

# SCHOOL BOARD MEETING REPORT

Board Meeting Date:	8-Mar-16	Superintendent:	David Holmes		
Administrator/Staff:	Chris Pendleton				
Type of Item:	Informational	x Action			
Please state your proposal briefly and clearly. What do you want the board to know, discuss, or decide?  I would like permission to accept a CTSO Grant. See the details about the grant below:					
School District: Three Rivers School District					
Institution ID: 455					
School Name: Hidden Valley High School					
Advisor: Chris Pendleton					
Organization: FBLA					
Grant Award Amount: \$1050					
Congratulations! Your application for the 2015-2016 CTSO Chapter Grant has been approved					
for funding. This is final notification of the CTSO Chapter Grant Awards. You will not receive					
another award letter - by submitting the assurances document, your grant is officially					
approved.					
Your chapter will be awarded \$1050 to complete the activities described in the CTSO Chapter					
Grant Request (budget, Section 3) of your CTSO Chapter Grant Application.					
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### Provide history/background information on your proposal:

All CTSO Chapters had the opportunity to apply for a Chapter Grant and receive extra funding for their chapter.

## List the advantages of your proposal:

Extra funding to pay for FBLA expenses.

List possible disadvantages of your proposal:

None.

TRSD FORM BD-615 Revised 2/24/2016

SB U:\Forms\Accept CTSO Grant Pendleton

List possible alternatives that could also offer a not recommended?	solution to yo	ur proposal. Why were they
None.		
Superintendent's recommendation(s):	Approve:	Yes No



Date: February 10, 2016

School District: Three Rivers School District

Institution ID: 455

School Name: Hidden Valley High School

Advisor: Chris Pendleton

Organization: FBLA Grant Award Amount: \$1050

Congratulations! Your application for the **2015-2016 CTSO Chapter Grant** has been approved for funding. This is final notification of the CTSO Chapter Grant Awards. You will not receive another award letter — by submitting the assurances document, your grant is officially approved.

Your chapter will be awarded \$1050 to complete the activities described in the CTSO Chapter Grant Request (budget, Section 3) of your CTSO Chapter Grant Application. When you return this signed letter, please include an updated budget to reflect the funding amount you received.

The CTSO Grant is a reimbursement grant. In order to receive grant payment, all grant recipients must show evidence of the following:

- 1. Expenditures based on your revised CTSO Chapter Grant Request (budget, section 3) of your CTSO Chapter Grant Application.
- 2. At least one of the following:
  - Dues Paid Membership increase over previous year (per state CTSO director's records), -or-
  - b. Recruitment of a new CTSO Chapter (any CTSO, any school), -or-
  - c. Documented assistance of another CTSO to meet one of the first two criteria above (state director's discretion as to this criteria being met).
- 3. A final report of metrics and successes afforded by grant dollars.
- 4. Submission of a leadership lesson plan.

#### All deliverables must be met prior to May 1, 2016.

Beginning February 16, an online form will be available for you to claim grant funds. You may only begin your claim to request funds if you have returned your assurances document. To request funds, you will need the following:

- Specific details on how you have spent your grant dollars.
- The ability to attest that the dollars have been spent and you have original backup documentation on file that will be made available if requested.
- You must have your leadership lesson plan in PDF format ready to upload.
- You should be able to provide proof that you have increased your chapter's membership. If this is not provided, your state director will have to validate your payment request.

# CTE Learning that works for Oregon

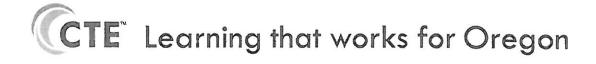
 Your acknowledgement that payment this year is being managed through the EGMS system at the Oregon Department of Education, and your district bookkeeper must request the funds in EGMS.

The online form will be available at <a href="www.oregonctso.org">www.oregonctso.org</a>. Once you have submitted all information and it is approved, please allow 3-4 weeks for your district to receive electronic payment.

Please address any questions to grants@oregonctso.org.

Mike Oechsner, MBA, CAE, CMP Grant Administrator

Attachment: Assurances Document



# ASSURANCES DOCUMENT Due February 29, 2016

School Name:

Hidden Valley High School

Advisor:

Chris Pendleton

Organization:

FBLA 1050

Grant Award Amount:

1020

Institution ID:

455

#### Assurances

By signing below, you assure that your CTSO chapter meets the following grant application requirements:

- Your CTSO will participate in the annual State Conference.
- Your CTSO intends to start this year OR is currently an active local chapter officially registered with the state and national organization with dues paid members on record for the current school year.
- Your CTSO intends to grow student membership as measured against membership last year, or will participate in recruiting another CTSO chapter.
- Your CTSO advisor has or will participate in professional development training.
- Grant funds will not be spent on non-allowable expenditures as outlined in "Use of Funds"
  described on page 6 of the application information. Your district will use these funds as
  described in your updated budget. Please describe your updated budget within the assurances
  form.
- Grant funds will not be used to supplant existing local support for your CTSO.
- Your school administration has approved your application for this CTSO local chapter grant.
- Your CTSO will submit by May 1, 2016 a grant report/metrics and successes.
- Your CTSO will provide at least one unique lesson plan or educational/leadership activity to the OCTESLF Lesson Plan database for fellow CTSO advisors to utilize in improving their programs in the future.
- It is understood awarded funds will be provided on a reimbursement basis based on request from the school's business office to the EGMS Grant System (administered by the Oregon Department of Education) once funds have been expended consistent with your application and the allowable items under the grant provisions.



 Your chapter agrees to participate in CTE or CTSO communications efforts regarding the implementation of the Oregon CTSO Chapter Grant program including sharing of your CTSO impact/testimonial and final grant reporting information.

<u>Directions:</u> Please obtain all signatures, scan, and upload this document at: <u>https://trileadership.wufoo.com/forms/oregon-ctso-chapter-grant-assurance/</u>

Please use the space below to describe your updated budget for	or the grant amount you have been
awarded:	
We assure the above to be true:	
we assure the above to be true:	
Chris Pendleton	Date
	Date
Advisor Signature	
David Holmes	Dete
	Date
Superintendent Signature	
Davis Change	
Daye Stone	Date
Principal Signature	