

Reading Readiness Survey Proposal

For: Gila County Library District

By: Deborah Leverance



August 12, 2011

Ms. Jacque Griffin
County Librarian
Gila County
1400 E Ash St.
Globe, AZ 85501

Dear Jacque,

Thank you very much for considering me to assist you with the development and implementation of a survey to gather data regarding Kindergarten student preparedness for reading readiness. I have followed with interest the Library District's dedication to Community-based early literacy efforts, and applaud the continued commitment of the public libraries in our county to this important endeavor. In response to your email, I have prepared the following proposal for your consideration.

As you know, I have been involved in various aspects of early literacy on behalf of both the Globe and Miami public Libraries. As the outreach/advocate for community based early literacy in the Globe-Miami communities, I have already attended several trainings and workshops held in the Phoenix area. In addition, I have been attending and participating in local community events to promote the goals of early literacy, and teach parents about brain development in young children, the value of reading to infants and toddlers, and the six prereading skills that serve as building blocks for learning to read. In addition, my extensive work with the various school districts and my involvement and association with the area charter/private schools gives me an understanding of the issues of kindergarten assessment as well as an already developed rapport with the school personnel.

I look forward to discussing this project further. I am excited about the opportunity.

A handwritten signature in blue ink that reads "Deborah D. Leverance". The signature is written in a cursive style.

Deborah D. Leverance

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Scope/Fee

Based on an initial conversation, and the terms of the Gila County Library District Community-based Early Literacy Grant, my fees will match the fees outlined in the grant; at the rate of \$20.00 with a not to exceed limit of \$1,500.00 for this project. Since I have already participated in workshops and trainings regarding the Gila County Library District's Community-based Early Literacy effort, I did not allocate time for training.

I will work with the Kindergarten teachers and administrators in the Gila Regional Service area to develop a survey instrument that quantifies the number of children entering Kindergarten who possess specific prereading skills necessary to become reading proficient. This will require consultation with a number of the various administrators and their Kindergarten team, to first identify what, if any, of these skills are currently being measured, as well as follow up discussions to ensure that the survey meets their needs of being simple and quick, as well as collects the data that the Gila County Library District needs to help measure the effectiveness of the Community-based Early Literacy Program. I estimate that this portion of the project will take up to 25 hours.

Following the initial meetings, I estimate that creation of the actual survey, including a follow up meeting with Library District staff to ensure that the survey instrument meets the needs of the District will take up to 5 hours.

The administering of the actual survey will depend to a large extent on the number of Kindergarten classrooms at each site. I am planning on electronically delivering the survey to each Kindergarten Teacher in the service area, at the public, private and charter schools that have Kindergarten classes. I will follow up with each principal, as I am hoping to achieve 100% participation in this survey. Additionally, I plan to follow up with personal visits to selected Kindergarten Teachers to collect anecdotal stories, and gain insight into ways that the data being requested could be incorporated into their existing Kindergarten-readiness testing programs in future years. I estimate that this phase of the project will take up to 35 hours.

As a final step in this project, I am proposing that I will re-contact the Kindergarten Teachers and their administrators during the final nine weeks of this current school year, to reconnect and obtain commitments for follow through for this type of surveys for the following school year. I have allocated and additional 10 hours for this phase of the project.

- Collaboratively developing survey guidelines to meet the needs of teachers and the Library District- not to exceed \$500.00
- Creation of survey instrument with follow up meeting with Library District staff- not to exceed \$100.00
- Administering Survey to Kindergarten Teachers in Pine, Payson, Young, Tonto Basin, Globe, Miami and Hayden schools including charter and private schools where applicable- not to exceed \$700.00
- Follow up contacts with administrators between March – May 2012 to ensure continuity of project- not to exceed \$200.00

Total – not to exceed \$1,500.00

Reporting

I will report monthly to the Library District staff regarding progress, and deliver surveys and summaries of findings as the project progresses. I will report both by task, as well as hourly, and submit invoices to the Library District for payment. As time on this project allows, I can also create a summary of findings report.