

# Education Uncontained

Duquesne University

## Summary of Project Agreement

**SCHOOL NAME:** Plum School District, Plum Senior High School

**AMOUNT OF PROJECT SUPPORT:** \$30,000

**PROJECT PERIOD:** June 2, 2017 - May 31, 2018

**PAYMENT TERMS:** All funds will reside at Duquesne University and will be disbursed as described in 2.2 and 2.3 below.

**REPORTING SCHEDULE:** An interim report is due to Duquesne University by January 30, 2018. A final report is due to Duquesne University by May 31, 2018. Intermittent items will be reported during meeting dates as a part of the overall program.

## PROJECT AGREEMENT

### 1.0 General Project Information

#### 1.1 Project description

Please provide a 50 word project description that can be used on all promotional materials associated with this project.

Plum High School will rejuvenate its school  
climate and improve its culture through  
renovations to update its library media center  
into a space for diverse students to connect,  
create and collaborate.

#### 1.2 Timeframe

**Planning.** Planning for the project can begin on June 2, 2017. You can begin to spend project funds

after August 11, 2017. If your team has planned summer activities, project funds can be spent at an earlier date from Duquesne University. Written permission and a project meeting is required.

**Project Completion Date and Last Use of Funding.** The project completion date is May 31, 2018. The project will cease to request funds 30 days prior to the end of the completion date (May 1, 2018).

**Projected Timeline.** The following timeline will be followed for this program. The full school team must attend as follows:

- **August 7 - 9, 2017:** Summer Institute (Youth Work Days; Adults attend on August 9, 2017)
- **September 25 - 29, 2017:** Onsite Project Meeting Day (2 hour meeting at your school)
- **December 1, 2017:** Project Checkpoint #1, All day meeting at Duquesne University (Youth all day; Adults ½ day)
- **February 15, 2018:** Project Checkpoint #2, All day meeting at Duquesne University (Youth only)
- **March 12 - 16, 2018:** Onsite Project Meeting Day (2 hour meeting at your school)
- **May 4, 2018:** Project Checkpoint #3, All day meeting at Duquesne University (Youth all day; Adults ½ day)

### 1.3 Project Team.

Please fill in the final team members for your project. If a new team member has been added, please include their email contact information. Please designate the youth team lead and the adult team lead.

#### Youth Members:

PDD Griffin  
Kyleigh Strohl  
Sergio Benitez  
Ryan Gallagher  
Nadra Freeman

Desiree Ulmer  
Lauren Williams  
Michaela Verrico  
Jordan Broveman  
Zoe Nonneberg

#### Adult Members:

Samer Peiper  
Kristen Rowe  
Justin Stephens

### 1.4 Method of Performance

The school team shall determine, with Duquesne University (Education Uncontained), the methods of performing the project as described in the application. This includes the time, place, and manner by which it will accomplish the project.

The school must adhere to all meeting dates and requirements in order to remain in good standing with the program. Remaining project funds will be forfeited if the following occurs: failure by all youth or adult members to attend meeting dates at Duquesne University or at the school, failure by all youth or adults members to complete program requirements (e.g., plans, reporting, documentation, etc.) and/or failure by the school team to implement the project, as guided by the overall program requirements or by guidance from Duquesne University.

The school must secure the needed facilities, services, permits, and permissions needed for successful projecting implementation. Duquesne University is not responsible for obtaining needed permissions for project completion on your behalf. The school will forfeit the remaining funds if the project cannot be completed by project completion date.

## 1.5 Outcomes

**The expected outcome of the project will be:**

- (A) Develop potent cross-organizational partnerships.** Work with youth and adult partners and community organizations to implement programming that crosses organizational boundaries and enables the exploration of learning opportunities across multiple settings.
- (B) Build on principles of design thinking, deeper learning, and radical pedagogy.** Provide learning experiences that enable your school to explore and pursue equity while linking this learning to academic achievement; improved civic engagement and relationships across cultural populations; and, increased advocacy for marginalized populations.
- (C) Leverage best practices and positive youth development.** Actively engage others in your school community on their learning journey related to your project area. Create opportunities for them to reflect on your social justice issue and document the experiences of the school team and the larger school community.
- (D) Transform adult and youth learning experiences.** Review and implement best practices for youth through improved pedagogy. Adults will explore methods to improve practice in classrooms and across the school environment to reduce inequities and gaps in opportunity for historically marginalized groups.

## 1.6 Project Agreement Changes

**Change of Project Completion Date.** If all program requirements have been met and either party determines that the project will not be completed by the project completion date, Duquesne University will attempt to negotiate a good faith remedy for timely completion of the project beyond the due date. This negotiation does not guarantee that all project funds will be available to the school upon negotiation of new agreement terms.

**Change of Agreement Terms.** At any time, Duquesne University or the school can request a change in agreement terms. Duquesne University can request changes to project scope, budget (amount and

purchase requests), program requirements, and/or project completion dates. The school can request a change to project scope and budget.

**Early Termination.** Early termination can occur for the following: if the project cannot be completed as described in the application; if program requirements have not been met; or, if the school team has failed to make diligent progress on completion of the project, completion of program requirements, or on reporting of project progress.

## **2.0 Budget and Finance**

### **2.1 Budget**

The school will use project funds in accordance with the administrative policies at Duquesne University. These policies can govern what must be purchased, the vendor used to make purchases, and the quantity of items purchased. In addition, all purchases over \$500 for a single item require prior approval (even if invoiced) and may require a purchase order through Duquesne University's purchasing office. Acceptance into the program or signatures on this project agreement do not equal acceptance of the submitted budget or the items requested at the application phase. A two-part budget approval will occur in August and December of this year.

### **2.2 Disbursements and Schedule of Payment**

No payments will be made directly to the school outside of an approved invoice process. Purchases made by the school must first be approved by Duquesne University so that they are aligned with administrative policies. Some purchases made by Duquesne University may need up to two weeks to process and allowances in the project timeline should be made for this delay.

### **2.3 Reimbursement**

Reimbursement for approved budget items will be processed as invoices from the school or district to Duquesne University. Invoices should be addressed to Temple Lovelace, 600 Forbes Avenue, 404 Canevin Hall, Pittsburgh, PA 15282 and emailed to the attention of Lisa Chir ([chirl@duq.edu](mailto:chirl@duq.edu)) and cc'd to Temple Lovelace ([lovelacet@duq.edu](mailto:lovelacet@duq.edu)). Reimbursements will not be processed for items not listed in the approved budget unless prior authorization has been obtained.

## **3.0 Conditions of Acceptance**

### **3.1 Limitations on Use of Funds**

The school agrees that no portion of the project funds shall be used to:

- (A) Pay expenses incurred prior to the Agreement Effective Date.
- (B) Make grants to individuals or organizations for the conduct of the project.
- (C) Participate in or intervene in (including the publishing or distribution of statements) any campaign on behalf of (or in opposition to) any candidate for public office.
- (D) Fund any specific voter registration drive that is conducted in a manner that favors a particular candidate, slate of candidates or political party.

- (E) Pay legal fees and other fees associated with business planning, incorporation, and/or seeking nonprofit designation.
- (F) Pay indirect administrative costs charged by any organization.

### 3.2 Project Deliverables

In addition to the outcomes listed in Section 1.5, the following project deliverables must be completed:

- (A) Social Media. Document and interact with all program participants via Facebook, Instagram, Twitter, and/or Snapchat. Each school must have a school-based social media account prior to the Summer Institute. Facebook will be the primary tool used to communicate program requirements, in addition to email.
  - All youth project members must join the private Facebook group by July 1, 2017:  
<https://www.facebook.com/groups/educationuncontained/>
- (B) Video Documentation. Coordinate video documentation as a part of your project and be available for documentation by Duquesne University's Public Affairs Office. If your school does not have a reliable video documentation framework in house, portions of your grant can be used to retain an outside vendor to complete this for you.
- (C) Complete all program requirements as listed in this agreement, including: session assignments, reflection assignments, and research requirements.



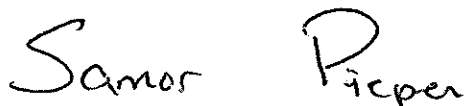
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School Principal Signature



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School Principal Printed Name



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School Adult Team Leader Signature



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School Adult Team Leader Printed Name

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Education Uncontained Representative Signature

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Education Uncontained Representative Printed Name