



Literacy Plan SY15-16

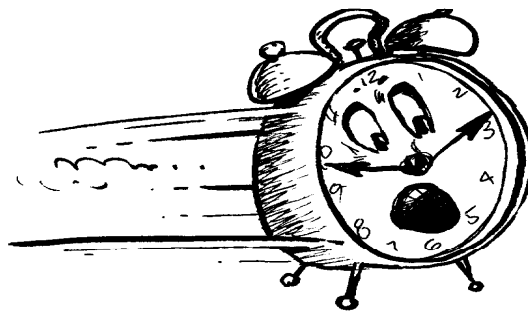


*Leadership Training
June 10, 2015*

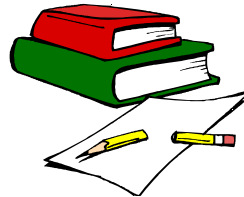
*"America's future walks through
the doors of our schools
everyday." -Mary Jean LeTendre*



Leadership for Literacy Agenda



Handout: p. 2



Materials

1. Leading Literacy Change Book
2. Binder - June Tab
3. Flash Drive
4. HILL website -
<http://bit.ly/CTLLResources>

Handout: p. 3



Outcomes from Today



1. Leadership Panel-Highlighting Best Practices in CK3LI and Alliance District Schools
2. Leadership Team Review Process
3. Building Literacy Plan and Activity Timeline for SY15-16



Literacy Leadership Team

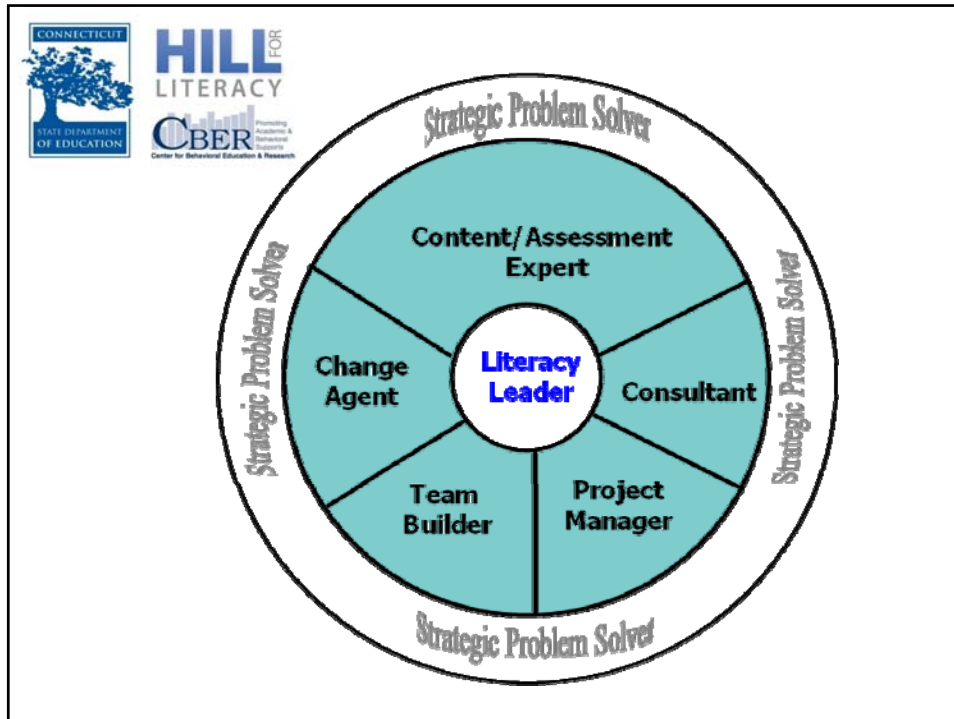
Members

Principal
District Administrator
Teachers
Reading Coach
Specialists
Parents
Paraprofessionals



Literacy Leadership Team

- Format
 - Monthly
 - Shared agenda and responsibilities
 - Dissemination of Notes – more conversations




Challenges ...

Whenever a new initiative is introduced to a school a general approach is to “form a team/committee” ...

- Few resources, staff, time, etc.
- Duplication of effort with other initiatives
- Lack of clarity regarding purpose/outcomes
- Lack of priority
- Etc..


Sugai, 2004

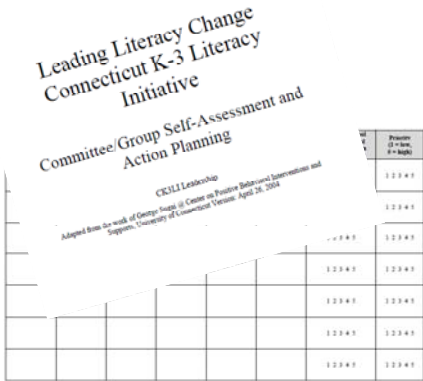



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Self-Assessment







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Guiding Principles

Give highest priority to any groups that have:

- Data to support or justify their need and priority
- Measureable outcomes/objectives
- Specification of their target audience
- Alignment with school/district improvement goals
- “Full” (>80%) commitment/agreement of school staff
- Priority and support from administration

Sugai, 2004



Steps

1. Identify all committees, teams, groups, etc.. that have literacy improvement as part of all of their purpose
2. Characterize the main features of each committee
3. Evaluate how the committee organization of the school/district could be enhanced
4. Based upon this new/enhanced structure, develop an action plan for putting it in place.

Sugai, 2004




Self-Assess

Committee/Group Self-Assessment
(DRAFT Sugai, April 26, 2004)

Committee/ Work Group	Purpose	Expected Outcomes	Target Audience	Schedule	Member-ship	Relation to School Mission & School Improvement Plan (1 = low, 5 = high)	Priority (1 = low, 5 = high)
						1 2 3 4 5	1 2 3 4 5
						1 2 3 4 5	1 2 3 4 5
						1 2 3 4 5	1 2 3 4 5
						1 2 3 4 5	1 2 3 4 5
						1 2 3 4 5	1 2 3 4 5
						1 2 3 4 5	1 2 3 4 5
						1 2 3 4 5	1 2 3 4 5






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Reflect



Recommendations


1. What committees/work groups can we eliminate?
2. What committees/work groups can we combine?
3. What committees/work groups need to be supported for improved outcomes and sustained functioning?
4. What would an organizational chart that shows the relationship between each of our recommended committees/work groups look like?



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Plan



Action Plan

5. What needs to be done next to act on the above recommendations?

What	Who	How	By When	Other



Subgroups

- Create subgroups from the leadership team
 - Assessment
 - Instruction
 - Leadership/Communication/Culture
 - Professional Development
 - Parent Engagement



Priority Goals

Strategic Literacy Implementation Plan DRAFT.....DRAFT.....DRAFT.....

District/School Name:	Somewhere School District		
Grades:	K-8		
Date Developed:	10/18/12	SY:	2012-2013
Dates Reviewed:			

PRIORITY GOAL 1: Develop an District Assessment Framework for all components of literacy and all grade levels.

	ACTION	RESPONSIBLE PERSON(S)	START DATE	COMPLETION DATE	RESOURCES NEEDED	APPRAISAL/OUTCOME
1.1	Develop and document the existing assessments on a framework	District Literacy Team School literacy Team	Sept 2012	Ongoing	Assessment Framework from Phase 1	Completed Assessment Framework
1.2	Make decisions about what existing assessments will be used at universal screening, progress monitoring and diagnostic purposes	District Literacy Team School Literacy Team	Jan 2012	April 2012	Assessments	Completed Assessment Framework
1.3	Review draft assessment framework at team/staff meetings	Teachers	March 2012	April 2012	Assessment Framework Draft	
1.4	Assess technical skill with existing assessments and provide training accordingly	District Literacy Team School-based literacy team	March 2012	Ongoing		



Priority Goals

Strategic Literacy Implementation Plan DRAFT.....DRAFT.....Draft.....

District/School Name:	Somewhere School District		
Grades:	K-8		
Date Developed:	10/18/12	SY:	2012-2013
Dates Reviewed:			

PRIORITY GOAL 4: Develop a program/curriculum framework for all literacy programs and utilize the framework to create a tiered model for delivering instruction based on formative data.

	ACTION	RESPONSIBLE PERSON(S)	START DATE	COMPLETION DATE	RESOURCES	APPRAISAL/ OUTCOME
4.1	Identify current core, supplemental and intervention programs for each grade level and document on a tiered instructional framework.	Leadership Teachers contact all grade level teachers in their own building to gather data.	October 18 2012	November 29 2012	Teachers	?
4.2	Develop a plan for reducing redundancies and filling gaps on program framework. (Procedure: create a Weebly site with a page for each campus. All teachers will upload their curriculum so that all campuses can be compared.)	All grade level teachers supported by Lit. Team leaders in their building.		Feb. 1 2012 Present during Content meetings at PD.	Teachers	That everyone has an overall idea about the curriculum in each building.
4.3	Identify professional development needs regarding effectively implementing existing and newly adopted programs. (survey all teachers for areas of need)	Regional Office and Principals	Sept. 2013	Ongoing	Professionals in the area	Post-survey for teachers: were their needs met?
4.4	Based on data collected in each literacy component identify instructional groups, program resources and teachers at each tier of instruction.	School and Grade Level Teams	Sept 2013	Ongoing	Student data on universal screeners and programs	



Priority Goals

Strategic Literacy Implementation Plan DRAFT.....DRAFT.....DRAFT.....

District/School Name:	Somewhere School District		
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Dates Reviewed:			

PRIORITY GOAL 6: Develop a system for literacy leadership and oversight of initiative.

	ACTION	RESPONSIBLE PERSON(S)	START DATE	COMPLETION DATE	RESOURCES	APPRAISAL/ OUTCOME
6.1	Establish a leadership team to develop a literacy plan and to provide oversight of the implementation of the literacy plan.	Representation from each school (teachers)	Sept 2012	Ongoing	Calendar District Data Assessment Framework Tiered Instructional Continuum RTI-manual?	On-going District leadership structures
6.2	Create a school-based leadership team to oversee school-based activities	Principal School-based literacy coach	Jan 2013	Jan 2013		
6.3	Build a cohesive and consistent knowledge base among the leadership team members.	Reading Institute/HILL District Leaders	Sept 2012	Dec 2012 or on-going		
6.4	Implement professional development content within the context of the meetings that builds on the team's knowledge base evidence-based instructional and assessment practices as well as leadership routines					



Priority Goals

Strategic Literacy Implementation Plan DRAFT.....

District/School Name:	Somewhere School District		
Grades:	K-8		
Date Developed:	10/18/12	SY:	2012-2013
Dates Reviewed:			

PRIORITY GOAL 8: Develop and implement a district-wide school-home/family model for student support.

	ACTION	RESPONSIBLE PERSON(S)	START DATE	COMPLETION DATE	RESOURCES	APPRAISAL/OUTCOME
8.1	Conduct a parent night to educate parents about the new universal screener	Principal and title 1 teacher	Oct	Oct	DIBELS Overview Student Reports	Parents will understand how to read student reports
8.2	Disseminate progress monitoring reports to parents	Classroom teachers	Feb	March	DIBELS PM student reports	Parents will receive student reports and be able to read them



Group Work

- Develop 1-3 action steps for each priority goal
 - Leadership
 - Tiered Instruction
 - Professional Development
 - Assessment
 - Parent Engagement
- Add action steps to literacy plan template
- Be prepared to share with whole group



Implementing the Plan

Activity Timeline
2013-2014

Date	Time/Hours	Activity/Topic	Materials Needed	Facilitator	Attendees	Goal
8/14	9-2	Literacy Leadership Team Retreat	Calendars Schedules School Literacy Plan Activity Timeline	CK3LI Leadership Team	Literacy Team	1
8/15-8/16	8:30-3:00	Summer Teacher Training	TE Training Materials Guide on the Side ECRI templates	Pearson HILL	Teachers	2, 3
9/5 & 9/6	8:30-3:30	Make-Up Teacher Training	TE Training Materials	Pearson	Teachers SPED Interventionists	2
Week of 9/12		Disseminate Testing memos	Testing Memo	Coach	Teachers ES, SPED	4
9/12	9:00-grade 3 9:50-grade 2 12:10-grade 1 1:00-K	Grade Level Implementation Meetings	Reading Street – set up and distribute materials	Katie	Grade Level Teams	2
9/12	2:00-3:30	Literacy Leadership Team Meeting	Activity Timeline CK3LI SLP Distribution of People Resources	Coaches	Team	1
9/26	1:30-3:30	Early Release - Small Group PD	Reading Street Alternate Small Group Plans ECRI Templates Norris Small Groups	Coaches Cathie Callanan	All Teachers	2
9/16-9/27		DIBELS Next Testing	Testing Materials Data Entry Forms Stopwatches	Interventionists		4
9/16-9/27		Reading Street Baseline test (grades 2 and 3), WRMT seating	Testing Materials	Interventionists		4
9/5-9/19		DRA Testing		Teachers		4
10/1	9:00	District Meeting	CK3LI SLP Activity Timeline	Darci & Mike	District Leaders	1
10/4		Data Entry Due Date	Data System	Coaches		4
Week of 10/7		Data meeting Prep	Data Meeting Docs LCD Screen	Coaches	School-based data leaders	2,4



Building an Activity Timeline

- Backward planning approach
- Literacy Leadership Team Meetings
- Assessment:
 - Testing Windows (BOY, MOY, EOY)
 - Schedule Data Meetings (BOY, PM, MOY, PM, EOY)
 - District Data Review (BOY, MOY and EOY)



Building an Activity Timeline

- Professional Development Time
 - Early release or full days devoted to literacy
- Parent Engagement Activities
- Implementation Meetings:
 - Follow-up meeting to data meetings focused on instruction
 - Monthly grade level implementation meeting focused on instruction within the tiered instruction
 - Monthly interventionists meetings focused on tiered instruction (primarily tier 2 and tier 3)



Activity Timeline

Activity Timeline
2013-2014

Date	Time/Hours	Activity/Topic	Materials Needed	Facilitator	Attendees	Goal
8/14	9-2	Literacy Leadership Team Retreat	Calendars Schedules School Literacy Plan Activity Timeline	CKLI Leadership Team	Literacy Team	6-7
8/15-8/16	8:30-5:00	Summer Teacher Training	TE Training Materials Guide on the Side ECRI templates	Purson HILL	Teachers	5
Week of 9/12		Disseminate Testing memo	Testing Memo	Coach	Teachers RS, SPED	2
9/12	9:00-grade 3 9:50-grade 2 12:10-grade 1 1:00-K	Grade Level Implementation Meetings	Reading Street – set up and distribute materials	Katie	Grade Level Teams	2
9/12	2:00-3:30	Literacy Leadership Team Meeting	Activity Timeline SLP Distribution of People Resources	Coaches	Team	6-7
9/26	1:30-3:30	Early Release - Small Group PD	Reading Street Alternate Small Group Plans ECRI Templates North Small Groups	Coaches Cathie Callaman	All Teachers	5
9/16-9/27		DIBELS Next Testing	Testing Materials Data Entry Forms Stopwatches	Interventionists		2
9/16-9/27		Reading Street Baseline test (grades 2 and 3)	Testing Materials	Interventionists		2
9.5-9/19		SAT 10 Testing		Teachers		2
10/4		Data Entry Due Date	Data System	Coaches		2
Week of 10/7		Data meeting Prep	Data Meeting Docs LCD Screen Data Reports Workbook	Coaches	School-based data leaders	3
10/8	1:00-3:00	Pre Data Meeting	Completed Data Workbooks DDS Reports	Katie	Interventionists	3
10/10	8:30-2:00	Grade Level Data Meetings	Data Meeting Docs	Katie	Grade Level Teams	3



Building an Activity Timeline

- Build an activity timeline for your School Literacy Plan
 - Leadership Routines
 - Leadership Meetings (school and district)
 - Master Schedule Meetings
 - Assessment activities
 - Testing Windows
 - Data Meetings
 - Other due dates



Building an Activity Timeline

- Tiered Instruction Activities
 - Implementation Meetings
- Professional Development Activities
 - Early Release and Full PD Days
 - Teacher Knowledge Trainings
 - Assessment or Program Specific Trainings



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Evaluation

- Survey Monkey Link:
<http://bit.ly/CTJune15Eval>



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HILL Website

- Follow link below to access all leadership tools, handouts, and presentations.

<http://bit.ly/CTLLResources>



Thank you!



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