



INTEROFFICE CORRESPONDENCE

Los Angeles Unified School District

Office of the Chief of Special Education, Equity and Access
Innovation Office-School Improvement Grant Unit

TO: Cohort 4 School Improvement Grant (SIG) Teachers and Staff **DATE:** September 18, 2020

FROM: Helen Yu
Coordinator, School Improvement Grant Unit (SIG)

SUBJECT: EDUCATOR MINI-GRANT 2020-2021 APPLICATION

For the 2020-2021 school year, the School Improvement Grant (SIG) Office is offering mini-grants to SIG educators who work as part of a 3 to 8-person team. The mini-grant is a great opportunity for teachers and staff to work together on a particular instructional or school-wide issue that cannot be addressed through regular PD or common planning time. Each participant of the team will receive \$1,500 for a minimum of 20 hours of work.

The SIG office will award projects based on the criteria from the attached Educator Mini-Grant Rubric. It is possible for more than one team to apply per school.

Teams of three (3) to eight (8) people may apply and submit a completed outline of how they plan to conduct a minimum of 20 hours of service outside of normal work hours. The goal is to not only encourage collaboration, but to also effect significant change that supports any of the major SIG components:

- Increased time for teaching and collaboration
- Effective leaders and teachers
- Family and community engagement
- Data driven standards aligned responsive instruction
- Supportive and safe school environment
- Meaningful and engaging Distance Learning lessons or activities

Some ideas for projects include, but are not limited to:

- Conducting an action research project around a specific problem at your school site, such as dropout rates of a certain student subgroup or low student morale and negative school climate.
- Finding ways to engage parents virtually through online support to help their child's learning, such as developing a science, math or literacy night or a class on exploring technology for parents.
Create and execute a family event (Literacy Night, Math Morning, Science Fair)
- Going through a cycle of lesson design study.
- Create training for staff on various LAUSD platforms (Zoom, Schoology, Nearpod, Jamboard, Class Dojo, EdPuzzles, Learn Zillion, Padlet, etc.)

- Designing counseling modules, parent workshops (Exploring Technology) and student programs (Mindfulness) to educate families in Social Emotional Learning (SEL).

We are looking for projects that will have a direct and sustainable impact on student learning and **supplement, not supplant, existing services.**

Examples of projects that we will **NOT** fund are:

- Organizing the school book/stock room
- Conducting book studies or attending conferences
- Staying after school for office hours or after school club
- Performing adjunct duties such as coaching
- Buying technology, supplies, or other equipment
- Organize teacher appreciation week

At the conclusion of the project, the team will have an opportunity to share their experiences and the growth that was made through the grant. The team must present their work to an audience (virtually or in-person) during a staff/PD meeting.

To complete the application teams must:

- Describe the project fully
- Explain goals and the impact on SIG components
- Outline sequence of action steps for implementation
- Design a method for evaluating the project
- Present the project to the school faculty/staff

Once completed, the application needs to be reviewed and signed by the school SIG coordinator and school administrator before it is submitted to the SIG office. If the application is approved, teams will have until **April 23, 2021** to complete the project, present findings and submit all completed paperwork.

SIG office team members will review and score the application and make final approval based on the attached rubric. Application and supporting materials are to be submitted by October 23, 2020. Applications are available on the SIG website at <http://achieve.lausd.net/SIG>.

If you have any questions, please contact Helen Yu, Coordinator of School Improvement Grant Office, at helen.yu@lausd.net.

Attachments:

Educator Mini-Grant Rubric
2020-2021 Mini-Grant Flyer

c: Christiana Park
Lisa De Ross
Patricia Hanson
Charmain Young
Marla Mason

Katherine Stehr
Terry Burge-Serrano
Brenda Regalado
Mabel Capistrano
Michiel Usher