

memo

To: Superintendents and Title I Coordinators

From: Pat Kriley

Director, State and Federal Programs Liaison Services

724.458.6700, X 279

pat_kriley@miu4.k12.pa.us

Date: September 8, 2009

Re: **State Parent Advisory Council Parent Involvement Mini-Contracts**

On behalf of the Pennsylvania Department of Education, Midwestern Intermediate Unit IV is pleased to provide you with the State Parent Advisory Council Parent Involvement Mini-Contract application for the 2009-2010 school year.

Title I schools in the state are eligible to apply for a \$500 competitive mini-contract to support innovative parent involvement initiatives at the building level. The application requires a team effort that includes a Title I teacher, Title I parent, regular classroom teacher, and a Title I student at a minimum. Priority is given to schools in which the activities are clearly ongoing and long term in nature, enable parents to train other parents, and introduce a creative and innovative way to engage parents and children in learning with a purpose of improving student achievement. Applications for this year's funding cycle must be postmarked by Tuesday, October 27, 2009 (no exceptions).

Every mini-contract should improve student achievement, involve more parents, and have a lasting impact. Members of the Title I State Parent Advisory Council will review and approve Parent Involvement Mini-Contract applications, and you will receive notification of the status of your proposal in November.

If you have any questions regarding this application, please contact me or Carrie Fusco at extension 244.

Good luck!

Application

State Parent Advisory Council Parent Involvement Mini-Contract for Title I Schools

- Eligible Applicants: Any Title I School
- Purpose of the Contract: To support innovative projects designed to increase or enhance parent involvement in schools receiving Title I funds during the 2009-2010 school year
- Deadline: Applications must be postmarked by Tuesday, October 27, 2009 (no exceptions). Send an original and TWO copies.
- Schools should mail their applications to:
- State Parent Advisory Council Parent Involvement
Mini-Contract Midwestern Intermediate IV
Attention: Pat Kriley
453 Maple Street
Grove City, PA 16127
- Contract Amount: \$500
- Project Period: November 2009 through June 2010
- Requirement: This application requires a team effort, which will include a Title I teacher, Title I parent, regular classroom teacher, and Title I student.

Directions for Completing the Project Narrative

SPAC recommends that you limit the application narrative to five single-sided, double-spaced pages printed in 12 point. Be sure to explain how the mini-contract activities will improve Title I student achievement and increase parent involvement. As you write your application, it is important to explain how you will use the funds to supplement and expand your existing parent involvement activities.

Section One: Project Goal(s)

A clearly written goal tells **who** is going to do **what**, **when** they are going to do it, and **how it can be measured**.

Section Two: In School Activities

Use this section to explain the particular activities Title I teachers will do to engage parents in their child's learning. Describe the role that your student achievement data had in helping your team decide the best way for using this money.

Section Three: At Home Activities

This section should describe the ways that parents or other family members will help their Title I child at home.

Section Four: Evaluation

The evaluation section should describe (1) the data that you will collect and (2) how you will measure that you met your project goals. You will report the results of your evaluations in your final report.

A requirement of this initiative is to administer and report the results of a parent and a teacher survey regarding the activities described in this proposal. You must attach copies of your evaluation instruments. Do not count the evaluations as part of the 5-page Project Narrative.

Section Five: Budget

List the estimated costs of the materials and supplies that you will need to complete your project. Your budget should include the total amount of the funding that you are requesting and cannot exceed \$500. If you are augmenting your budget with funds from other sources, please explain.

You cannot take an indirect cost for this project and will be required to submit receipts for all mini-contract expenses.

The Review Process for Your Application

A panel of Title I parents will review and score each school's mini-contract application. The review teams will use a 20-point rubric to score each application. We have included a copy of the rubric so that you see what each section of the application should include.

Priority will be given to projects in which the activities

- are clearly ongoing and long-term in nature;
- help to increase student achievement;
- enable parents to train other parents; and
- introduce a creative and innovative way to engage parents and children in learning.

For the purpose of this application, a "Title I School" is defined as a school providing targeted Title I services to children or a school-wide Title I building.

Each school may submit only one application.

The Title Page should be completed on the attached form and include **ORIGINAL** signatures (signed in blue ink).

Checklist for Applicants

Your application must include the following pages:

1. Title Page
2. Project Narrative (Be sure to label each of the five sections, *Project Goals, In School Activities, At Home Activities, Evaluation, and Budget.*)
3. Sample teacher evaluation
4. Sample parent evaluation
5. Parent Verification/Priority Consideration

Use one staple in the upper left-hand corner of your proposal, and remember that all signatures must be in blue ink.

Good luck!

PARENT VERIFICATION/PRIORITY CONSIDERATION

PARENT VERIFICATION

I verify that I am a parent of a child in the Title I program. I contributed to the development of our school's \$500 mini-contract proposal and have reviewed the completed application.

Signature: _____

Date: _____

Grade level(s) of my Title I child(ren): _____

What is your school's AYP status based on 2009-2010 data?

_____ Made AYP

_____ Warning

_____ School Improvement I or II

_____ Corrective Action

TITLE PAGE

(Project # : _____)
To be assigned by the IU

State Parent Advisory Council Parent Involvement Mini-Contract for Title I Schools

School District: _____ School Building: _____

Title I Coordinator: _____ Telephone #: _____

Contact Person: _____ Telephone #: _____

TEAM MEMBERS: A minimum of one Title I parent, Title I teacher, regular classroom teacher, and Title I student must be involved in the development of this application. Please list the names of your team members in the appropriate categories.

Title I Parent(s): _____

Title I Teacher(s): _____

Regular Classroom Teacher(s): _____

Title I Student(s): _____

Others (Specify name/title) _____

Has your school received a Parent Involvement Mini-Contract in the past? _____ YES _____ NO
If YES, is this a continuation project? Please briefly explain:

Will your staff be volunteering their time to carry out this contract? _____ YES _____ NO
If NO, Please explain:

Is your school a Schoolwide or Targeted Assistance program? _____

SIGNATURES: Include signatures of the following Team Members signed in BLUE INK.

Title I Coordinator

School Superintendent

Title I Teacher

Classroom Teacher

Title I Parent

Title I Student

FOR OFFICIAL USE ONLY:

_____ Approved	Approved Amount	Date	Initials	Score	Initials	Score
_____ Disapproved	\$					