## Massachusetts Department of Elementary and Secondary Education FY2023

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

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| PART IV – SCHOOL DISTRICT ASSURANCE FORM |

The MA Lead for Literacy Institute will support districts to create or refine an elementary literacy plan.

As Superintendent, I support the participation of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District in the MA Lead for Literacy Institute grant as outlined below:

1. I will ensure that the district-level leader, school administrator, and involved teachers participate in all grant activities.
	* **District Administration/School-Based Leadership**
		+ Make sure a teacher representative from each elementary school in the district is on the team
		+ Participate in professional learning along with the grant team (e.g., institutes, after-school planning sessions, Literacy Team meetings, data and/or grade level meetings)
		+ Attend all meetings
		+ Plan for and participate in one Showcase meeting (April 2023)
		+ Dedicate time to meet independently with grant team for 90 minutes between sessions to process materials shared and apply them to the development of their literacy plan
		+ Submit a School Assurance Form by September 30 with all grant participants (5-member grant team to attend meetings outside of school hours) and their contact information
	* **Teachers and Coaches**
		+ Participate in professional learning along with the grant team (e.g., institutes, after-school planning sessions, Literacy Team meetings, data and/or grade level meetings)
		+ Attend all meetings
		+ Plan for and participate in one Showcase meeting (April 2023)
		+ Dedicate time to meet independently with grant team for 90 minutes between sessions to process materials shared and apply them to the development of their literacy plan
2. I will cooperate with the Department of Elementary and Secondary Education (DESE) in the evaluation of the project.
3. 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.

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| **School District:** |  |
| **Typed Name of Superintendent:** |  |
| **Superintendent’s Signature:** |  |
| **Address:** |  |
| **Phone Number:** |  |
| **Email Address:** |  |
| **Date:** |  |