



## **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](http://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](mailto: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 & Lincoln

Position/Title: Co-Chairs, Secretarial Professional Development Committee

School Phone: Jacie: 608-789-7767, Ledi, 608-789-7780

**Section 2: Basic Project Information:**

Project Title: **Secretarial Professional Development February Conference**

Total Request **\$1500**

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 February 18, 2011, secretaries and administrative assistants of the School District of La Crosse will attend their annual February conference, resulting in technology, computer and software related, training and professional development.

II.

Objectives of Project	List the corresponding district/school/curriculum goals (if applicable)	State how you will evaluate whether objectives are met.
Provide training in technology related areas including computer software and professional development courses.	Staff Development opportunities for all La Crosse School District employees.	Increase productivity of secretaries and administrative assistants in completing their daily responsibilities.

	<p>Book  2 - Administrative Policies and Regulations  Section  G - Personnel  Title  Staff Development  Number  GBA  Status  Active  Legal</p> <p><b>School District of La Crosse  Administrative Policies and Regulations</b></p> <p><b><i>GBA</i></b></p> <p><b><i>STAFF DEVELOPMENT</i></b></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>Evaluations completed from secretaries and administrative assistants as to the quality of the conference and the training and knowledge gained. Survey members for feedback.</p>

III.

Activities to Accomplish Objectives	Who Will Be Responsible for Implementation	Resources Needed (not financial)	Timeframe to Accomplish
<p>Technology related courses will be offered.  <u>Examples:</u> Microsoft Office Suite software including Word, Excel, PowerPoint and Publisher, Adobe Professional 9 , and other productivity related software programs.</p> <p>Actual courses for February 2011 have not yet been set.</p>	<p>Western Technical College/Business and Industry Trainers</p>		<p>January/February 2011 Planning            Date of conference: Friday, February 18, 2011</p>
<p>Professional Development Courses,  <u>Examples:</u> 5S for the Office, Conflict Resolution and Problem Solving, Communicating Clearly, and Process of Change.</p> <p>Note: Actual courses for February 2011 have not yet been set.</p>	<p>Western Technical College/Business and Industry Trainers</p>		<p>Same as above</p>

IV. What is the lifespan of this project?

The planning stage will take place from November 2010 through February 2011. The actual conference will take place on Friday, February 18, 2010 at the Lunda Center, Western Technical College, La Crosse, WI.

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

All School District of La Crosse secretaries (52) and administrative assistants (7) are able to attend this conference. The Secretarial Professional Development Committee is comprised of 5 members who meet with the WTC Business and Industry staff and plan for the courses and schedule of the day.

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

Knowledge and expertise gained by the secretaries and administrative assistants of the district is directly applicable to their present job responsibilities thus resulting in increased productivity. This knowledge can then be used to help other school district staff in completing their job responsibilities and also increase knowledge.

Secretaries and administrative assistants are vital sources of support for all employees of the district including administrators, teachers, and other support staff. These individuals are the "front line" to also giving support to students, parents and the general public. Providing secretaries and administrative assistants with additional skills and tools to perform their jobs at a higher level helps them handle difficult situations, and increases communication within the district and with the students and parents it serves. It also builds confidence, and encourages further professional development.

**Section 4: Budget Information:**

Item	Supplier	Budgeted Amount
Registration fees	Western Technical College/Business and Industry	\$1500

Total request: **\$1500**

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

This conference has been funded in the past through the Superintendent's budget. Mr. Kember will provide \$2300 this year for the February 2011 conference. The Secretarial Professional Development Committee's budget will provide \$500. The \$2300 and the \$500 will help cover registration fees and costs of supplies such as folders, handouts, etc.

Last year, February 2010, the cost of the conference was \$3985. Mr. Kember's budget covered \$3800 and the Secretarial Professional Development Committee covered \$185.

With budget constraints this year, Mr. Kember's office has returned to its previous funding level of \$2300.

We anticipate the costs to go up this year and be between \$4000 and \$4500. The exact cost of the conference will be determined by December 2010.

### **History of the February Conference**

The secretaries and administrative assistants in the La Crosse School District previously attended a conference in February called the Western Wisconsin Educational Support Staff, Conference, and WWESS. The WWESS conference was attended by clerical staff from many school districts in Western Wisconsin. This conference was started when Mr. Dick Swartz was superintendent of the La Crosse School District. His office provided the funding and registration fees for the secretaries and administrative assistants from the La Crosse School District.

In 2008, the WWESS conference disbanded due to lack of attendance by other school district clerical staff due to budget constraints.

In 2009, the La Crosse School District's Secretarial Professional Development Committee sought to continue the conference for its members only. The February 2009 conference was planned with more emphasis on hands on technology training and professional development courses taught by instructors and trainers at Western Technical College. WTC Business and Industry staff customized the training sessions to meet the needs of the School District staff. The change to the new format was an outstanding success. Mr. Kember's budget provided approximately \$2400 for this conference and approximately \$1050 was used from carry over of the disbanded WWESS conference. Total cost was \$3450 for 2009 for 35 attendees (at a cost of \$99 per person).

The February 2010 Conference was again held at WTC in their new Lunda Center, using the same format with an emphasis on technology related and professional growth sessions. Mr. Kember's office was able to increase its funding to \$3800 and the Secretarial Professional Development Committee was able to provide \$185 for a total cost of \$3985. Attendance at the conference was 45 secretaries and administrative assistants at a cost of \$88 per person. There are 52 secretaries and 7 administrative assistants in the La Crosse School District. The committee felt the cost of \$88 for a customized full day conference, which included hands-on computer training, was an excellent value. Most comparable conferences begin at \$150 a day and higher.

As stated above, this year Mr. Kember's budget has had to return to its previous funding level of \$2300 and the Secretarial Professional Development office plans to provide \$500 from its budget. The February Conference planning committee will be meeting with the WTC Business and Industry staff in November 2010 to plan for the conference. Due to the decrease in funding, we expect major changes in the number of sessions we will be able to offer the attendees unless we get additional funding from outside sources. We anticipate having to change the day to a half day instead of a full day and offering round table discussion sessions instead of sessions led by instructors in order to decrease costs for the conferences.

### **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 provide 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 February Conference as described above.

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.

Total budget to accomplish project: **\$1500**