



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

RICK SNYDER  
GOVERNOR

BRIAN J. WHISTON  
STATE SUPERINTENDENT

**MEMORANDUM**

**DATE:** October 22, 2015

**TO:** Local and Intermediate School District Superintendents  
Public School Academy Directors

**FROM:** Venessa A. Keesler, Ph.D. *V. Keesler*  
Deputy Superintendent, Accountability Services

**SUBJECT:** Request for Professional Development for Early Literacy Educators Grant  
Peer Reviewers

The Michigan Department of Education (MDE) is seeking peer reviewers for the Professional Development for Early Literacy Educators Grant. Peer reviewers will read, score, and make recommendations for funding of applications which demonstrate the ability to: 1) Provide fiscal management of programming, subgrants, and contracts associated with Early Literacy for Educators initiatives; 2) Implement program components such as audits and preparing and executing contracts; 3) Act as a flow-through funding entity to local school districts; 4) Communicate effectively with the MDE and local school districts, and 5) Work with external partners to provide professional learning to local school districts.

Peer reviewers must be willing to meet for a consensus review on December 8, 2015, from 8:30 a.m. to 4:00 p.m., at the Library of Michigan.

Before the consensus review, reviewers will be asked to:

- Read 2-3 applications
- Score the applications using a standardized scoring rubric
- Take notes and document questions, observations, and points of clarification to share with consensus teammates

At the consensus review, reviewers will be asked to:

- Work collaboratively with assigned teammates
- Participate in a calibration activity using one common application read by all reviewers

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909  
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- Review and determine a consensus score for each assigned application
- Document the rationale for the application's score
- Make final funding recommendations

**The consensus review will take place on Tuesday, December 8th, 2015, from 8:30 a.m. to 4:00 p.m., at the Library of Michigan, 702 W. Kalamazoo St., Lansing, MI 48915.**

Travel and parking costs will be reimbursed. More information will be provided at a later date.

Please share with your staff as peer reviewers are sought from across the education community, which typically includes: public school board members, administrators and teachers, school consultants, current and past sub-grantees, institutes of higher education, educational associations, and MDE staff. Because we open this process to a large reviewer pool, it is important to have information on reviewers to eliminate any conflict of interest. Therefore, if you are interested in reviewing Professional Development for Early Literacy Educators applications please e-mail a résumé to [skillingsc@michigan.gov](mailto:skillingsc@michigan.gov) by Monday, November 9, 2015. If you have questions regarding this communication or the application review process, please contact Bill Witt at [wittb1@michigan.gov](mailto:wittb1@michigan.gov).

cc: Michigan Education Alliance