

KEN-TON UFSD

NOV 30 2017

SUPERINTENDENT'S OFFICE

5230F

Kenmore-Town of Tonawanda Union Free School District
1500 Colvin Boulevard, Buffalo, New York 14223-1196

**BY-LAWS OF POLICIES OF THE KENMORE-TOWN OF TONAWANDA
UNION FREE SCHOOL DISTRICT FOR GIFTS AND DONATIONS**

The school district shall accept no gift or donation involving a commitment by the school district of an operational expense without approval of the Superintendent or designee as designated by the Board of Education.

Board of Education policy #5230; Education Law Sections 1709(12); General Municipal Law 805-a(1)

Before accepting a gift or donation to a school district building, please fill out the information requested below and route as noted on the lower level portion of this form.

1. Name of school accepting gift: Herbert Hoover Elementary
2. Person accepting gift: Lisa Chiavaroli
3. Donor's name: Buffalo State PDS
Donor's address: 1300 Elmwood Ave, Bflo., NY 14222
4. Purpose for the gift or donation: Gingerbread house + cookie making materials for student use
5. Description of the gift or donation: Gingerbread house + cookie materials + 2 trade books
6. Model or serial number, if any: N/A
7. Estimate of installation expense, if any (ie. Transportation, service, etc.): N/A
8. Estimate of annual operational cost, if discernible: N/A
9. Location in building: Room #203

In accordance with section 170(f)(8) of the Internal Revenue Code, the following statement is necessary for your tax filing purposes: Since no goods or services were provided in return for your gift, the fair market value is deductible as provided by the Internal Revenue Code. It is your responsibility to estimate the value of this donation.

You estimate the value of this donation to be: \$250.

SEND COMPLETE PACKET TO SUPERINTENDENT'S OFFICE

Approved: _____ Date: _____
Superintendent of Schools or Designee

Upon acceptance, distribute: Original to Superintendent
Copies to: District Clerk, Treasurer, Originating School/Office, Board of Education

Rev. Apr 2012

November 13, 2017

Dear Ms. Deth, Ms. Chiavaroli, and Ms. Mahoney:

Congratulations!

The Hoover Elementary proposal has met the rubric guidelines for your co-teaching project to be funded via a mini-grant through the SUNY Buffalo State Professional Development Schools Consortium for the 2017-2018 school year. The PDS Mini-Grant Review Committee was impressed with your project and delighted to announce its funding.

Your project, "Building Gingerbread Houses and Decorating Holiday Cookies," will receive funding for \$250. You will need to contact Sue Rubino in the School of Education Dean's Office (rubinose@buffalostate.edu, 878-4214) to arrange to access your funds. It seems unlikely that we would be able to process a check and get it to the school in time for you to complete this project before the semester ends.

Sue will work on the specifics with you but at this point she would like the read aloud book information so she can order it from Amazon. Please send her the link for this. She suggested that you go with a PDS representative to purchase the gingerbread house materials at Wegmans on Amherst St. since we have a credit card that can be used there. Contact her as soon as possible to work out the details and let me know if I can help in any way.

Good luck with your project! We will look forward to your poster/display at the fall 2018 PDS Annual Conference, as well as at a future consortium meeting.

Sincerely,



Sue McMillen
PDS Co-Director
SUNY Buffalo State

(M-Th after 4)

rubinose@buffabstate.edu

The Gingerbread Book

- Steven Stellingwerf

ISBN-10 : 0847814149

ISBN-13 : 978-0847814145

Georgie the Gingerbread Fairy

ISBN 10 : 78393-237-6

ISBN 13 : 978-1-78393-
237-5

~~bed, bath, beyond - \$9.99~~
~~• ship or reserve in store~~
~~\$209.79~~

~~Target - \$9.99~~
~~• ship or in-store~~
~~\$209.79~~

~~Michael's~~
~~in-store~~
~~only~~

PDS Mentor Teacher/Student Teacher Co-Teaching Mini-Grant Application Instructions

All Student Teaching-Mentor Teacher pairs in PDS partner schools are encouraged to apply for mini-grants of up to \$300 from the Buffalo State PDS Consortium to implement a co-teaching activity or model. For the purposes of this mini-grant, co-teaching is defined as two teachers (mentor teacher and student teacher) working together with groups of students, sharing the planning, organization, delivery and assessment of instruction, as well as the physical space (Heck, Bacharach & Dahlberg, 2010).

Additional information about co-teaching is available at http://thebridge.spps.org/uploads/what_is_co-teaching_032612_hc.pdf and at <http://pds.buffalostate.edu/resources-3>.

The following materials should be submitted by the indicated deadline to apply for these Mini-Grants. The co-teaching project must be implemented in the classroom while the student teacher is assigned to the mentor teacher's classroom. Send your materials to Dr. Pixita del Prado (delprapm@buffalostate.edu) or Dr. Sue McMillen (mcmillse@buffalostate.edu).

Application Deadlines:

- June 1: for projects starting in the fall
- September 15: for projects starting in the fall or spring
- January 15: for projects starting in the spring

Cover sheet:

- Title of Project
- PDS Partner Site
- Address
- Telephone Number
- Mentor Teacher
- Student Teacher

Proposed project:

1. List of project participants including telephone numbers, e-mail addresses, and project role.
2. Description of project.
 - a. Describe the proposed project in 3 – 4 sentences.
 - b. How does this project address a current need?
3. Assessment Plan
 - a. List measurable or demonstrable goals for this project.
 - b. How will you determine if the goals are met?
 - i. Some possible methods to assess measureable or demonstrable goals include:
 1. Collecting appropriate data such as frequency, duration, etc.

2. Direct observation
3. Pre/post measures
4. Surveys
5. Written materials: journals, notes, sample student work, comments that are then recorded

4. Budget – A maximum of \$300 may be requested.

Note: Grant money cannot be used for BSC faculty stipends. But, grant money may be used to cover substitute teacher costs for attendance at the annual PDS retreat.

- a. How much money are you requesting?
 - b. How will the money be spent?
5. All Mini-Grant recipients are expected to participate on a panel present the results of their project at either the annual PDS retreat or at a PDS Consortium meeting. In what other ways do you plan to disseminate your results?