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| **Name of Grant Program: MA Lead for Literacy Institute** | **Fund Code:** 725 |

## **Massachusetts Department of Elementary and Secondary Education                                          FY2023**

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| PART III – REQUIRED PROGRAM INFORMATION |

# District Information:

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District:

Elementary School Name(s):

**Required**: Provide contact information for the district level leader or school administrator managing this grant.

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| Name:  Phone:  Email: |

**Required:** Provide contact information for the person managing the funds or business office contact.

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| Name:  Phone:  Email: |

**Optional**: Information for an additional contact who will require communication about the grant (e.g., grant manager, finance office, curriculum director).

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| Name:  Phone:  Email: |

***To be considered eligible, applicants must*** ***commit to:***

1. Creation of a grant team (no more than five members) including a total of 3 teachers, a school administrator, and a district level literacy leader, administrator, or coordinator. All elementary schools in the district must be represented on the team.
2. Team attendance at all 7 institute meetings (all meetings are virtual beginning in October 2022 and ending in April 2023, for a total of 17.5 hours of facilitated professional learning). In addition, teams are expected to dedicate time to meet independently for 90 minutes between sessions to process materials shared and apply them to the development of their literacy plan.
3. Development of measurable, attainable, literacy goals and action steps for literacy leadership, assessment; instruction and intervention; scheduling, staffing, and materials; and professional learning over the course of the Institute from October through April with the support of the Institute facilitators.
4. Plan and participate in one presentation of the team’s completed literacy plan at an end of Institute showcase in April 2023.
5. Participate in all required DESE-funded grant evaluation requirements, including meeting surveys, pre-and post-tests of knowledge and practice, focus groups of participants chosen randomly by DESE, a series of 3 sustainability surveys during the 23-24 school year conducted via email with district lead.
6. LEAs receiving this award will be required to participate in future research efforts related to early literacy assessment, including:

* Providing student-level assessment data from the early literacy screening assessment acquired under this grant program to DESE on an ongoing basis for research purposes. Analyses will only be reported in the aggregate (e.g., by grade-level, region, etc.) in order to meet state and federal confidentiality laws. The identities of districts and schools will not be reported. All reporting will protect the identities of students, educators, schools, and districts.
* Participating in DESE's future research efforts to understand early literacy assessment, achievement, and instructional practices, which may involve surveys, interviews, and/or focus groups with LEA and school staff, including, but not restricted to district and school leaders, literacy and reading specialists, and classroom teachers.
* Designating an individual to be responsible for data submission and to serve as a liaison between the LEA and DESE for communication about data collection and evaluation efforts.
* DESE will work with districts and schools to set consistent reporting formats and schedules for submitting student-level assessment data. Typically, DESE contracts with third-party, independent researchers selected as part of an open competitive bidding process. In some cases, Department staff conducts research directly. It is possible that Department research staff may access and analyze submitted data. The research partner for this work is WestEd.

1. Please describe your current literacy block in K-5. Your response should answer the following questions:
2. What components are included in reading instruction?
3. How are students grouped for differentiated instruction?
4. How much time is allocated to the literacy block?

Maximum response length: 250 words

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1. Summarize why you want to participate in the MA Lead for Literacy Institute. Your response should answer the following questions.
   1. What do you hope to accomplish through participation in this grant?
   2. How do you plan to align this grant with current initiatives in your school/district?
   3. Who will be on this grant team and why were they selected?
   4. How do you plan to engage with and implement a new literacy plan over next 2-3 years?

Maximum response length: 500 words

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