

Reviewers for the Year-Round School Grant

If you are interested in being a reviewer for this grant, please email a copy of your resume to Carol Skillings at skillingsc@michigan.gov by **November 28, 2016**.

The MDE is seeking peer reviewers to read and score applications submitted for the Year-Round School Grant. Preference is for reviewers with experience in operating a year-round school or balanced calendar, overseeing facility improvement projects for heating, cooling and ventilating, starting schoolwide programming, or working in school business finance. Selected reviewers will be notified by email by December 5, 2016, and will be asked to complete a conflict of interest form.

Reviewers must be able to attend a team review meeting.

The team review meeting will take place:

Monday, December 12, 2016

1:00 p.m. to 5:00 p.m.

Hannah Building, 608 W. Allegan Street, Lansing 48933

Visitors are asked to check in at the security desk at the front lobby and to receive a name badge. Someone from MDE will escort you to the meeting location. Please allow at least 10 minutes of lead time between arriving at the lobby and finding the conference room.

Before the team review meeting, 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 team review meeting, reviewers will be asked to:

- Participate in a norming activity using one common application read by all reviewers
- Work collaboratively with assigned teammates
- Review and determine a consensus score for each assigned application
- Document the rationale for the application's score
- Determine a team consensus score for each assigned application

THANK YOU!