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# WestEd Strategic Literacy Initiative

## Middle/High School Focus

## Leadership Institute in Reading Apprenticeship® (LIRA)

### LIRA TEAM Application for:

Select One:

\_\_\_\_\_ Oakland, CA, July 14-18, 2008

\_\_\_\_\_ Philadelphia, PA, Aug. 11-15, 2008

Number of participants on this team application:  _____
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Both sessions also include participation in the 3-day Annual Reading Apprenticeship Conference in February (West Coast) or March (East Coast) of 2009.

(All team members attend the same sessions.)

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#### Directions:

- A **Participant Application** should be completed and signed by **each** team member.
- The **Team Application** should be completed and signed by an **authorized person** at the school, district, or LEA. If that person is part of the team attending, she or he must also complete a Participant Application.
- Mail or fax the completed Team and Participant Applications to SLI with payment.

#### Acceptance and Payment:

- Applications are subject to review and acceptance is based on team qualifications and available space.
  - **Payment (PO or check) must be submitted with application** unless special arrangements have been made (contact [rherzog@wested.org](mailto:rherzog@wested.org) if you need to make such arrangements). **Payments will be returned in full if your team is not accepted.** Make check or PO payable to: **WestEd/SLI**. WestEd Federal Tax ID # is 94-3233542.
  - **Mail or Fax applications and attachments to:**  
Ricky Herzog  
Strategic Literacy Initiative/WestEd  
300 Lakeside Drive, 25<sup>th</sup> Floor  
Oakland, CA 94612  
Phone: 510-302-4283  
Fax: 510-302-4270
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**TEAM INFORMATION**

In selecting teams to participate in this institute and the 3-day Annual Reading Apprenticeship Conference in the winter, our goal is to create a dynamic and diverse professional community that can build local capacity in Reading Apprenticeship (RA).

Priority will be given to teams whose professional development work in RA will impact multiple school sites (for example in a district, local education agency, or school reform organization). We are seeking colleagues who can actively engage in and extend the work on adolescent literacy developed by the Strategic Literacy Initiative and participating educators over the years.

As you answer the questions below, please be concise in describing ways you feel your team would contribute to the kind of professional community described above.

Team selection criteria:

- Solid teaching experience
- Multiple subject areas
- Experience working with diverse students
- Leadership experience in reading instruction, content area instruction, and professional development (team as a whole)
- Experience working closely with teachers at school sites in long-term professional development

School/District/LEA name:

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**Name of person completing application:**

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Telephone number:

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Email address (print carefully):

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Role(s) at school/district:

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**Primary contact regarding the application:**

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Title/Role in school/district:

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Workplace mailing address:

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Workplace telephone:

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Fax number:

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Home mailing address:

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Home telephone:

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E-mail address (print carefully):

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**SCHOOL/DISTRICT DEMOGRAPHICS**

District size, number of middle and secondary schools:

School(s) and school size(s) represented by team members:

**Student characteristics**

Percent of students qualifying for free and reduced lunch:

Percent of students who are English Language Learners (ELL):

Major student language groups represented:

Percent of students by ethnic group:

**SCHOOL/DISTRICT LITERACY INFORMATION**

**(Use space provided, attaching additional sheets as necessary)**

Please describe any actions at the school or district level undertaken to address student literacy needs (professional development for teachers, curriculum development for students, special support, etc...). Please include dates.

Do students currently receive instruction in reading? If so, in what courses or settings does this occur? What approaches are taught?

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## **PLAN FOR IMPLEMENTING READING APPRENTICESHIP MODEL AT SCHOOL/DISTRICT SITE**

The benefits of Reading Apprenticeship will be realized best in a school and district culture committed to ongoing teacher learning. We are eager to work with colleagues who will support teachers in a shared inquiry about reading that leads to powerful changes in classroom practice and improved academic literacy for students.

### **Implementation Plan Selection Criteria:**

- Critical mass of teachers in a variety of content areas committed to improving students' academic literacy
- Existing networks of teachers in which Reading Apprenticeship may be learned
- Thoughtful approach to dissemination of the institute ideas and approaches
- Evidence of administrative support for necessary resources and meeting time

### **Implementation Plan**

Use the next page or attach a separate document to respond to the following questions and bullet points in describing your preliminary plans:

1. On the next page (or on an attached separate document), please describe your *preliminary* plan for working as a leadership team in Reading Apprenticeship at your school/district following the summer institute. We realize that a *detailed* plan is unrealistic at this time, but we are looking for assurance that there is a commitment to and support for professional development and classroom implementation of Reading Apprenticeship at the school or district level. Some features you might include in describing your plan:
    - Anticipated teacher involvement (numbers, content areas, how selected)
    - Session formats: frequency and duration of meetings, during school/after hours
    - Plans for incorporating Reading Apprenticeship in classrooms
    - Resource purchases, e.g., books for students, professional resources for teachers
    - Plans for expanding the implementation after the institute, e.g., providing RA information to teachers new to the district or school
  2. Please include evidence of financial support for the team's attendance at **both** the summer institute and the 3-day Annual Reading Apprenticeship Conference in the winter.
  3. If your plan includes teacher release time for meetings, the use of substitute teachers, resource purchases, or other expenses requiring administrative support, please provide a signed statement indicating that this support will be forthcoming if the team is chosen to participate in the institute.
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**PLAN FOR IMPLEMENTING READING APPRENTICESHIP MODEL AT SCHOOL/DISTRICT SITE**

(Use as much space as you need or attach a separate document)

**STATEMENT OF TERMS. An authorized person must sign that she or he has read and agrees to the following terms of participation:**

**1.0 Funding:**

This is a fixed-price contract; all fees are to be paid in advance by check or purchase order. The following amounts are payable per accepted team member: \$4,000.00 per person for institute and conference participation, professional development materials, continental breakfasts, lunches, and one dinner.

**2.0 Cancellation Notice/Refund Policy:**

No refunds are given unless the event or session is cancelled due to insufficient registration and team is unable to attend another session. For cases outlined in section 5.0 of this Statement of Terms, WestEd shall make every effort to re-schedule the work to the mutual satisfaction of both parties. Payments submitted for non-accepted applications will be returned in full.

**3.0 Warranties:**

WestEd warrants that all services performed under this Contract shall be performed consistent with generally prevailing professional or industry standards.

**4.0 Indemnification:**

Organizations and individuals participating in Leadership Institutes in Reading Apprenticeship agree to indemnify and hold harmless WestEd, its officers, employees, and agents from all claims, liabilities, and losses by whomever asserted arising out of acts or omissions, except those arising by reason of the sole negligence of WestEd, its officers, employees, and agents.

**5.0 Force Majeure:**

WestEd is not liable for any failure to perform required by this Contract, if the failure to perform is caused by circumstances reasonably beyond WestEd's control, such as labor disturbances or labor disputes of any kind, accidents, failure of governmental approval required for full performance, civil disorders or commotions, acts of aggression, acts of God, energy or other conservation measures, explosions, failure of utilities, mechanical breakdowns, material shortages, disease, theft, or other such occurrences.

**6.0 Intellectual Property:**

All preexisting WestEd data and materials provided by WestEd to assist in the performance of this Contract shall remain WestEd's property. All materials and data are restricted to Leadership Institute in Reading Apprenticeship participants for use within the school, school district, IU, or other educational organization in which participants are employed on the day this contract is signed.

Permission to photocopy materials created by and provided by SLI for such professional development work is granted but you must credit SLI/WestEd as the copyright holder and include the registered trademark symbol for Reading Apprenticeship. SLI has obtained and paid for permission to use additional third-party texts during the Leadership Institutes; subsequent use by institute participants must be arranged for by participants themselves through Copyright.com, which manages reprint permissions for the copyright holders (<http://www.copyright.com>).

**7.0 Restrictions:**

Leadership Institute in Reading Apprenticeship participants are restricted to training within the school, school district, IU, or other educational organization in which the participant is employed on the day this contract is signed. Participants may not engage in the training of other trainers.

**8.0 Authority to Sign**

Parties executing this Statement of Terms acknowledge and warrant that they possess the authority to accept these terms on behalf of their respective organizations.

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Organization Name

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Authorized Signature

Date

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Printed Name

Title

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**Application Timeline:**

- Applications are reviewed and accepted as received until institutes are filled. **Early application** is encouraged so that if accepted, teams may participate in their preferred session.
- Payment (PO or check) must be submitted with application unless special arrangements have been made (contact [rherzog@wested.org](mailto:rherzog@wested.org) if such arrangements are necessary).
- Payments will be returned in full if a team is not accepted.

**Mail or FAX applications and payments to:**

Ricky Herzog  
Strategic Literacy Initiative/WestEd  
300 Lakeside Drive, 25<sup>th</sup> Floor  
Oakland, CA 94612  
**FAX: 510-302-4270**

Please contact Ricky at 510-302-4283 or [rherzog@wested.org](mailto:rherzog@wested.org) with any questions.

**Application Checklist:**

- \_\_\_ Team Application Completed
  - \_\_\_ School/District Demographics
  - \_\_\_ School/District Literacy Information
  - \_\_\_ Plan for Implementing Reading Apprenticeship Model; Statement of Administrative Support (if needed)
  - \_\_\_ Statement of Terms reviewed and signed
- \_\_\_ Participant Application completed for each team member
  - \_\_\_ Terms reviewed and signed by each team member
- \_\_\_ Payment of \$4,000 per team member by Purchase Order or check made out to WestEd/SLI. WestEd Federal Tax ID # is 94-3233542.



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WestEd Strategic Literacy Initiative

**Middle/High School Focus**  
**Leadership Institute in Reading Apprenticeship<sup>®</sup> (LIRA)**

**LIRA Participant Application for:**

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(All team members attend the same sessions.)

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**APPLICANT INFORMATION**

Name: \_\_\_\_\_

School/District/LEA: \_\_\_\_\_

Title/Role(s) at your organization: \_\_\_\_\_

Years of experience in education: \_\_\_\_\_

**Workplace** mailing address: \_\_\_\_\_

Workplace telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

**Home** mailing address: \_\_\_\_\_

Home telephone: \_\_\_\_\_

E-mail address (print carefully): \_\_\_\_\_

Special needs (dietary, mobility, etc.): \_\_\_\_\_

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**IMPORTANT:** Each applicant must sign that he or she has read and agrees to the following terms:

- a) **Professional Development:** As a participant in the Leadership Institute in Reading Apprenticeship, you may use the institute materials to provide training in Reading Apprenticeship only within your sponsoring organization (districts/schools/IUs/educational agencies). You do NOT have permission to use these materials to provide professional development in Reading Apprenticeship outside your employment with the organization that sponsored your attendance.

Institute participants may not provide training in Reading Apprenticeship to other trainers or for a fee (some exceptions may apply to organizations who charge back costs to schools or districts—please ask for more details).

- b) **Training Materials:** You have permission to make copies of all materials created by and provided to you by the Strategic Literacy Initiative (SLI) in your professional development work as described in (a) above. However, you must credit SLI/WestEd as the copyright holder and include the registered trademark symbol (Reading Apprenticeship®). These materials are only to be used for training in the school, district, or service area that sponsored your attendance. SLI has obtained and paid for permission to use all third party texts during the Leadership Institutes. You must arrange for your own use of these materials through <http://www.copyright.com>.

I have read and agreed to the above terms.

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Name (Please Print):

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Signature:

Date:

**Please give your completed application to your team liason or administrator for submission with your team's application to the Strategic Literacy Initiative.**