

## **2023 - 2024 Peakview PTO Teacher Grant Request**

### **TEACHER GRANT REQUEST POLICIES**

The Peakview PTO Executive Board will determine the timing of teacher grant cycles, but will have at least two per school year. Teacher grant requests should be submitted in accordance with grant cycle deadlines and all grants for a particular cycle will be evaluated at the same time in order to prioritize limited funding.

Grants must be awarded in time for the grant to be used within the fiscal period that it was raised. It is important to give teachers enough lead time to use funds that have been approved. It is recommended that all grants be finalized, approved and funded by March 31<sup>st</sup> of each school year.

Prior to submission to the PTO, teacher grant requests should be reviewed by the Principal. Principal recommendations should be taken into consideration but final approval is made by the appropriate grant committee or PTO Executive Board. The Principal does not have the authority to veto grant requests but may prioritize requests and recommend action and/or outcome.

PTO Grants must benefit the majority of students. Grants will not be approved for specialists as their services are not open to all students. If the request is for field trips or subscription services, such as online learning tools or magazines, it must benefit at least one entire grade to warrant grant approval.

The PTO cannot pay for the costs associated with receiving credit from a training or workshop for teachers, as that is considered a personal or private benefit. However, non-credit portions of workshops or training will be considered on a case by case basis, with preference given to matching training grants provided by the Cherry Creek School District up to \$250.00.

Updated 10.2023

## **PEAKVIEW ELEMENTARY SCHOOL PTO GRANT PROCESS**

### **Applications for 20\_\_-20\_\_**

Thank you for applying for a PTO grant. We will try to award as many grants as our funds allow.

Please complete the application and return it to the PTO. Grant applications are due 21 calendar days prior to a scheduled grant cycle. PTO will have at least one grant cycle per school year. Application due dates will be communicated to staff once grant cycles are scheduled. Grant awards will be made by **March 31st**. Additional requests will be reviewed later in the year if PTO funds are still available. Please note that grant requests will not be approved without appropriate documentation.

The PTO applications address the following four types of requests:

- 1) **Purchases** – for the one time purchase of specific items needed for classroom and extra-curricular activities. If the item(s) is not a unique item such as a specific software program or set of books, please submit at least two competitive bids with the application when possible.
- 2) **Student Training Programs** – for costs such as tuition, supplies/equipment, speakers, etc. 3) **Elective Course Support** – for ongoing support of established elective curricula. These funds will generally cover the costs of student materials.
- 4) **Capital Improvements** – for the purchase of permanent fixed building improvements, i.e., blinds, sound systems, security cameras, etc. These applications must include bids that follow the Cherry Creek School District approved bid process.

**ALL FUNDS MUST BE SPENT BY May 31st.** If they are not spent, the funds will be returned to the PTO bank account for later use and may be used for a different purpose. If you have any questions regarding the application process, please contact the PTO President ([President@PeakviewPTO.com](mailto:President@PeakviewPTO.com)).

Please submit your completed grant proposal by the deadline to the Principal for review.

All items purchased through the grant program become the property of Peakview Elementary School and must be retained by the school in the event the staff person who requested the items is no longer an employee of the school.

Please remember that the Cherry Creek Schools Foundation may be another source of funds – [www.ccsdfoundation.org](http://www.ccsdfoundation.org)

Thank you for your interest and application.

Updated 10.2023

## PEAKVIEW ELEMENTARY SCHOOL PTO GRANT PROCESS

### Grant Request Form

Applicant: Keslie Steiner (on behalf of Peakview Kindergarten Team)

Email: [ksteiner@cherrycreekschools.org](mailto:ksteiner@cherrycreekschools.org)

Request:

I am writing this proposal to ask for your consideration in purchasing the following materials for our three kindergarten classrooms at Peakview.

3 sets of: 1st Grade Decodables (110 titles)

<https://justrightreader.com/collections/book-collection/products/1st-grade-library-100-books>

6 sets of: Emergent Readers Series: Book Set (41 Titles)

<https://flyleafpublishing.com/emergent-reader-series-book-set-41-titles/>

Amount requested:

3 sets of: 1st Grade Decodables (110 titles) - \$1,980 with 10% shipping = 2178.00

6 sets of: Emergent Readers Series: Book Set (41 Titles) - \$972.00 – 48.60 (5% volume discount) with 73.87 shipping = 997.27

**Total = 3,175.27**

- **If you can't fund the whole request, our first choice would be the 6 sets of emergent readers at \$997.27 although the 1st Grade Decodables will be so impactful for readers between home and school!**

Description of Program:

I have linked an [article](#) explaining the importance of decodable texts in the early grades (K-1). The district did give each kindergarten classroom 3 sets of the Emergent Readers Series, but we would like to have 2 more sets each to have five. This would allow us to meet with a small group of students using the same text. The 1st Grade Decodables will allow students and families to practice reading decodable texts at home. These texts contain a QR code that parents can scan that will walk them through the phonics skill of the book with a short video. The article I have attached gives reasons for the importance of access to decodable texts for young readers. We have many students who need the first grade readers because they are ready to move past CVC words in text.

Grade and Number of Students Supported? Kindergarten, ~70 students

How will this enhance or improve student performance?

The 1st Grade Decodables will be used for reading at home and school for students to practice decoding words within decodable text that contain sight words as well. This is an important end of year kindergarten ELA standard: *CCSS: RF.K.2.vi. Read text consisting of short sentences comprised of learned sight words and consonant-vowel-consonant (CVC) words.* Each of the kindergarten classrooms would receive one set of these, allowing every student in that classroom to take home 2-3 texts per week for 20 weeks.

The six sets of the Emergent Readers Series books would be divided evenly so each kindergarten classroom receives 2 sets. This would give each classroom five copies of each title (as the district purchased each classroom 3 of each title at the beginning of the 2022-23 school year). We would use these texts during small, structured literacy groups. These texts are also decodable and span phonics skills introduced in K and first to support our higher readers as well.

We have a lot of access to leveled readers (purchased by the district over the years), but do not have the access we need to decodable texts. The article I shared does a great job of explaining the need for this shift in reading instruction.

Evaluation/Results:

Students will be evaluated on the difficulty of decodable texts they can read at the end of the school-year and growth will be measured on what they were reading at the beginning of kindergarten.

Our school goal is: *By the end of the year, students will make at least one year's growth in reading and math as measured by the STAR assessment through implementing differentiation strategies. We will specifically implement high quality universal instruction and target growth of students of color, students on IEPs, students who speak multiple languages and gifted students.*

These decodable texts will help students who are performing below, at or above grade level reading standards to continue to grow with the goal to make a year's worth of reading growth. Having decodable readers travel between home and school and the supporting QR codes on the *Just Right Decodable Readers* help ALL student families access how to best help their child read at home.

Has this request been previously funded?

No, but I have written other grants in addition to this one to Donors Choose and to the Cherry Creek Schools Foundation: Educator Initiative Grant for decodable texts. I received a grant for the kindergarten set of the Just Right Decodable Readers through the Cherry Creek Schools Foundation for each of our three kindergarten teachers. I am trying my best to do whatever I can to get students access to these important materials.

Thank you for your consideration!

Keslie Steiner  
Applicant's Signature

1/16/2023  
Date

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Approved by:

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Date

Updated 10.2023

