Nevada Striving Readers Comprehensive Literacy

Year One Timeline for September 2011 – August 2012

October 2011	Goals	Deliverables	Key Personnel
	Notification of award from the USDOE for Striving Readers Comprehensive Literacy Grant funding	Press release with details of the awarding of the SRCL grant for Nevada	**Keith Rheault** (Superintendent of Public Instruction) **Lori Johnson** (Executive Assistant to the Superintendent of Public Instruction) **Bette Hartnett** (Education Programs Professional/ Grant Writer) **Cindy Sharp** ((Assistant Director of the Office of Assessment, Program Accountability and Curriculum AND interim Project Manager for SRCL)
	Ability/permission to spend SLRC monies	Submit grant award to Interim Finance Committee for approval process	**Keith Rheault** **Cindy Sharp** **Andrea McCalla** (Budget Analyst II)
	Recruit and hire a SRCL Project Manager	All State personnel paperwork interviews	**Cindy Sharp** **Carol Crothers** (Director of the Office of Assessment, Program Accountability and Curriculum) **Julian Montoya** (Assistant Director of the Office of

			Assessment, Program Accountability and Curriculum **Richard Vineyard** (Assistant Director of the Office of Assessment, Program Accountability and Curriculum) **Anna Severens (**Education Programs Professional) **Carol Gebhardt (**Nevada State Literacy Team(NSLT Member**)** **Chelli Smith (**NSLT Member**)**
	Pre-application release of draft Request for Application (RFA)	Pre-application process posted on the NDE website (on Common Core Website) Draft of the RFA	**Cindy Sharp** **Christy Borino** (Grants & Projects Analyst II for SRCL) **Roxanne Starbuck** (Business Process Analyst II)
	Finalize membership for the NSLT so planning can begin	Letter to District Superintendents informing and asking for input for membership on the NSLT. General duties required for membership.	**Cindy Sharp** **Nancy Martineau** (Administrative Assistant III assigned to SRLC) **Lori Johnson** **Anna Severens**
November 2011	**Goals**	**Deliverables**	**Key Personnel**

	Notification to state from LEAs who intend to complete the pre-application process	Collection of pre-application intent e-mails/memos	**Cindy Sharp**
	Delivery of Nevada's Year one timeline for the SRCL grant to the United States Department of Education (USDOE)	Timeline	**Cindy Sharp** **Christy Borino** **Andrea McCalla**
	Delivery of Nevada's Plan describing 15/40/40 spending to the USDOE	Plan for 15/40/40 spending	**Cindy Sharp** **Christy Borino** **Andrea McCalla** **Robin Pawley** (Assistant Director, Accounting & Audit)
	Begin planning for monitoring of 15%, 40%, 40% funding due to the USDOE December 7th 2011.	Plan for NDE monitoring of 15/40/40 spending	**Cindy Sharp** **Christy Borino** **Greg Weyland** (Deputy Superintendent, Administrative & Fiscal Services) **Roger Rahming** (Director, Finance & Planning) **Robin Pawley** (Assistant Director of Accounting & Audit)
	Recruit and hire two Literacy Coordinators to support the SRCL Project Manager	All State personnel paperwork interviews	**Project Manager/Cindy Sharp** **Anna Severens** **2 members of the Nevada State Literacy Team (NSLT)**

	Provide a TA Session for those LEAs who have completed the pre-application process	Live meeting information to districts Materials describing the "what" and "why" of the SRCL pre-application Criteria and matrix to be used to determine what LEAs will be competing for the SRCL funding Timeline for application and Technical Assistance opportunities	**Project Manager/Cindy Sharp** **Christy Borino** **Roxanne Starbuck**
December 2011	**Goals**	**Deliverables**	**Key Personnel**
	NSLT initial retreat	Determine timeline and work teams for: • Material task force • Assessment task force • Review RFP for subgrants • Draft communications plan • NSLT Steering Committee • Vision statement	**Project manager /Cindy Sharp** **Literacy Coordinators** **Nancy Martineau**

	Delivery of Nevada's monitoring plan for 15%, 40%, 40% funding to the USDOE	Monitoring plan for 15%,40%, 40%funding	**Project Manager/Cindy Sharp** **Christy Borino** **Greg Weyland** **Roger Rahming** **Robin Pawley**
	NSLT Task Force meet to begin work on creating a resource list for materials and assessment aligned to Common Core State Standards and early childhood providers with a proven record of academic success	List of resources for LEAs applying for the SRCL grant for materials and assessments aligned to common core Literacy assessments for middle school and high school Lists of early childhood providers with proven record of academic success	**Project manager /Cindy Sharp** **Literacy coordinators** **Nancy Martineau** **NSLT task force members**
	Pre-application due to NDE	Collection of receipt of pre-applications	**Project Manager/Cindy Sharp**
	Determine/develop reporting documents to be used by NDE fiscal staff	Reporting documents that will be shared with LEAs	**Project Manager/Cindy Sharp** **Christy Borino** **Greg Weyland** **Roger Rahming** **Robin Pawley**
	Conduct and complete pre-application review	• Criteria • Matrix for scoring • Scorers • Travel/meeting location • Letters of invitation	**Project manager /Cindy Sharp** **Literacy coordinators** **Nancy Martineau** **NSLT task force members**

	Announcement of those LEAs that have successfully completed the pre-application process and will be writing for funding of the SRCL grant	Letter to LEAS who will be applying for the SRCL grant funding Press Release congratulating the LEAs who will be applying for the SRCL Grant funding.	**Keith Rheault** **Lori Johnson** **Project Manager/Cindy Sharp** **Christy Borino** **Nancy Martineau**
	Announcement of TA for LEAs not awarded funding	Live meeting information to LEAs Materials describing the "what" and "why" that would need to be addressed to apply for funding in the future	**Project Manager/Cindy Sharp** **Christy Borino** **Roxanne Starbuck** **Literacy Specialists** **Members of NSLT**
	Recruit and hire auditor	All State personnel paperwork interviews	**Project Manager/Cindy Sharp** **Christy Borino** **Greg Weyland** **Roger Rahming** **Andrea McCalla**
January 2012	**Goals**	**Deliverables**	**Key Personnel**
	TA sessions and grant writing workshops for the RFA	Live meeting information to districts Materials describing the "what" and "why" of the SRCL pre-application Criteria and matrix to be used	**Project Manager/Cindy Sharp** **Christy Borino** **Roxanne Starbuck** **Literacy Specialists** **Members of NSLT**

		to determine what LEAs will be competing for the SRCL funding Timeline for application and Technical Assistance opportunities	
	Approve , disseminate, and implement the communication plan developed by NSLT	• Timeline • Dissemination plan • Communication plan	**Project Manager/Cindy Sharp** **Literacy Specialists** **NSLT communications task force members**
	Release RFP for external evaluator for recruitment and hiring	All State personnel paperwork interviews	**Project Manager/Cindy Sharp** **Christy Borino** **Andrea McCalla** **2 members of the Nevada State Literacy Team (NSLT**
March 2012	**Goals**	**Deliverables**	**Key Personnel**
	Full application due to NDE	Collection of receipt of applications	**Project Manager**
	Conduct and complete subgrant review	• Criteria • Matrix for scoring • Scorers • Travel/meeting location • Letters of invitation	**Project manager** **Literacy coordinators** **Nancy Martineau** **NSLT task force members**

	Review and hire external evaluator	All State personnel paperwork interviews	**Project Manager** **Christy Borino** **Greg Weyland** **Roger Rahming** **2 members of the NSLT**
April 2012	**Goals**	**Deliverables**	**Key Personnel**
	Announcement of LEAs that will be awarded SRCL grant funding	Letter to LEAs who awarded SRCL grant funding Press release	**Keith Rheault** **Lori Johnson** **Project Manager/Cindy Sharp** **Nancy Martineau**
	Provide TA sessions for subgrantees	Collaboration site for LEAs and partners (within and across states) Fiscal requirements Monitoring requirements Professional development opportunities	**Project manager Literacy coordinators** **Nancy Martineau** **NSLT task force members** **Robin Pawley**
Spring 2012	**Goals**	**Deliverables**	**Key Personnel**
	Convene the NSLT for a face –to-face meeting	Updates on progress of SRCL awardees	**Project manager** **Literacy coordinators** **Nancy Martineau** **NSLT task force members**

	Recruit and hire IT personnel to support LEAs and NDE with data collection	All State personnel paperwork interviews	**Project Manager** **Literacy coordinators** **NDE IT personnel** **2 NSLT members**
	Develop, and institute an Evaluation Matrix for use by NDE and LEAs	Evaluation Plan Matrix	**Project Manager** **External Evaluator** **NDE fiscal staff** **NSLT members**
	Design and institute online date collection system for use by NDE and LEAs	Online data collection system that integrates with NDE student data collection system	**Project Manager** **IT personnel from NDE and LEAs**
	Provide an orientation meeting for all subgrantees and project schools	Collaboration site for LEAS and partners (within and across states) Fiscal requirements Monitoring requirements Professional development opportunities	**Project manager** **Literacy coordinators** **Nancy Martineau** **NSLT task force members** **Robin Pawley**
	NDE audit and reporting of subgrantee progress	Auditor reports documenting: • Implementation of SRCL grant 15,40, 40% spending requirements Implementation of comprehensive literacy plan Including but not limited to: • Interviews • Reporting • Documents • Focus groups	**Project manager** **Literacy coordinators** **NSLT task force members** **External Evaluator** **NDE auditing staff**