



SCHOOL BOARD MEETING REPORT

Board Meeting Date: 8-Mar-16 Superintendent: David Holmes

Administrator/Staff: Chris Pendleton

Type of Item: Informational 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.

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.

List possible alternatives that could also offer a solution to your proposal. Why were they not recommended?

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

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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:
 - a. 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.

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- 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 www.oregonctso.org. 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
Grant Award Amount: 1050
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.



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- 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.

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

Please use the space below to describe your updated budget for the grant amount you have been awarded:

We assure the above to be true:

Chris Pendleton
Advisor Signature

Date

David Holmes
Superintendent Signature

Date

Daye Stone
Principal Signature

Date