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## LIT IMPLEMENTATION PHASE PROPOSAL

Thank you for your interest in working with Lit and your commitment to ensuring every kid, everywhere, is a reader. The following proposal is representative of work Lit could do to serve your system and/or school(s) during the implementation phase of a Lit learning journey. This proposal is not final until all parties agree on the content.

### Overview

<b>Client Contact Information</b>	Memphis Merit Academy Charter School 4775 American Way Memphis, TN 38118  Lakenna Booker Head of School <a href="mailto:lbooker@memphismeritacademy.org">lbooker@memphismeritacademy.org</a> 901-617-3690				
<b>Duration</b>	August 2024 - June 2025				
<b>General Details</b>	The proposal assumes that Lit will be working with the following schools across your system: <table border="1" data-bbox="495 1071 1279 1207" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>System/School</th> <th>Grade(s)</th> </tr> </thead> <tbody> <tr> <td>Memphis Merit Academy Charter School</td> <td>K-3</td> </tr> </tbody> </table>	System/School	Grade(s)	Memphis Merit Academy Charter School	K-3
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<b>What to Expect as a result of the implementation phase of a Lit learning journey</b>	Up to 2 system based leaders will receive coaching on the following areas integral to a healthy reading ecosystem: <ul style="list-style-type: none"> <li>● Priority Planning</li> <li>● Data-Driven Instruction</li> <li>● Observation and Feedback</li> <li>● Instructional Planning</li> </ul>				

### Pricing Details

Service	Cost
Instructional Coaching Visits	\$85,000
Coaching/Oversight	\$64,000
<b>Total SY 24/25: School Support Services</b> <i>*total includes shared services/administrative fees</i>	<b>\$149,000</b>



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## Lit Implementation Phase Learning Journey

Throughout the implementation phase of your learning journey Lit will work with the system's backbone literacy organization, a core group of leaders from the system that are responsible for the alignment and implementation of the research aligned reading ecosystem. This backbone organization should consist of the most senior level leader who has decision making rights over literacy programming and priority planning as well as network level leader(s) who are responsible for the implementation, monitoring, and coaching of others to implement all of the components of the reading ecosystem.

### Staffing:

Lit will allocate the following staff:

- **A Managing Partner** to:
  - Supervise the yearlong priority plan and ensure improvement cycles drive towards annual goals and priorities set in collaboration with the client
  - Provide executive coaching to the decision-maker of the client's backbone organization
  - Manage the partnership, act as the primary contact for the system and foster partnership health
- **A Partner** to:
  - Coach members of the client's backbone organization on critical leadership levers, such as:
    - Data strategy and analysis
    - System- and building-level observation and feedback
    - Priority planning and monitoring
    - Change management
    - Professional learning

*Note: depending on the size of the engagement, Lit may need to add additional Partners to the partnership to ensure that all coaching, planning, and data cycles are completed as per our final agreement.*

### Implementation Engagement Details:

To support the growth and effectiveness of the reading ecosystem, our engagement features a continuous cycle of data analysis, action planning, observation, and coaching. This cycle will involve both virtual and in-person collaboration. Specifically, we will engage in up to four instructional coaching visits per year aligned with the natural data cycles of schools. Network-level leaders will have weekly touchpoints with Lit Partners between instructional coaching visits for ongoing coaching, data analysis, and action planning.

### Instructional Coaching Visits

During each in-person session, the following objectives will guide our focus:

*System and Building Level Leaders will:*

1. Engage in monitoring and measuring their system's progress against their improvement cycle goals
2. Practice and receive feedback on crucial leadership levers such as
  - a. Data Analysis
  - b. Observation Feedback
  - c. Professional Development



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d. Change Management

3. Engage in setting new goals for an upcoming improvement cycle

*Lit School Support Staff will:*

- Coach on critical leadership levers such as data analysis, observation and feedback, professional development, priority planning, and change management
- Provide real-time feedback on individual developmental goals and system goals aligned to the client's improvement cycle
- Support the client's backbone organization in measuring and monitoring progress and setting new goals for an upcoming improvement cycle

**1-1 Leader Coaching**

Between instructional coaching visits, the 1-1 Leader Coaching aims to continuously enhance the reading ecosystem and develop system and network-level leaders' skills through a cyclical process of monitoring, coaching, practice, and planning.

**Oversight Meetings**

Oversight meetings involve collaborative problem-solving and feedback exchange to address partnership challenges as they arise.

**Next Steps**

When you are ready to discuss the proposal, please [schedule](#) a time to talk with the Lit team. We will create a formal service agreement once you agree to the above terms.

**Last Word**

Thank you for your interest in working with Lit and your commitment to ensuring every kid, everywhere, is a reader. We look forward to working with you and your team!