

# Literacy Study Team Agenda

November 1-HEC Board Room

4:15-6:15

## PLEASE BRING AN ELECTRONIC DEVICE

Note Taker: Mark Sunderman

Welcome & Review of Norms (Kevin)

- Start and end on meetings on time with all members coming prepared.
- Meetings to have a firm plan and targeted outcome.
- Active and equal building level participation to ensure all levels have a voice.
- Honest conversations that respect all ideas, remain on topic, and that have positive intentions.
- Research and data is used to drive the meetings with discussions happening in the meetings.

Revised meeting dates and program reviews (Craig)

District website (Craig)

<http://www.masonk12.net/ela-program-demo-websites>

Meeting Goals (Kevin)

- Committee members will have the opportunity to review K-12 materials from the same publisher, review research, and collaborate with the team about the strengths and weaknesses.
- By the end of the meeting, the team will come to consensus about the strengths and weaknesses for each guiding principle for the programs reviewed.

Clarifying information (Kevin)

Protocol for Review of Materials and Review Teams (Melissa)

Rubric

Reviews

Work Time

Questions & Suggestions (3 chairs)

Comments from Observers

Next meeting will be Nov. 15, 4:15-6:15 at Steele Library

