



THE SCHOOL DISTRICT OF  
PALM BEACH COUNTY, FLORIDA

ANN KILLETS  
CHIEF ACADEMIC OFFICER

ARTHUR C. JOHNSON, Ph.D.  
SUPERINTENDENT OF SCHOOLS

SUPERINTENDENT & STAFF  
3300 FOREST HILL BLVD., C-316  
WEST PALM BEACH, FL 33406-5813

Ph: 561-649-6888 Fx: 561-649-6837

[www.PalmBeachSchool.org](http://www.PalmBeachSchool.org)

# M

## EMORANDUM

June 6, 2007

TO: Cari Miller, Director  
Reading First

FROM: Ann Killets *AK*  
Chief Academic Officer

THROUGH: Arthur C. Johnson, Ph.D. *Arthur C. Johnson / AK*  
Superintendent

SUBJECT: THE SCHOOL DISTRICT OF PALM BEACH COUNTY PHASE ONE  
READING FIRST CONTINUANCE ASSURANCES AND AMENDMENTS

In order to facilitate the release of funds for FY08 and continue the *Reading First* grant in 21 schools in Palm Beach County for Year Four of implementation, The School District of Palm Beach County submits the following Project Design-Narrative:

1. Describe how the district will support schools with sustaining *Reading First* once *Reading First* funds are no longer available as this is the last year of *Reading First* unless reauthorized.

*\*For Cohort 1 schools, there will no longer be a requirement to use 5% of the district's Reading First funding to purchase classroom libraries. This decision was made to assist districts with sustaining reading coaches in Reading First schools. Cohort 2 and Cohort 3 schools will still be required to use 5% of their funding to purchase classroom libraries.*

The School District of Palm Beach County will sustain *Reading First* schools by continuing to follow the Florida Coaches Model based on funding provided to our district through the K-12 FEFP Allocation.

2. How will districts maintain or increase reading coaches in *Reading First* schools? Using the attached spreadsheet, provide a list of *Reading First* schools, the reading coach services they are receiving, and how each coach is funded.

THE SCHOOL DISTRICT OF PALM BEACH COUNTY PHASE ONE *READING FIRST* CONTINUANCE ASSURANCES AND AMENDMENTS

June 5, 2007

---

The School District of Palm Beach County is committed to maintaining all of the current reading coaches in *Reading First* schools. 100% of the *Reading First* coach salaries are paid with *Reading First* funds. The attached spreadsheet provides documentation of this information.

**3. How will the district support reading coaches in following the Just Read, Florida! Reading coach model?**

During the summer principal training sessions principals' will receive the specifications on the roles and qualifications for reading/literacy coaches. During this time there will be discussions about the importance of the reading/literacy coaches assisting the reading teachers, content area teachers or other teachers in helping their students to comprehend content or skills taught. During *Reading First* principal meetings to be held throughout the year, the roles and responsibilities of the reading coach will continue to be stressed.

The district will monitor the implementation of the reading coach model through fidelity checks and principals' walk-throughs at their school sites. Areas of concerns in regard to implementation of the reading/literacy coach will receive support from area specialists and from continual professional development.

**4. How will the district use the Coach Log Reports to fully support *Reading First* reading coaches?**

The School District of Palm Beach County assures that all *Reading First* coaches will complete their coaches' logs by the submission deadline. The district *Reading First* specialist and *Reading First* resource teacher will review and monitor the coaches' log reports on a monthly basis and address any concerns that are noted.

**5. How will the district inform, support, and assist new staff members (i.e. principal, coach, teachers) joining *Reading First* schools with *Reading First* implementation?**

The district *Reading First* specialist, along with the *Reading First* regional coordinator, will conduct initial school site visits to all *Reading First* schools with new principals at the beginning of the school year. At these initial meetings, the principal will receive a copy of the grant and an overview of the *Reading First* grant will be provided.

New *Reading First* coaches will be provided the opportunity to attend *Reading First* orientation coaches meetings at the beginning of the school year in addition to the required monthly meetings. During these meetings, an overview of *Reading First* will be provided along with information regarding the PMRN, the 90-minute reading block,



THE SCHOOL DISTRICT OF PALM BEACH COUNTY PHASE ONE READING  
FIRST CONTINUANCE ASSURANCES AND AMENDMENTS

June 5, 2007

---

and any additional pertinent information to support them at their schools. New *Reading First* coaches will also be paired with an experienced *Reading First* coach to provide mentorship and support throughout the year.

All K-3 teachers new to *Reading First* schools will be required to attend the Just Read, Florida! K-3 Teacher Academy. As new teachers are hired, principals are scheduling them to attend the summer K-3 Teacher Academy or the fall make-up Teacher Academy. *Reading First* coaches will also provide additional site-based support to all new teachers.

6. **How will the district assist and support schools with planning, scheduling, and implementing immediate intensive interventions (iii) as stated in the district's grant to assure students in need are receiving iii?**

In addition to receiving instruction during the 90-minute reading block, targeted students will receive at least 20-30 minutes of immediate intensive intervention from the classroom teacher, ESE teacher, ELL teacher, or reading resource teacher. This intensive instruction will be based on student needs as determined by a diagnostic assessment and modified according to results of ongoing progress monitoring.

The district will assist and support schools with planning, scheduling, and implementing immediate intensive interventions (iii) during *Reading First* coaches' meetings and school site visits. Additionally, schools that are successfully implementing iii will be encouraged to share their implementation program.

7. **The district is required to monitor *Reading First* implementation. How will the district closely monitor implementation and provide further assistance and support to those schools facing challenges with *Reading First* implementation?**

The district will monitor the implementation of the *Reading First* grant through fidelity checks and walkthroughs at school sites. Areas of concern in regard to implementation of the *Reading First* grant will receive support from the Department of K-12 Literacy and continual professional development.

8. **Provide any requested changes to the district's grant for the upcoming year. For example, a change or an addition of supplemental/intervention reading programs, or qualified instructional personnel, etc. If there are changes to programs, there needs to be evidence that they are scientifically-based in reading research. The program changes require approval. These changes would also need to be represented in the DOE 101 Budget Narrative Form attached.**

In the original *Reading First* grant, principals were required to attend the four-day summer academy and the state sponsored leadership conferences. The following

THE SCHOOL DISTRICT OF PALM BEACH COUNTY PHASE ONE READING  
FIRST CONTINUANCE ASSURANCES AND AMENDMENTS

June 5, 2007

---

amendment is made: *Reading First* principals will be highly encouraged to attend the four-day summer academy and the state sponsored leadership conferences.

A district *Reading First* Coach will provide additional support to *Reading First* schools with high K-3 student enrollment on a regular basis throughout the year. Fifty percent of the funding for this position will be paid with funds received from the Phase One *Reading First* Grant.

All amendments previously requested remain in effect. These include the funding formula for allocation of coaches and the matrix of intervention materials/programs recommend to *Reading First* schools.

9. **Provide an assurance statement that all components of the original grant proposal are being implemented with fidelity. This includes implementing programs specified in the *Reading First* grant with fidelity.**

The School District of Palm Beach County assures that all components of the original grant proposal are being implemented with fidelity and integrity.

10. **Provide an assurance statement that all principals of *Reading First* schools will complete the principal survey for the duration of their grant by June 30<sup>th</sup> of each awarded year. The Florida Center for Reading Research (FCRR) will provide a list of survey completers to FDOE.**

The School District of Palm Beach County assures that all *Reading First* principals will complete the End of the Year Principal Survey in the given time frame.

11. **Provide an assurance statement that *Reading First* reading coaches will submit progress monitoring data, as well as their Coach's Log by the submission deadlines.**

The School District of Palm Beach County assures that *Reading First* coaches will submit the progress monitoring data, as well as their coaches' log by the submission deadlines.

ACJ:AK:BM:LP:RW:nb  
Attachments

Cc: Area Superintendents  
Brenda Magee  
Liz Perlman