

# BEDFORD PUBLIC SCHOOLS



**To:** Members of the Bedford School Committee  
**From:** Tricia Clifford, Ed. D., Assistant Superintendent  
Cliff Chuang, Superintendent  
**Date:** March 22, 2024  
**Subject:** District Literacy Update to the SC

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The District Literacy Leadership Team has met four times during the past three months: January 25th, February 15th, February 29th and March 21st. At our February 23rd School Committee meeting, we discussed the agendas and work that occurred at the January 25th and February 15th DLLT meetings. The following information outlines the agenda items for the February 29th and March 21st meetings. Also included, are the District Administrative Team meeting dates and information on district meeting/planning.

## District Literacy Leadership Team Agenda, February 29, 2024

- **Six Program Subgroups Shared out Pros/Cons**
- **Discussion and Vote from Six Programs: Wit and Wisdom, EL Education, Wonders, Into Reading, My View, Core Knowledge Language Arts (CKLA)**
- **Three Programs: Program A- Into Reading, Program B- My View, and Program C- CKLA**
- **Reviewed the revisions to the Vision Statement**
- **Overview of the Process**  
**The Review Tool:**  
Phonological Awareness Instruction  
Phonics Instruction  
Fluency Instruction  
Vocabulary Instruction  
Comprehension  
Writing Instruction  
Instructional Design  
Assessment  
Culturally Responsive and Sustaining Education  
Motivation and Engagement  
Listening and Speaking
- **HQIM Review Process Roster**  
**Red Group:** Phonological Awareness, Phonics, and Culturally Responsive and Sustaining Education  
**Yellow Group:** Fluency, Vocabulary, Motivation and Engagement, Listening and Speaking  
**Blue Group:** Instructional Design, Comprehension, Assessment, Writing
- **Program A: Into Reading**  
We reviewed the resources and how to access the online resources
- **Reviewed the Activity timeline**

### **District Literacy Leadership Team Agenda, March 21, 2024**

- **Reviewed the Vision Statement**
- **Review Tool Completion for Round 1 Review of (Program A) Into Reading**  
We broke into our three groups and within those groups into our smaller rubric based groups. We discussed our ratings, and entered them into the larger rubric/database  
We also met as a larger group and shared our overall impressions
- **Round 1 Debrief of the Review Process**  
The entire DLLT broke into four different groups, where we shared our insights and learnings about the process, identified stumbling blocks and brainstormed solutions and then we shared out to the entire group.
- **Round 2 (Program B) My View Review Process**  
We began the review of the next program, My View. We were able to watch a video overview together of the My View program. We reviewed the rubric, and how to access the resources. We have resources at Lane and Davis too.
- Next Meeting is April 11, 2024 at Lane

### **District Administrative Team (DAT)**

- The DAT has met four times: November 17th, January 22nd, February 26th and March 25th. This meeting is for the administrative team, to plan and have discussion with the executive director of Hill for Literacy, and helps in planning as we move forward.

### **Information on District Meetings/Planning**

- Meetings with various groups, primarily with Dr. Clifford, (i.e. grade level teams, leadership teams, K-5 ELA Curriculum Coordinator, K-5 Instructional Coaches), continue to occur, and are ongoing in order to plan summer curriculum work, professional development, and middle school alignment, among several other topics.

### **Reference Documents:**

- [District Literacy Leadership Team \(DLLT\) March 2024 - Assistant Superintendent Blog entry](#)