

REACHing Up Grant Professional Development

January 21, 21 and February 4, 2010

Administrative Aspects of the Grant

- Budget process
 - Money will be transferred to the school Galaxy account
 - Schools will schedule money into –
 - 338 for books and library materials
 - 199 for software
 - 331 for hardware, equipment (collapses into 100)
- Purchasing process – acceptable sources of materials
 - Contracted vendor
 - Three bids
 - SIPPS
 - Sole source

We **will** fund:

- Materials that will help build the library collection
- Equipment that will reside in the library

We **will not** fund:

- Consumables
- Trips
- Multiple copies of materials
- Databases that require a renewable annual subscription

We need from you

- Packing slips from purchases
- Copy of each PO
- Copies of invoices with cost of expenditure
- Three (3) sample copies (exemplary, good and poor) of student work (or video of student presentation)
- Evaluation data– on what basis did you decide on the “exemplary, good and poor” work?
- A short reflection of the process
- Anecdotes about the effect of the project on your students