

# THE COUGAR BEAT

October 19, 2009

## From the Principal

Every six weeks, schools receive an Attendance Report noting student daily participation. Attendance accountability encompasses all grades, K-5<sup>th</sup>. Students present each day count toward our **WADA**, or **Weighted Average Daily Attendance**. Attendance is a source of funding for SBISD.

Every day is important to your child's learning, so we encourage all families to save vacation time for the summer, or for the designated vacation days. In addition please bring your child to school even if he/she has overslept, and make it a habit of returning to school, after an appointment, if time permits. Also to consider would be the idea of trying to schedule all appointments for later in the day so that your child can be marked present. All grade level teachers take attendance at 9 a.m. Therefore if your child is 'in his/her seat' at 9:00 a.m., a teacher will count him/her present for the day.



**Our overall attendance for the first six weeks of school was 97.02%.**

Our goal is to remain above the 97% tile throughout the year. A **Gold Star**, in the state accountability system, for attendance purposes, **is given to schools that have a year-long average of 97% and higher.**

I thank you for all of your efforts in emphasizing the importance of coming to school each and every day. Keep up the great work HCE kids and parents!

## Calendar

- 10.22 Early Dismissal, 12:00pm
- 10.23 Early Dismissal, 12:00pm
- 10.23 Grading Period Ends
- 10.26 Red Ribbon Week  
Report cards go home  
Picture Retakes
- 10.30 Kinder Farm Concert,  
8:30 am- Cafeteria
- 11.3 5th Grade Bake Sale
- 11.10 PTA mtg. 10 am- Library
- 11.11 3rd & 4th grade Program,  
8:30 am- Cafeteria
- 11.13 Auction at Forest Club
- 11.19 Gift Wrap Distribution

**Life Skill**

**Perseverance**  
*To keep at it*

**CONGRATULATIONS**

**Dawn Dixon**

**HCE September  
Volunteer  
of the Month!**

## **HCE Policy Corner**

### **School Day Interruptions:**

Parents or visitors may not proceed to the classrooms without first checking in at the office and receiving permission.

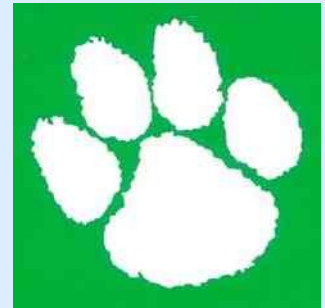
No interruptions to the school day will be permitted except those of an emergency nature.

Parents are required to bring any forgotten items or items needing delivery directly to the office. Office staff members will deliver the items to the classrooms without interrupting instruction. Delivery of forgotten homework is not permissible.

Middle school students may not visit campus during the day. All visits by former students must take place after school hours.



## **Cougar Eye Winners**



**Kinder**  
Sophia Cone  
Jack Meyers

**First**  
Charlotte Rogers  
Allyson Perez

**Second**  
Sofia Ruiz  
Carson Irwin

**Third**  
Collette Hickman  
Alex Valicek

**Fourth**  
Tyler Robinson  
Weston Wilkinson

**Fifth**  
Anton Zhuralev  
(no girl this time)

## Nurse's Notes



We continue to have students who are ill with the flu, which their doctors are diagnosing as H1N1 flu. As of today, Oct. 15, **I know of 12 cases of the flu among HCE students** in various classes this week. We continue to ask that you monitor your child when ill, report the illness to us, and keep an ill child home until fever free for 24 hours without the use of fever reducing medications.

That being said, using the right thermometer to measure a child's temperature is important. I am hearing from parents that they are using ear thermometers to check for fever. **I never use an ear thermometer to check a student's temperature!** Unless the ear thermometer is perfectly placed in the ear canal, it will not give an accurate temperature reading. I have found through the years working as a school nurse, that **the only reliable thermometer is an oral digital one –the kind you use under your tongue**. Research is backing me up on this. According to a Consumer Reports April 2007 article: "At around age 4 or 5, when your child is old enough to hold a thermometer under his tongue, with his mouth closed, without biting, you can use an **oral thermometer**. In our recent test of eight oral, ear, and forehead thermometers in adults and children over age 5, the oral ones proved most accurate overall; **a digital oral thermometer is the best choice for an adult or child over age 3.**"

When using an oral thermometer for young children, in my experience, the ones that work the best (most accurate) are those that take about a minute to work. Placement in the mouth is also important. The thermometer needs to be placed **as far back as possible under the tongue** to give an accurate reading.





## New 3<sup>rd</sup> and 4<sup>th</sup> Grade Program!

On **November 11<sup>th</sup>** the third and fourth grades will perform a program of patriotic songs to Celebrate Veteran's Day.

Hunters Creek Cafeteria  
**8:30 a.m.**

Especially invited are family members who are Veterans.

## To Submit a Newsletter Article

1. Write your article as a Microsoft Word document.
2. E-mail it to all 5 newsletter editors at:

[rdemoes@comcast.net](mailto:rdemoes@comcast.net)  
[althealee@comcast.net](mailto:althealee@comcast.net)  
[sassydesignsinc@comcast.net](mailto:sassydesignsinc@comcast.net)  
[virginias@ireality.com](mailto:virginias@ireality.com)  
[witte@texas.net](mailto:witte@texas.net)



3. You should then receive a response from the editor who is responsible for that week. If you do not get a response, please call one of us to make sure your article will be included! The **DEADLINE** for submitting articles is every **WEDNESDAY AT 10:00 AM**. Articles will be accepted **ONLY** by e-mail. If you have any questions, please call any one of us!

Renata DeMoes	281-381-6545
Althea Lee	713-984-1615
Sandy Means	713-906-1289
Virginia Schwanauer	713-984-2490
Teresa Witte	713-647-8444



### **Counselor's Connection**

Helping People Achieve - Through  
Heart to Heart Connections

**Lynne Luberger, Counselor**

[lynne.luberger@springbranchisd.com](mailto:lynne.luberger@springbranchisd.com)

**RED RIBBON WEEK: OCTOBER 26- OCTOBER 30, 2009**

## **"A Drug Free Life Rocks"**

Each fall during **Red Ribbon Week**, communities unite to educate children about the harmful effects of drugs and alcohol and to show them the benefits of a healthy lifestyle.

This year's **Red Ribbon Week** theme and activities were developed to support our **2009-10 school theme** of "**HCE Rocks.**" The **Red Ribbon Week** theme for 2009 is "**A Drug Free Life Rocks.**"

Please encourage your child to participate in the dress up theme day activities for **Red Ribbon Week.**

### **Monday, October 26 – "Rocking to a Drug Free Beat"**

Students will receive ribbons and sign pledge cards at school.

### **Tuesday, October 27 – "Team Up against Drugs"**

Students are to wear a team jersey/t-shirt. It can be their own team shirt, or from their favorite college or professional team.

### **Wednesday, October 28 – "Join the Fight Against Drugs"**

Students are to wear camouflage clothing.

### **Thursday, October 29 – "Dressin' Up for my Rockin' Future"**

Students are to wear appropriate attire to represent what they want to be when they grow up.

### **Friday, October 30 – "I Choose to Read and Be Drug Free"**

Students are to bring their favorite book from home to share with the class.

# REFLECTIONS

## BEAUTY IS...

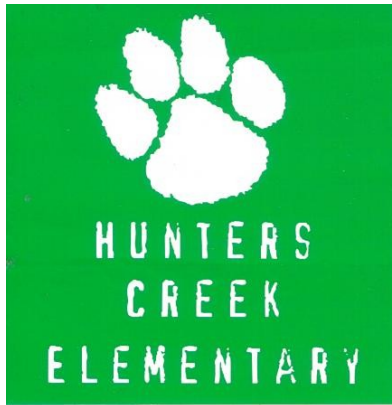


For those of you who are new to HCE, Reflections is an art participation program sponsored by the PTA. The program offers students the opportunity to create works of art for fun and recognition. Students are encouraged to create and submit works of art in any one of six areas: literature, musical composition, photography, the visual arts, dance choreography, and film/video. Awards are given at the school, district, state, and national levels. Each year, the Reflections Program challenges students to create art that interprets a specific theme. The theme for the 2009/2010 school year Reflections program is:

**“Beauty is...”**

The entry form, general rules, and specific rules that apply to each artistic medium can be found on our PTA website, [www.hcepta.com](http://www.hcepta.com), and on the Texas PTA website, [www.txpta.org](http://www.txpta.org). The deadline for submission will be some time in late October. Look for information in upcoming editions of this newsletter. So reflect on the theme and get inspired to create an original work of art!

For more information, please contact  
**Kris Maclay** at [kmaclay@comcast.net](mailto:kmaclay@comcast.net).



## HCE SPIRIT SHOP ITEMS

Show your Hunters Creek pride with our NEW items-ALL items have the HCE LOGO!!

Complete and return this form with your check (made to HCE PTA) to the box in the office labeled "SPIRIT SHOP" or via your child's backpack/folder.

**Child's Name** \_\_\_\_\_

**Teacher** \_\_\_\_\_ **Grade** \_\_\_\_\_

Girls Green/White tie-dye shorts with HCE Logo \$15.00

YS \_\_\_ YM \_\_\_ YL \_\_\_ Adult S \_\_\_ Adult M \_\_\_

Girls Solid Green Wind short with HCE Logo \$12.00

YXS \_\_\_ YS \_\_\_ YM \_\_\_ YL \_\_\_ Adult S \_\_\_ Adult M \_\_\_

Boys green mesh "football" short with HCE Logo \$12.00

YS \_\_\_ YM \_\_\_ YL \_\_\_ Adult S \_\_\_ Adult M \_\_\_

Long Sleeve Gray T-Shirt With HCE Logo \$13.00

YS \_\_\_ YM \_\_\_ YL \_\_\_ Adult S \_\_\_ Adult M \_\_\_ Adult L \_\_\_ Adult XL \_\_\_

\_\_\_\_\_ HCE Bumper Sticker \$2.00

\_\_\_\_\_ BPA-Free Water Bottle \$4.00

\_\_\_\_\_ HCE Logo Lunch Tote with Zip-Top \$8.00

\_\_\_\_\_ Green Ruler and Calculator in one with HCE logo! \$5.00

\_\_\_\_\_ Green Folding Umbrella with HCE Logo \$9.00

\_\_\_\_\_ HCE Pencils 3 for \$1.00

**TOTAL \$** \_\_\_\_\_ **Questions? Contact Lisa Kurtz, [ldkurtz@aol.com](mailto:ldkurtz@aol.com)**



**PLEASE SUPPORT HUNTERS CREEK THROUGH AUCTION UNDERWRITING!!!**

Underwriter Name \_\_\_\_\_  
 (as it is to appear in the directory and auction catalog)

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Zip Code \_\_\_\_\_ Phone Number \_\_\_\_\_

Elvis Presley Level	\$2500	_____
The Beatles Level	\$1000	_____
The Rolling Stones Level	\$500	_____
Michael Jackson Level	\$250	_____
AC/DC Level	\$100	_____
Madonna Level	\$ 50	_____
Grandparents: Frank Sinatra Level		_____

Donations received by October 19 will be acknowledged in the auction catalog.

**Please submit this form and your payment in one of the following ways:**

- (1) Send it to school via your child's backpack in an envelope marked "Auction Underwriting"
- (2) Place it in the "Auction" box in the school office
- (3) Mail it to Jenny Greer, 902 Tarrington Court, Houston, Texas 77024
- (4) If paying by credit card, email the information on this form to [jgreer@gibbs-bruns.com](mailto:jgreer@gibbs-bruns.com).

**If paying by check, please make check payable to Hunters' Creek Elementary PTA.**

**If paying by credit card, please include the following information:**

Card type (circle one): MC, VISA, DISCOVER, AMEX

Card number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_ Amount to be charged: \_\_\_\_\_

Card holder's email address: \_\_\_\_\_

This contribution is fully deductible to the extent allowed by law.  
 Hunters Creek Elementary School PTA is a non-profit  
 501(c)(3) educational and charitable organization

# THANK YOU TO OUR AUCTION UNDERWRITERS!

Bank of Houston  
Röhe & Wright Builders

The Knox Family  
Julie, Terrell & Colin White  
Lene & George Kiersted  
Darby & Andy Suman  
Lauren & Jeff Friedman  
Dede & Connie Weil, grandparents of Emma & Buddy Friedman

Bank of Texas  
The Kellner Family  
Stephanie & Jay Carr  
The Daughtry Family  
Amy & John Miller  
Kathryn & Neil Stone  
The Groppe Family

The Freedman Family  
Camille and Mollie Macicek  
The Desai Family  
Debbie & Frank Robinson  
Gail & Eric Gould  
The DeMoes Family  
The Mertensotto Family  
Cindy & Sean Cooper  
Heidi & Tom Hedrick  
Claire & Dan Boyles  
The Rauch Family

Claudia & James D. Key  
Jill & Chris Oliver  
Aurelio Benavides  
The Gartner Family  
Elizabeth & Steve Darnall  
Susan & Baris Ertan  
Angela & Tan Le  
Sandford Barlow LLP  
The Matheny Family  
David, Alison & Christopher Hickey

Patricia & Chris Armitage  
The John Osborn Family  
Laura & Richard Davis

The Elvis Presley Level  
Stan & ReINETTE Marek

The Beatles Level  
Martha Turner Properties  
Drs. Rhonda & Paul Metz  
Andrea Le  
Erin & Michael Maggi  
The Manning Family  
The Manning Family

The Rolling Stones Level  
The Mouer Family  
Laura & Bruce Shelby  
The Reppert Family  
Karoline & Tim Carlson  
Althea & Henry Lee  
Benjamin Gale & Family

Michael Jackson Level  
Paula & Mark Kotlarek  
Hai Ho Nguyen & Kim Dao  
Roger A. Soape, Inc.  
Joanna & Patrick Johnston  
Jen & Brian Moss  
The Jorgensen Family  
The Genung Family  
Nick Simms & Liz Freeman  
The French Family  
The Wilkinson Family  
The Joyce Family

AC/DC Level  
Kara & Lee Norris  
The Gilhooley Family  
The Vaughan Family  
Elizabeth & Gantt Walton  
The Rawlinson Family  
The Witte Family  
Yuki & Ned Shimizu  
Jenn & Kirk Tucker  
The Lanzagorta Family  
The Augenthaler Family

Madonna Level  
Jenny & Niko Lorentzatos  
Audrey Hoang  
The Giannukos Family

Frank Sinatra Level  
Roswell & Sandy Vaughan, grandparents of Mary Helen and David Schmidt  
Joanie & Don Haley, grandparents of Becca and Katelynn Copeland  
Lakshmi & Krishna Vavilala, grandparents of Ariana and Ashwin  
Mrs. & Dr. Carlos R. Hamilton, Jr., grandparents of Grace & Frances Hamilton  
Jennie & Philip Leman, grandparents of the Genung children

Todd, Dawn, Taylor, Todd II, Tanner Dixon

The Upper Hand Salons  
The Greer Family  
The Schmidt Family  
Memorial Gastroenterology Associates  
- Dr. Paul Azad

Liz & Matt Rotan  
Michelle & Robert Elliot  
The Sturges Family  
The Ansari Family  
Miles Kurtz  
Maggie & Jim Row

The Wendler Family  
Marci & Carlos Hamilton  
Dr. Mike Mizell, orthodontist  
Mike, Melissa & Emily Anderson  
Andrew Esses  
Marilyn & Scott Irwin  
The Giles Family  
Amanda Vavilala & Richard Morales  
Mark Provenzano, M.D./Carl Palumbo, M.D.  
Adie & Christian Schlenker

Carmen & Jaime Vergara  
The Edmonds Family  
Meg & Dave Bissinger  
Tricia & Gale Oliver  
Jeré & Terrell Meaux  
The Jimenez Family  
The Kelley Family  
The Lunsford Family  
The Alshaya Family

The Wright Family  
Nora Suman

Thank you to Gibbs & Bruns, LLP, for providing paper and copying services for Auction Underwriting flyers and letters.

Dear Fellow HCE Families:

This year my volunteerism is serving as HCE PTA Campus Liaison Committee Chair to the Spring Branch Education Foundation. The Spring Branch Education Foundation (SBEF) raises money to support the arts, educators and students from their three signature events- Running for the Arts, Crystal Awards and the SBEF Golf Classic. To learn more about SBEF please visit them online at:

<http://www.springbranchisd.com/sbef/sbef.htm>.

SBEF works hand in hand with SBISD at the highest level presenting campus grants, teacher grants, student scholarships, and Arts Partners field trips for each student in grades 1-9 as well as community support.

As HCE PTA Campus Liaison for the SBEF I was asked to do the following (I apologize for being late on this communiqué):

- Communicate between HCE and SBEF information about grant opportunities.
- Inform you about the three signature events - Running of the Arts, Crystal Awards and the SBEF Golf Classic. (Please see the details for these events on the next page.)

Thank you for your time and continued support of our HCE PTA community,

*Nicollette Hickman*

*HCE PTA Campus Liaison 2009-2010*

**Golf Tournament** - to be held **October 25, 2009** at River Ridge Golf Course, chaired by Portia Willis, contact information is [portia.willis@memorialhermann.org](mailto:portia.willis@memorialhermann.org).

**Publicize Campus Grant Opportunities** – twice a year, SBEF accepts and reviews grant proposals. Each campus may submit no more than one application per grant cycle. Should you be interested in submitting for a grant, please notify myself and Stephanie Roach, so we can coordinate adherence to the one application per grant cycle per campus rule.

**Crystal Awards** – coordinate attendance of HCE's Teacher of the Year and guest to be honored with special recognition at the **2010 Crystal Awards** event to be held **March 5, 2010** at the Hyatt Regency Downtown, chaired by Marissa & Duncan Klussmann. Encourage our HCE PTA to support the Crystal Awards by purchasing a table at the event. To this end, I am seeking sponsors to help with the purchase of a table for the event – if you are interested, please contact [nicollettehickman@yahoo.com](mailto:nicollettehickman@yahoo.com).

**Running for the Arts (RFA)** – to be the primary contact between HCE PTA and/or RFA Representative. In the past, at HCE, our wonderful coaching staff has taken the lead on the RFA; I am here to help with this as needed. Save the date for **2010 Running for the Arts, May 1, 2010** at Memorial City Mall, chaired by Pam Goodson

**Attend the SBEF Sharing of Information Lunch** – SBEF host a Sharing of Information Lunch and Meeting twice a year for all Principals, PTA Presidents, and SBEF Liaisons. Of which I attended the first luncheon September 17, 2009 and came away with the items I now share with HCE PTA community. Another take away was the sheer luck that I sat next to our sister school Woodview PTA representatives. We shared good information, along with our successful Rebate Program and how Woodview can tap into the rebate funds for needs at their campus.

Should you have any questions or would like to get involved in any of the SBEF signature events, please contact me at 713-465-8213 or via email at [nicollettehickman@yahoo.com](mailto:nicollettehickman@yahoo.com).

# Spring Branch Education Foundation

## *Guidelines for Grant Application Submissions*

### *Mission Statement*

*Spring Branch Education Foundation's mission is to provide resources to enhance the quality of education in the Spring Branch Independent School District.*



### *Persons Eligible to Submit Grant Applications:*

- Any individual employed by SBISD who is involved in the instruction of students or related support services benefiting students
- PTA Council Representative and/or PTA School Representative
- SBEF Board Members
- SBISD Board of Trustees

### *Application and Deadline Process for Campus Grant Applications*

- The Foundation will issue the Fall 2009 granting period Call for Grants no later than September 7, 2009.
- The Foundation will issue the Spring 2010 granting period Call for Grants no later than February 3, 2010.
- Prospective applicants should complete a **Spring Branch Education Foundation(SBEF)** Grant Application which can be found at:  
<http://www.springbranchisd.com/sbef/forms/grant-application.pdf>
- Return the Fall 2009 original completed grant application and 20 copies to Cece Thompson in the Foundation Office by October 5, 2009 by 4:00 p.m.**
- Return the Spring 2010 original completed grant application and 20 copies to Cece Thompson in the Foundation Office by March 4, 2010 by 4:00 p.m.**
- Grant Request from individual campuses cannot exceed \$5,000
- All grant requests are first reviewed by the district's Development Team to ensure compliance with all relevant district policies and guidelines. If the Development Team does not approve your grant application, Julie Hodson, the Grant Department Administrator will contact you. If the Development Team approves your grant application, it will be forwarded to **SBEF's Program and Assessment Committee for funding consideration.**
- Each campus may submit no more than one application per grant cycle.

*(continued)*

- Only one grant request will be funded per campus per academic year. For example, if a campus grant is approved in the Fall, that campus is not eligible to submit a grant application in the Spring.
- Grant Applications must be approved and signed by the appropriate building principal or department manager. In addition, they must be approved and signed by the Associate Superintendent for Curriculum and Instruction (currently Jennifer Blaine).
- If this grant is technology related, or involves the use of acquisition of technology equipment, hardware or software, it must be approved by the Chief Information Officer (currently Venu Rao).

### ***Selection Process***

- Grant Applications will be reviewed by the Foundation's Program and Assessment Committee.
- Grant Applications approved by the Program and Assessment Committee will be presented to the SBEF Executive Committee in summary form for review and recommendation.
- Grant Applications approved by the SBEF Executive Committee will be presented for final approval to the SBEF Board of Directors at their quarterly meetings on November 19, 2009 for Fall 2009 grants and May 27, 2010 for Spring 2010 grants. Once approved by the Spring Branch Education Foundation Board of Directors, the proposed grant application shall be presented to the School Board for formal acceptance by the District. Final determination for funding should be made within 60 days of the deadline.
- A Grant Award Letter will be sent to the grant recipient along with a Memo of Understanding. Funds will be distributed to campuses/departments after the signed Memo of Understanding is returned to the Foundation.
- If an application is not funded, a grant denial letter will be sent to the applicant.

### ***Responsibilities of Grant Recipients:***

- Use the funds awarded for the purposes intended in the approved grant.
- Read, sign and return the original Memo of Understanding to the Foundation office for final signatures
- The grant recipient will prepare and submit a summary program report and a financial report to the Foundation at least annually, and/or upon completion of the program/project. This report should include information relative to the success of the program/project and an itemization of the expenditure of the grant funds. All written materials, such as signage, newspapers, brochures as well as broadcast and internet materials associated with this grant should indicate that the grant was made possible by the Spring Branch Education Foundation and the Spring Branch Education Foundation's logo should be used on all publicity.

# *Spring Branch Education Foundation Grant Application Cover Sheet*

Date: \_\_\_\_\_

Amount of Proposal/Request: \$ \_\_\_\_\_ (Maximum Grant Request for individual campuses cannot exceed \$5000.00)

Campus/Dept. applying for funding: \_\_\_\_\_ Campus/Dept. Contact: \_\_\_\_\_

Address of Campus/Department \_\_\_\_\_

Title / Name of Proposal / Grant: \_\_\_\_\_

Date funding is needed (ex: January 1, 2007): \_\_\_\_\_

Program start / end dates: Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Project Director(s) Name: \_\_\_\_\_

Project Director(s) Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Project Director(s) Title: \_\_\_\_\_ Location \_\_\_\_\_

Project Director's Signature: \_\_\_\_\_

Total Budget (if different from above) \$ \_\_\_\_\_

Building Principal/ Department Manager's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

→ \_\_\_\_\_  Approval of grant proposal by Building Principal/Department Manager.  
Signature of approval is required.

→ \_\_\_\_\_  Approval of grant proposal by Jennifer Blaine, Associate Superintendent for Curriculum & Instruction. Signature of approval is required.

→ \_\_\_\_\_  Approval of grant proposal by Chief Information Officer. **CIO's** signature is required if your proposal involves technology, that is ANYTHING involving the purchase, acceptance of a donation or use of hardware or software and impacting campus capacity, system access, purchases, training, materials, maintenance, upgrades, consultant services etc. E-mail CIO to see if you need to meet with him and/or his staff before obtaining his signature.

Grade level (s) of students to be served: \_\_\_\_\_ Number of students to be served: \_\_\_\_\_

**Summary Description of Grant Application** – The summary provides an introductory overview of the grant application in 150 words or less, highlighting its purpose, methods or procedures, and the expected benefits or results.

**PLEASE SUBMIT ORIGINAL AND 20 COPIES OF YOUR APPLICATION TO  
SPRING BRANCH EDUCATION FOUNDATION  
955 Campbell Rd., Suite 206  
Houston, TX 77024**

# Spring Branch Education Foundation

## Grant Application

**Project Title:** \_\_\_\_\_

Grant No. \_\_\_\_\_

*Purpose: What is to be accomplished?*

*Statement of Need and Background Information:*

*Project Goal(s) and Objectives:*

*Methods, techniques, procedures to be used in the program:*

*Timetable for completion; Plans of project continuation after this funding (if applicable):*

*Materials needed:*

*Anticipated benefits to students, teachers, programs, curriculum teaching methods and/or the Spring Branch Independent School District:*

*Plan for Evaluation and Follow-up:* - This plan should include the standards of measurement to be used to determine if goal(s) have been achieved and a timeline for assessment of results.



**TIMELINE FOR GRANT REQUESTS TO SBEF FALL 2009**

<b>TIMELINE</b>	<b>Fall 2009</b>
Announce Grant Funding Opportunity	By September 7, 2009
SBEF Grant Application due to SBEF for Development Team Review	October 5, 2009 By 4:00 p.m.
Review by SBISD Development Team	Week of October 19, 2009
Mail out approve grant applications to Program & Assessment Committee	Week of October 26, 2009
SBEF Program & Assessment Committee meeting to review Grant Applications	Week of November 2, 2009
SBEF Executive Committee Meeting	November 12, 2009
SBEF General Board Meeting	November 19, 2009
Award Announcement Date	November 23, 2009
Memorandum of Understanding due to SBEF	December 11, 2009
SBEF Grant Evaluation due to SBEF	June 14, 2010

**SPRING 2010**

<b>TIMELINE</b>	<b>Spring 2010</b>
Announce Grant Funding Opportunity	By February 3, 2010
SBEF Grant Application due to SBEF for Development Team Review	March 4, 2010 By 4:00 p.m.
Review by SBISD Development Team	Week of March 22, 2010
Mail out approve grant applications to Program & Assessment Committee	Week of April 12, 2010
SBEF Program & Assessment Committee meeting to review Grant Applications	Week of April 26, 2010
SBEF Executive Committee Meeting	May 13, 2010
SBEF General Board Meeting	May 27, 2010
Award Announcement Date	May 28, 2010
Memorandum of Understanding due to SBEF	June 2, 2010
SBEF Grant Evaluation due to SBEF	June 13, 2011

**Itemized budget for the project and budget justification for each line item** - Expense projections over time, funding from other sources, if applicable.

<i>Name of Project</i> <i>Itemized Budget and Justification</i>		
<b>**PERSONNEL</b>	<b>AMOUNT</b>	<b>JUSTIFICATION</b>
Project Administrator		
Project Secretary		
Other Personnel		
Stipends/Extra Duty Pay		
Subs		Certified Teacher Sub Rate: \$95/day; Non-certified teacher sub rate: \$75/day; Clerks & TA's Rate: \$55/day
<b>TOTAL PERSONNEL</b>		
<b>FRINGE</b>	<b>AMOUNT</b>	<b>JUSTIFICATION</b>
Project Administrator		Fringe Benefits are calculated at the district rate of 16.85%, which includes, Teacher Retirement System (TRS), Insurance, and Medicare
Project Secretary		
Other Personnel		
Stipends/Extra Duty Pay		1.45% for Medicare for employees paid an hourly wage; 7% for TRS (Teacher Retirement System)
Subs		1.45% for Medicare for subs
<b>TOTAL FRINGE</b>		
<b>TRAVEL</b>	<b>AMOUNT</b>	<b>JUSTIFICATION</b>
Professional Development Conference including registration and all travel expenses		State rate is \$85/night plus tax (No state tax allowed in Texas) + Local rate is up to \$35/day for meals; Receipts are required for all meals, no tips are reimbursable. Charge slips are not considered receipts.
Local Mileage		44.5¢/mile
<b>TOTAL TRAVEL</b>		
<b>MATERIAL/SUPPLIES</b>	<b>AMOUNT</b>	<b>JUSTIFICATION</b>
General Office Supplies, postage, copy charges		
Instructional Supplies		
*Software		
<b>TOTAL MATERIALS/SUPPLIES</b>		
<b>CONTRACTUAL</b>	<b>AMOUNT</b>	<b>JUSTIFICATION</b>
Outside Consultant		
Evaluator		
<b>TOTAL CONTRACTUAL</b>		

(cont.)		
<i>EQUIPMENT</i>	<b>AMOUNT</b>	<b>JUSTIFICATION</b>
**Computers, printers, etc.		
<b>TOTAL TOTAL EQUIPMENT</b>		
<b>OTHER</b>	<b>AMOUNT</b>	<b>JUSTIFICATION</b>
Field Trips		
Transportation		
Awards/Incentives		
Outsource Printing		
Snacks		
<b>TOTAL OTHER</b>		
<b>TOTAL PROGRAM</b>		