be promptly notified of any development that significantly affects the operation of the project or the organization, including changes in key personnel for the project or organization, key organizational partners, or the organization name, phone number, or address.

Full and adequate records shall be kept concerning receipts and expenditures related to the use of the grant and the activities supported by these funds. These records will be made available to Chalkboard Project upon request at any reasonable time.

The grant period for the Teacher Evaluation and Professional Development Project Phase I grant ends on June 30, 2014.

**Scope of the Project**

During the Phase I grant period, Sheridan School District shall develop new teaching standards and an updated assessment process and evaluation tool for evaluating teachers to be used throughout the school district, as described in the proposal submitted to Chalkboard. This work will align with the new performance evaluation requirements outlined in senate Bill 290. Additionally, they agree to develop a tool for professional development for teachers. Chalkboard will provide and pay for an experienced coach to facilitate this work in the district.

**Proposed Timeline for the District:**

1. **Confirm the district’s vision for instruction and school improvement strategy. September 30, 2013–October 31, 2013.**

2. *Design new teaching standards based on the state-adopted InTASC Standards and an approved research-based rubric. November 1, 2013-December 31, 2013.*
3. *Design the assessment process and the evaluation tool for evaluating teachers based on the Sheridan School District Teaching Standards. Additionally, they will design professional development tool for teachers.*
4. *Provide standards and evaluation tool training for all teachers during the school year. The Sheridan Leadership Team work with teachers to make sure all teachers know the new teaching standards and the evaluation and professional development tool.*

### ***Payment Policies & Schedule of Reports***

Sheridan School District will receive the grant funds in two payments. The first payment of \$4,000 will be made on approximately September 1, 2013.

The second payment is conditional upon receipt of an interim progress report due to Chalkboard by December 1, 2013. The report will describe the districts vision for instruction and school improvement strategy and progress on the design of the new teaching standards and rubric. If these conditions are met, Sheridan School District will receive a final grant payment of \$2,000 on approximately December 31, 2013.

The final report at the end of phase one will be due by June 30, 2014 and will be a summary describing the teaching standards, assessment process and evaluation tool for teachers and the professional development tool created in this process. Additionally, during the term of the grant, a selected member of the Design Team will write one blog post between 500-750 words in coordination with Chalkboard staff.

### ***Unexpended Funds***

If the funds have not been completely expended at the end of the grant period, Sheridan School District agrees to immediately notify the Chalkboard Project and provide a statement of the balance. Chalkboard Project may request a plan for using the remaining funds. The Chalkboard Project will approve or disapprove the district's plan in writing. If Chalkboard Project does not approve the plan, Sheridan School District agrees to repay any portion of the remaining unspent funds.

### ***Publicizing the Grant/Use of Chalkboard Name***

Chalkboard Project encourages the Sheridan School District to publicize the grant. However, the district should review with Chalkboard Project staff the wording of any announcement planned for release. Any other public use of the Chalkboard Project or Foundations for a Better Oregon names in connection with this project must also be approved by Chalkboard Project staff.

If representatives of the district are interviewed for media coverage of activities supported by this grant, Chalkboard Project would appreciate the district citing Chalkboard's support.

Chalkboard would appreciate receiving copies of any coverage this grant receives in newspapers, newsletter, or other publications.

**Other**

In making this grant, Chalkboard Project believes it has entered into a partnership with the Sheridan School District to accomplish the purposes of the Teacher Evaluation Project. It is crucial that the district be forthcoming and candid in keeping Chalkboard informed of the activities (both good and disappointing) of the supported program.

**Signature**

Please sign two copies of this contract and return one fully signed contract to Chalkboard Project. The other copy is for your records. This Grant is contingent upon receipt of one fully signed contract received by Chalkboard Project no later than August 23, 2013. Failure to return the signed Grant Contract by such date may result in the rescission of the Grant.

**Please sign and return to Chalkboard Project:**

Sheridan School District  
Organization Name

Steven Sugg Superintendent  
Name and Title of Representative Authorized to Sign Contract

Steven L. Sugg  
Signature

July 29, 2013  
Date

Chalkboard Project  
221 NW 2nd Avenue, Suite 203  
Portland, OR 97209  
503.542.4325