



The Swantz Fund for Building Better Teachers

Deadline – October 27, 2010

The information that you will include in the attached application form will provide the LPEF Grants Committee with the data needed to determine whether or not to fund your project. Applications must be from School District of La Crosse staff. Applications for other opportunities with the Foundation are available for download on our website at www.lpefonline.org.

Criteria

This fund was established with the goal of providing funding for staff development. Applications will be reviewed on a competitive basis by the Grants Committee of the La Crosse Public Education foundation. Priority will be given to applications that:

- Impact a large number of staff;
- Increase staff members' leadership capacity.

Guidelines

Grants must serve staff in the School District of La Crosse.

Project funds must be spent by May of 2012.

A final report will be required.

Payments for services of La Crosse School District employees are prohibited.

Instructions

- € Complete the following grant application.
- € Save as a Word document. Name the document the same name as your grant proposal.
- € Print page 1 of the application. Sign and obtain other necessary signatures. Submit a paper copy of page 1 to the La Crosse Public Education Foundation at Hogan via inter-school mail or by mail to P.O. Box 1811, La Crosse, WI 54602-1811.
- € Submit the entire application electronically to lpef@centurytel.net.
- € Both the paper copy and electronic copy must be received no later than 5:00 p.m. on October 22, 2010.

If you have questions, please contact Geva Thole at 608-397-0176



**La Crosse Public Education Foundation
Swantz Fund Grant Application**

Section 1: Personal Information:

Name : Jacie Mailey Faas & Ledi Loeffler

School: Hintgen Elementary School & Lincoln Middle School

Position/Title: Secretary to the Principal & CoChairs of Secretary Professional Development Committee

School Phone: Jacie: 608-789-7767, Ledi: 608-789-7790

Section 2: Basic Project Information:

Project Title: **“Train the Trainer” Program for School District of La Crosse Secretaries and Administrative Assistants**

Total Request **\$2500**

Signature of Applicant _____

Signature of Principal _____

Signature of IT Department Rep (if applicable) _____

The intention of the Foundation is to fund projects not covered by the regular school budget. Please document that regular avenues of funding have been exhausted.

Section 3: Project Description:

- I. By January 2012, individual secretaries and/or administrative assistants will be trained to be “experts” in knowledge and technology areas specific to the La Crosse School District. This will result in secretaries and administrative assistants within our district having an on staff “expert” resource person to go to for specialized training and support to increase clerical staff knowledge base and further their professional development and skill level. In addition, new clerical employees to the district who currently receive very limited training before beginning work at their new position would be provided additional support and resources.

II.

Objectives of Project	List the corresponding district/school/curriculum goals (if applicable)	State how you will evaluate whether objectives are met.
<p>Train individual secretaries and/or administrative assistants to be “experts” in both technology/software and knowledge areas specific to the School District of La Crosse</p>	<p>Book 2 - Administrative Policies and Regulations Section G - Personnel Title Staff Development Number GBA Status Active Legal</p> <p>School District of La Crosse Administrative Policies and Regulations</p> <p>GBA</p> <p>STAFF DEVELOPMENT</p> <p>The School District of La Crosse is committed to staff development. The District recognizes the need for employees to continuously upgrade skills and increase knowledge about their ever-changing profession. Time and funding will be allocated as appropriate to promote this professional growth as the District strives for effective schools. The District will have a Staff Development Program for all employees.</p>	<p>Survey new/current clerical employees to determine specific areas needed for additional training and support in technology and software and knowledge areas.</p>
<p>Increase the knowledge base for clerical employees in the programs used within the district including First Class, AESOP, TruTime, Skyward</p>		<p>Survey administrators as to their observations regarding secretarial knowledge regarding procedures in the La Crosse School District and</p>

Student and Financial, MS Office, and rSchoolsToday.		ability to work with technology and software.
Provide additional resources to current clerical employees, and more importantly for new employees to the district or employees who have moved to a new position within the district, who need additional training.		Survey clerical employees to determine success of this “train the trainer” program.

III.

Activities to Accomplish Objectives	Who Will Be Responsible for Implementation	Resources Needed (not financial)	Timeframe to Accomplish
Implement a “Train the Trainer” Program for clerical staff. Provide training for the staff “trainer” to become an expert in a certain knowledge or technology/software related area.	Secretarial Professional Development Committee	Additional training for individual designated to be the “expert” trainer.	Ongoing
Allow release time to meet with individuals requesting assistance or additional training	Secretarial Professional Development Committee	Funding for substitutes to allow staff release time to work with individual or group employees requesting assistance in that particular area.	Ongoing

IV. What is the lifespan of this project?

One to two years, possibly ongoing depending on the success and needs of the clerical employees.

V. Approximately how many staff will be affected by this project? Explain your number.

Staff to be “expert” resources/trainers: approximately 10 – depending on the knowledge areas and technology/software areas determined in need of additional training. Entire clerical staff to be affected: Approximately 52 secretaries and 7 administrative assistants.

VI. How could the project be shared with other teachers and schools to benefit more staff?

As secretaries and administrative assistants receive additional training from on staff “expert” resource clerical staff, this will help them gain the knowledge they need to work more effectively and efficiently. In addition, this will increase the productivity of all staff by allowing clerical staff to pass this knowledge on to administrators, teaching staff, and support staff they work with.

History of the Professional Secretarial Development Committee

The Professional Secretarial Development Committee has a budget of \$4500 for 2010-11. The budget is under Vicki Lyons, Director of IT. The budget covers the professional development of all 52 secretaries and 7 administrative assistants for the La Crosse School District. It provides training during the school year in district related programs including Skyward Student, Skyward Educator Access, Skyward Financial, First Class, rSchoolsToday, Student Activity Account and AESOP training. It also provides funding for staff to attend outside conferences including the fall and spring Skyward conferences, courses at CESA4 and WTC, and outside conferences that directly applicable to their job descriptions.

The committee also oversees the Secretarial Professional Development mentorship program which provides support and training for new clerical employees and current employees who change job positions within the school district. Human Resources and Dr Salerno provides limited funds for this program for mentors and mentees to work together. Currently, each new secretary or administrative assistant is given one day to meet with their mentor and those costs are covered by HR.

The committee also plans and holds the Professional Secretarial Development February Conference every February. This full day conference provides hands-on technology related training and customized professional development courses for La Crosse School District secretaries and administrative assistants.

The committee is comprised of five secretaries and administrative assistants who volunteer their time on this committee. Some limited release time is provided through the committee’s budget for planning and through Human Resources. The committee believes strongly in professional development for their members and works hard to provide the training and professional development to it’s members each school year.

Section 4: Budget Information:

Item	Supplier	Budgeted Amount
Training for "Expert" Staff	Outside Sources, Skyward Training Staff, rSchoolsToday, AESOP, Western Technical College Computer Trainers	\$1500
Substitutes for Release Time for expert staff member to meet with other members needing additional training		\$1000

Total request: **\$2500**

Other sources of funding for this project (if applicable): N/A

Total budget to accomplish project: **\$2500**