

**APPENDIX LLL-8-13  
February 8, 2010**

January 28, 2010

**MEMORANDUM**

To: Members of the Board of Education

From: Daniel A. Nerad, Superintendent

Subject: **Literacy Evaluation Process**

Below is the process for and time line to complete a comprehensive evaluation of Madison Metropolitan School District's literacy program, kindergarten through 8<sup>th</sup> grade.

**Literacy Evaluation Process**

1. Hanover Research Council will review literacy program evaluation research questions, methods of data collection employed in the research, timelines, steps required, and the direct and indirect costs associated with literacy program evaluations. The studies are focused on those that have been implemented within K-12 school districts across the U.S over the past five (5) years. Districts included in this review will vary in size of district (i.e., student enrollment) and geographic location. Emphasis will be given to those facing significant achievement gaps between various student subgroups. The outcome of the review is to define what aspects are considered best practices for such a study within MMSD. (January/February 2010)
2. Hanover would summarize the findings of the review in a short report to the administration which shall be presented to the Board of Education. (March 2010)
3. Administration will recommend which research questions and methods will be included in an MMSD evaluation study using the information provided by the review process. (March 2010)
4. The administration will conduct a request for proposal (RFP) process to obtain external parties to conduct the study as defined in #3. (April 2010)
5. Administration will make a final recommendation to the Board of Education for conducting the study based on the responses to the RFP, including cost. (May 2010)
6. The study will be fielded, results analyzed, and report provided to the Board of Education. (June 2010 through February 2011)