

STEM Academy Project-Based Learning

LIGHT Awards Program 2016

Laura Beaudrow

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San Francisco, CA 94105

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M: 415-543-0734

Application Form

Project Name*

The Project Name should include the name of the Lead School and a reference to project content (e.g. Elmwood Elementary Robotics)

STEM Academy Project-Based Learning

Name of Lead School and County

STEM Academy, San Francisco

Brief Narrative*

Describe your project in 3-4 sentences. (please explain any acronyms that are used)

Five STEM teachers ranging from 6th-8th grade will focus on developing Project Based Learning (PBL) lessons and activities for Common Core instruction at STEM Academy. Funds will support all team members' attendance at the Common Core PBL Math Academy, a four-day workshop during Summer 2016 at the Buck Institute for Education (BIE). During the workshop, the team will focus on learning best practices related to project design, management and assessment anchored in the Common Core. Team Members will then coordinate monthly meetings to follow up, discuss and assess how well these best practices meet the expectations of the Common Core and the needs of the school's staff and students. During Summer 2017, three Team Members (TBD) will return to the BIE PBL World Conference and participate in the PBL Coaching Workshop. During the second school year, Team Members will expand the project to train additional teachers at the school site in PBL instruction.

APPLICATION INSTRUCTIONS

A complete LIGHT Awards Program application should include the following:

1. Completed Narrative
2. Proposed Timeline
3. Grant Recipient Entity Information
4. Proposed Budget
5. Budget Narrative
6. Completed applicant profile information (includes Team Lead and Members, Lead School, Lead Principal, and Additional School and Principal information)
7. A signed letter of support for the proposed plan from your principal that includes a brief description of how the principal will help the plan succeed. If team members are teachers from multiple schools, you will need a letter from each principal.
8. Signatures from all Team Members

If using acronyms, please explain the meaning/definition upon the first use.

Due Date: January 11, 2016, 5:00PM PST

Note: Although the system automatically saves your work approximately every 20 minutes, we highly recommend manually saving your work whenever you feel you have completed a significant portion of the application. You can do so by scrolling down to the bottom of the application page and clicking the “save as draft” button.

If you encounter problems or have any questions, please contact us at info@lightawards.org

NARRATIVE

Please describe the Professional Development (PD) experience you plan to conduct with this support.

Please be sure to address each bullet in your response.

What the does your professional development project entail?*

- Provide a concise overview of your project scope that demonstrates how grant funds would be used.
- Include workshops, institutes, trainings, onsite consultants, professional learning communities, etc. (please provide a website link and dates, if relevant)
- Note team member roles (who will coordinate, participate, etc.) If the project will involve teachers beyond the proposed LIGHT Awards team, please clarify the role of Team Members versus the role of other teachers and/or staff.

All five Team Members will attend the Common Core PBL Math Academy at the Buck Institute for Education (BIE) as part of BIE's PBL World Conference from June 22-26, 2016 in Napa, CA (www.pblworld.org/academies).

This four-day workshop engages K-12 participants in learning best practices related to project design, management and assessment anchored in the Common Core. Participants will dive deeply into the PARCC and Smarter Balanced performance assessments, learn how to unpack Common Core Math Standards, and use those understandings to design rigorous, relevant and engaging projects.

Following the trainings, Laura, Mary, Bob and Eddie will focus heavily on implementation within their classrooms, applying their learnings and testing best practice strategies. Ida will also implement the PBL model on a smaller scale within her resource program.

Year One will focus on piloting these lessons within our Team Member's classrooms. In Year Two of the grant, we plan to work with our Principal to do trainings with other staff at our school and roll out the lessons in their classrooms. In order to prepare for this next phase of the project, three of our Team Members (TBD) will return to BIE PBL World Conference in Summer 2017 and participate in another four-day workshop, PBL Coaching Academy.

PBL Coaching Academy engages participants in learning best practices of providing sustained support to teachers engaged in effective implementation of PBL. This workshop focuses on providing instructional coaching focused on project design, assessment and management. Participants will engage in analysis of classroom video, student work analysis and classroom walkthrough protocols.

After the Conference, all Team Members will meet in August 2017 to develop a training plan that will then be shared with our Principal for her input and approval. Team Members will continue to hold monthly meetings in the 2017-18 school year, incorporating learnings from both PBL Academies. We will also work with our Principal to train additional staff to utilize the lessons and activities that we develop throughout the project.

How does your project contribute to personal and professional growth?*

- What need does your project address for teachers at your school(s) that current professional development (PD) opportunities do not cover? How is your project different from the PD your school/district already provides?
- How can your project build on previous PD experiences?
- How can your project affect team members' teaching experience, teaching practice and leadership skills?

With the state transition to the Common Core, the Team believes that it is important to grow our teaching practice to meet these standards and develop creative ways to help our students succeed. Our school was already providing training around the Common Core, but not around PBL. Team Members are also already very comfortable with their content areas, but are looking to learn the skill of incorporating high-quality PBL into our classrooms, to learn to translate curricular requirements into projects, and to make the Common Core engaging for students.

Additionally, the collaboration among ourselves and with our district that this project requires will serve as a launching point for promoting an environment of peer learning and growth in our professional cohort.

How does your professional development affect your school community?*

- How can your project affect your colleagues, school or district?
- How can your project affect students?

We have spoken with teachers from a nearby charter school who have attended BIE trainings in the past and have found them to be very useful. We hope that we will be able to develop lessons and activities that can be shared with our colleagues at STEM Academy, so even more teachers can benefit from our PBL trainings.

Common Core is supposed to help develop problem solving, critical thinking and collaboration skills and we think PBL helps develop those capacities in students. Ultimately we serve our students, and they will certainly benefit from the engaging and relevant student activities and lessons that will develop from our own learnings. We hope that our enthusiasm will impact our students greatly.

How will your team work together?*

- How have members of your team previously collaborated on other efforts?
- How are you planning to facilitate collaboration and coordination among team members?

Our team has worked together in various configurations, specifically as STEM educators serving on a curricular steering committee through our school over the past two years. Some of our Team Members have

been at our school site for many years and others hold leadership positions at the school and district-level. As the District Math Leader, Bob has worked closely with Laura and Eddie who are both math teachers. Ida has also helped other Team Members with instructional content for their classrooms.

As we pilot lessons in our classrooms, our team will hold monthly meetings to follow-up, discuss and assess how well these best practices meet the expectations of the Common Core and the needs of the school's staff and students. The Team Leader will be responsible for organizing the meetings and Team Members will rotate leading the meeting and each take turn presenting a lesson idea and asking for feedback and ideas. Each meeting, at least two Team Members will also reflect on the lesson presented the previous week and compare/contrast how it was implemented their classrooms and discuss methods to share the lesson with other teachers at STEM Academy. We will also utilize roving substitute teachers at least once per semester in order to observe each other's lessons in action.

How will you measure success?*

The Intrepid Philanthropy Foundation believes that LIGHT Awards Program grantees are in the best position to determine how the impact of their projects can be measured.

- What would success look like for your project? Please make sure to define the current baseline in order to determine success/improvements.
- How will you assess the success of your project?

We will measure success both in terms of the impact on teachers and on students. At the end of this project, the Team Members as well as other teachers in our school will feel comfortable designing and implementing PBL lessons. The Team will have created a repository of at least 20 lessons templates (4 per team member) that teachers in the entire school can access. Other teachers at our school site will be more interested in PBL and ask for our advice on introducing into their teaching practice.

As far as students, we don't anticipate being able to see a marked difference in test scores in these first two years. What we expect to see are students more engaged and excited about Math and Science and more participatory in class. We anticipate that students will complete at least 4 math and four science projects per year. Through these projects, class participation and presentations, we anticipate that their comprehension of Math and Science concepts will improve and they will demonstrate improved confidence in discussing these concepts. We will survey all of the math and science teachers in the school who are implementing PBL lessons to get their input on the efficacy and impact of the lessons.

How will you share what you learn?*

LIGHT Awards Program recipients are required to submit a final product that can be shared through the LIGHT Awards Program website for the benefit of all educators.

- What do you anticipate creating to share your learnings or experiences? (For example, a summary of learnings, a curriculum guide, a shareable video, or a project how-to guide.)
- What are additional ways that you plan to share what you learn with colleagues and peers? (For example, publish an article in an academic journal, lead PD at a conference, train teachers in the district, etc.)

At the end of our project, we will submit a summary of what we have accomplished, including an agenda of staff development programs, meetings, presentations by our Team Members, and lesson plans that address

Common Core standards. Our team plans to share materials through Google Docs, and to make materials available to other interested teachers. In Year Two of the grant, we plan to work with our Principal to do trainings with additional staff at our school to support the roll-out of lessons in other teacher's classrooms. We also plan to produce videos of some of the successful lessons and share these videos and other photos of the project with parents through STEM Academy's online school newsletter at the end of Year 2.

OTHER INFORMATION (Optional)

Please share any additional information that strengthens your application.

PROPOSED TIMELINE

Timeline*

Please download the [Timeline document](#), complete and upload in the area below. Include the activities that you currently anticipate conducting in years one and two of the grant. Please provide as much detail as possible including when and where the activities will take place and for what duration. Examples include team meetings, trainings, presentations and workshops. A few items have been pre-filled.

Please note that the Proposed Timeline is meant to be used for planning purposes and may be revised over time. We understand that specific activities and dates may change throughout the course of the grant period.

STEM Academy Timeline 2016-2017.xls

GRANT ADMINISTRATION

Grant Recipient Entity*

The LIGHT Awards makes grants to tax-exempt entities. Should your project be awarded a grant, the grant recipient may be your school, school district, school or district education fund, or another tax-exempt entity. We require that all applicants have:

- verified the tax-exempt status of the grant recipient
- confirmed that the entity would be willing to accept the funds
- submitted an Intent to Apply through your school district, if applicable.

Please specify the grant recipient.

San Francisco Unified School District

Contact Information*

Please provide us with the name, title, email and phone number of the main contact for grant administration at the grant recipient entity.

Amy Schools, Assistant Superintendent, amy@sfusd.org, (415) 234-5678

Grant Processing Fees*

Does the grant recipient charge a grant processing fee? If so, please specify the amount or percentage. *Any fees must be incorporated into your proposed budget.*

Yes, SFUSD charges a 5% processing fee.

PROPOSED BUDGET

Total Grant Budget: The LIGHT Awards program makes two-year grants. Your proposed budget for years one and two of the project are not to exceed a total of \$30,000.

Restrictions: The LIGHT Awards does not award grants to solely purchase technology equipment and classroom supplies. Funds for equipment and classroom supplies can be requested as a component of a project but must be justified based on their integration with the proposed project and must not exceed 25% of the project budget. LIGHT Awards funds cannot be used to pay teachers or provide teacher stipends.

Fees: Please make sure to include any grants processing or management fees charged by the grant recipient entity.

Budgets by Year*

Please use the [Proposed Budget Template](#) to list and justify the line items in your budget, detailing how you intend to spend the funds. Please feel free to add/modify/delete categories to suit your project. Complete the template, save it to your computer, and upload it in the application area here.

Please take care to explain specifically how amounts are determined. (i.e. \$500 for Travel should be itemized in the description as \$250 for round-trip flight to Denver, \$150 for 2x\$75/per day rental car, \$100 for 1 night at hotel)

STEM Academy Proposed Budget 2016-2017.xls

Year One Request*

\$13,965.00

Year Two Request*

\$13,650.00

TOTAL*

(not to exceed \$30,000)

\$27,615.00

Budget Narrative (Optional)

Please use this space to provide any additional explanation of items in your budget, including the grant distribution across the two years of the program. Please also describe any financial contributions that your school, district or other funders will make to the project.

[Unanswered]

TEAM LEAD INFORMATION

Current Teaching Position*

(grade, subjects & other professional roles (e.g. grade level leader))

Laura Beaudrow

Math Teacher, Grades 7-8
Supervises Math Computer Lab

Number of Years at Current School*

4

Past Teaching Experience (including number of years teaching and past positions)*

7 (previous General Education teacher)

Email*

info@lightawards.org

Mobile Phone Number*

415-543-0734

ADDITIONAL TEAM MEMBER INFORMATION

The LIGHT Awards Program requires that you have between two and five team members in addition to the team leader.

Please identify any teachers with probationary status, as well as any teachers who hold leadership positions at your school site.

Team Member #2 (Required)

Full Name*

Bob Learns

Current Teaching Position (grade, subjects, status)*

General Education, 6th Grade
District Math Facilitator

Number of Years at Current School*

3

Number of Years Teaching*

4

Email*

BLearns@STEMAcademy.com

Mobile Phone Number*

925-777-7777

Team Member #3 (Required)

Full Name*

Eddie Educate

Current Teaching Position (grade, subjects, status)*

Comprehensive Math, 8th Grade
Civics, 8th Grade

Number of Years at Current School*

17

Number of Years Teaching*

25

Email*

EEducate@STEMAcademy.com

Mobile Phone Number*

510-777-7777

Team Member #4 (Optional)

Full Name

Mary Teacher

Current Teaching Position (grade, subjects, status)

Science Teacher, Grades 7-8 (Biology, Comprehensive Science)

Coordinating Teacher for Teacher Candidates from Stanford's STEP Program

Number of Years at Current School

7

Number of Years Teaching

7

Email

MTeacher@STEMAcademy.com

Mobile Phone Number

415-777-7777

Team Member #5 (Optional)

Full Name

Ida Instructor

Current Teaching Position (grade, subjects, status)

Education Specialist/Resource (Middle School)
Special Ed Leadership Team Member

Number of Years at Current School

3

Number of Years Teaching

3

Email

IInstructor@STEMAcademy.com

Mobile Phone Number

408-777-7777

Team Member #6 (Optional)

Full Name

Current Teaching Position (grade, subjects, status)

Number of Years at Current School

Number of Years Teaching

Email

Mobile Phone Number

LEAD SCHOOL INFORMATION

Name of School*

STEM Academy Middle School

Lead School County*

San Francisco

Address*

567 Mission Boulevard
San Francisco, CA 94111

Website*

www.stemstemstemschool.org

Phone Number*

415-123-4567

School Type*

Traditional Public

Brief Description of School*

- grade levels served
- number of students
- number of teachers
- school demographics (such as ethnicity, % free & reduced lunch and % English language learners)
- school performance metrics (API, etc.)
- important partnerships or initiatives

Grades Served: 6-8

Number of Students: 492

Printed On: 7 October 2014 LIGHT Awards Program 2015 4

Number of Teachers: 22

Ethnicity: 75% Latino, 10% Asian, 7.5% Filipino, 4% African American, 1.5% Pacific Islander, 1.25% White, less than 1% Native American

Free and Reduced Lunch: approximately 90% or above

English Language Learners: 35%

Additional School Information

If there are additional schools involved in your project, please specify the name, county, type of school, and percentage of free-and-reduced lunch qualifying students for each.

LEAD PRINCIPAL INFORMATION

Principal Name*

Patti Principal

Number of Years at Current School*

3

Email*

PPrincipal@STEMAcademy.com

Phone Number*

415-123-4568

Additional Principal Information

If there are additional schools involved in your project, please provide the name and contact information for each additional principal.

[Unanswered]

LETTER(S) OF SUPPORT

Signed Letter(s) of Support*

Upload a scanned document of letter(s) of support from the principal at each participating school that includes a brief description of how they will help the proposed plan succeed. Electronic signatures are acceptable.

STEM Academy Principal Support Letter.docx

TEAM MEMBER SIGNATURES

Signatures from Team Members*

Upload a scanned copy of the [Team Member Agreement Form](#) that has been signed by all Team Members. Electronic signatures are acceptable.

Stem Academy Signatures.pdf

File Attachment Summary

Applicant File Uploads

- STEM Academy Timeline 2016-2017.xls
- STEM Academy Proposed Budget 2016-2017.xls
- STEM Academy Principal Support Letter.docx
- Stem Academy Signatures.pdf

Instructions: Complete the table below, save it to your computer and upload in the area provided on the application. Include the activities that you currently anticipate conducting in years one and two of the grant. Please provide as much detail as possible including when and where the activities will take place and for what duration. Examples include team meetings, trainings, presentations and workshops. A few items have been pre-filled. Please note that the Proposed Timeline is meant to be used for planning purposes and may be revised over time. We understand that specific activities and dates may change throughout the course of the grant period.

Project Name	STEM Academy Project Based Learning
Timeframe	Proposed Activities
Summer 2016 (June – August)	- All five Team Members will attend the Buck Institute for Education's PBL World Conference and Common Core PBL Math Academy in June 2015
August 2016	- Attend LIGHT Awards grantee convening
Fall 2016 (September – November)	- Host LIGHT Awards site visit - Hold three Team Member monthly meetings (Sep, Oct, Nov) with presentations by at least two team members, discussions and dinner (2.5 hours each, on site)
Winter 2016/2017 (December – February)	- Hold two Team Member monthly meetings (Jan, Feb) with presentations by at least two team members, discussions and dinner (2.5 hours each, on site) - Classroom observations (once per semester)
Spring 2017 (March – May)	- Submit LIGHT Awards interim grant report - Hold three Team Member monthly meetings (Mar, Apr, May) with presentations by at least two team members, discussions and dinner (2.5 hours each, on site) - Meet with Principal to share summary of learnings, including lesson plans, and create plan to train other teachers at STEM Academy - Classroom observations (once per semester)
Summer 2017 (June – August)	- Three Team Members will attend the Buck Institute for Education's PBL World Conference and PBL Coaching Academy in Summer 2016 (exact dates and attendees TBD) - Hold Team Member meeting to review learnings and develop a training plan for input and approval from the Principal (August 2016) - Finalize Google docs of lesson templates and videos to be shared with additional teaching staff
Fall 2017 (September – November)	- Host LIGHT Awards site visit - Hold three Team Member monthly meetings (Sep, Oct, Nov) with presentations by at least two team members, discussions and dinner (2.5 hours each, on site); includes additional teaching staff at STEM Academy - Trainings for additional teaching staff (frequency/timing TBD) - Classroom observations (once per semester)
Winter 2017/2018 (December – February)	- Hold two Team Member monthly meetings (Jan, Feb) with presentations by at least two team members, discussions and dinner (2.5 hours each, on site); includes additional teaching staff at STEM Academy - Trainings for additional teaching staff (frequency/timing TBD) - Classroom observations (once per semester)
Spring 2018 – exact date TBD	- Submit LIGHT Awards final grant report

PROPOSED BUDGET - PLEASE READ BELOW BEFORE COMPLETING

Please complete the budget template to justify the anticipated costs for each year of the grant. Amounts should be listed to the nearest dollar.

Total Grant Budget: The LIGHT Awards program makes two-year grants. Your proposed budget for years one and two of the project are not to exceed a total of \$30,000.

Restrictions: The LIGHT Awards does not award grants to solely purchase technology equipment and classroom supplies. Funds for equipment and classroom supplies can be requested as a component of a project but must be justified based on their integration with the proposed project and must not exceed 25% of the project budget. LIGHT Awards funds cannot be used to pay teachers or provide teacher stipends.

Fees: Please make sure to include any grants processing or management fees charged by the grant recipient entity.

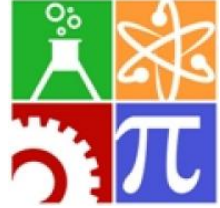
Itemizing Expenses: Please list and explain in detail the line items in your budget in the Category and Explanation columns, clarifying how you intend to spend the funds. Please feel free to add/modify/delete categories to suit your project. The Year One and Year Two Cost columns should contain numerical dollar amounts only (no text).

Please refer to Sample Budget in the Sample Application provided on the LIGHT Awards website.

Project Name	STEM Academy Project Based Learning
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BUDGET BREAKDOWN			
Category	Year One Cost	Year Two Cost	Explanation
Trainings	\$1,500.00	\$0.00	Five registrations (\$300/person) for BIE's PBL World Conference and Common Core PBL Math Academy in June 2015
Trainings	\$0.00	\$900.00	Three registrations (\$300/person) for BIE's PBL World Conference and PBL Coaching Academy in Summer 2016
Travel	\$5,200.00	\$3,200.00	Hotels (five nights at \$150/night/person), Transportation (car mileage), Dinner during BIE Conference
Substitute Teacher/Release Time	\$5,000.00	\$6,000.00	Budget for five subs to provide teachers release time to plan and collaborate once a month for 2.5 hours each; roving substitutes to be utilized once per semester to allow for classroom observations
Meetings	\$600.00	\$900.00	Dinner during monthly meetings
Materials/Supplies/Equipment	\$1,000.00	\$2,000.00	Printing (lesson plans, supplemental materials)
Grants Processing Fee (5%)	\$665.00	\$650.00	
TOTAL GRANT BUDGET	\$13,965.00	\$13,650.00	TOTAL
			\$27,615.00

STEM Academy Middle School
567 Mission Boulevard
San Francisco, CA 94111
(415) 123-4567



October 15, 2015

Dear Intrepid Philanthropy Foundation,

It is my pleasure to write you this letter of support of our five STEM Academy Middle School teachers who are applying for a grant from the LIGHT Awards Program. They have submitted a proposal to attend Project Based Learning (PBL) trainings at the Buck Institute for Education (BIE) in order to focus on best practices related to project design, management and assessment anchored in the Common Core.

These five teachers (Laura Beaudrow, Mary Teacher, Bob Learns, Eddie Educate and Ida Instructor) all have a tremendous passion and a wonderful vision for the students that attend STEM Academy. They are fully aware of the needs for our students and have the wherewithal to see this program through to fruition.

In supporting the teachers in this endeavor, I will assist in reviewing lessons plans and training additional teaching staff at STEM Academy in Year 2 of the grant period. The focus area of this initiative mirrors the school wide goals; and therefore, the administrative team will provide appropriate feedback as new lessons are taught and reviewed.

I am extremely grateful for the opportunity that the Intrepid Foundation has given to the students and faculty at STEM Academy. If there is any additional information that I can provide, please do not hesitate to call me at (415) 123-4568.

Sincerely,

Patti Principal

Ms. Patti Principal
STEM Academy Middle School Principal



LIGHT Awards Program 2016 Application
Team Member Agreement Form

Project Name: STEM Academy Project Based Learning

By signing this document, you are acknowledging that you are part of a team that is applying for a grant from the LIGHT Awards Program for the 2016-2018 grant cycle. While the Team Leader identified in the LOI and Application will be the main contact, all Team Members are responsible for reading and responding to communication regarding the LIGHT Awards Program, committing the time needed to conduct the work described in the Application, and attending LIGHT Awards-related events and activities.

Signatures of all Team Members of Project named above:

1) Laura Beaudlow
Printed Name

Laura Beaudlow
Signature

2) MARY TEACHER
Printed Name

Mary Teacher
Signature

3) Bob Learns
Printed Name

Bob Learns
Signature

4) Eddie Educate
Printed Name

Eddie Educate
Signature

5) IDA INSTRUCTOR
Printed Name

Ida Instructor
Signature

6) _____
Printed Name

Signature