

Communication sent 1/23/05

To: Reading First Districts Contacts and Stakeholders
From: Gladys Lazo Frantz, Executive Director
Regional Technical Assistance Center (R-TAC)
California Reading First Regions IV and V
Re: R-TAC January Communications & Reminders

Counties and Districts Served by Alameda R-TAC (for your information)

Alameda County

Hayward Unified School District: 8 schools

Contra Costa County

Mt. Diablo Unified School District: 5 schools

Monterey County

Greenfield: 3 schools

Alisal Union School District: 7 schools

Chualar Union District: 1 school

Salinas City Elementary School District: 6 schools

King City Union School District: 2 schools

Santa Cruz County

Pajaro Valley Unified School District: 8 schools

San Francisco City and County

San Francisco Unified School District: 24 schools

Santa Clara County

Luther Burbank School District: 1 school

San Jose Unified School District: 6 schools

January 2005 Coach Institute Registration (from CTAC)

Louisa Moats presented the first day. She spoke to the essential need for teachers to study language in all its complexity, and showed practical examples of students' areas of need. A suggestion: Read her the book *Speech to Print: Language Essentials for Teachers* on a regular basis as part of your collaborative meetings or with your faculty. "It would be very helpful for all teachers as they teach reading, writing, speaking, and listening—the language arts" (Moats). There were three sessions the second day. All information was worthwhile and helpful as we go back and share this information with teachers and other administrators.

Celebrating and Networking

Thank you for coming to the social gathering we had after the institute. We had a chance to relax and meet some of our colleagues. Next time we'll have some surprises for everyone!

Preparing for the Second R-TAC Assurances Visit:

The RTAC Team (Gladys Frantz, Roberta Nichols and/or Katie Sedgwick/Kiyo Masuda, and possibly another district's guest) will be conducting the second visits to the districts in February and March. The format is a bit different from the first one and these are some guidelines:

- Districts choose one or two schools for the R-TAC Team to observe the language arts block.
- It's expected that the district representative/s, principal, and school coach accompany the team to the classrooms' visits.
- A brief pre-meeting before the classrooms' visits, and a debriefing meeting at the end of the walk-through are needed (the full team participating). Superintendents are always welcome to all or any part of the walk-through.
- We will conduct walk-throughs to all RF classrooms at those sites if possible (schedules and other unpredictable events sometimes make this difficult)
- We will focus on one or two grade levels more than the others so please let us know what grades are you choosing us for us to observe more closely. We will take our guides to follow the lesson and see where you are at with the pacing schedule. However, we will visit all other RF classrooms for shorter times
- We'd like to ask you to send the results (scores) for the last theme assessed (OARS, Edusoft, or any other system you have) via email, regular mail, or fax so that the team can analyze the score in advance. We need to have it at least three days before.
- We'll ask the coach to direct us to the Focus Wall upon arriving at the classrooms (This will avoid spending time looking for it)

Attached you will find a protocol I use to make my notations as we go on the walk-through. Some of you have requested this document. We also have a rubric which I use as a guide and not a rigid rating tool. Districts and schools are different and the comments are very specific to their implementation. The assurances are a guide for a general RF district assessment. Reading First LEA's commit to set a high level expectation for the students as guided by the following:

- o Implementation of the explicit program components and instructional strategies;
- o Development and adherence to a pacing schedule;
- o Protected time for uninterrupted instructional minutes (60 minutes for kindergarten, 150 minutes for grades 1-3) and extended time for at-risk students (30-40 minutes):
- o Use of curriculum-embedded assessments every 6 to 8 weeks;
- o Provision of professional development for teachers annually (120 hours);
- o Provision of professional development for principals (80 hours initially with follow-up support annually);
- o Utilization of instructional support systems (e.g., a coach per 30 teachers and content experts for support to coaches).

RTAC Reading First Assurances Second Round of District/Schools Visits

Mt. Diablo USD ----- January 26, 2005
San Francisco USD----- January 27, 2005
Luther Burbank Elementary January 31, 2005
Hay ward USD----- February 1, 2005
San Jose USD ----- February 3, 2005
Salinas City USD ----- February 10, 2005
Greenfield Elementary ---- February 18, 2005
Chualar Union ----- February 22, 2005
Pajaro Valley USD ----- February 28, 2005
King City Elementary ----- March 1, 2005
Alisal Union----- March 7, 2005
San Francisco USD----- March 10, 2005

LEA Next Session, February 16, 2005 (Note Change for Round 3 Districts)

The next LEA Session for Rounds 1, 2, and 3 is February 16, 2005 (9:00 a.m. to 12:30 p.m.) at the Doubletree Hotel in Sacramento. Following the session there will be special training: Maximizing your Coaches' Impact on Good Leadership and Classrooms (1:30pm – 4:30pm). We encourage all participants to register for this valuable workshop. Online registration is now available at www.calread.net/lea_sessions. If you need overnight accommodations, we recommend that you contact the hotel as soon as possible to make your reservations. Hotel information is available on the LEA registration page. If you need to cancel your reservation for any reason, please call the hotel directly. Please email us at readingfirst@scoe.net if you have any questions.

Regions IV and V Network Meetings:

Several districts have asked to have sometime to meet and share best practices: what is working well in your districts. We hope that you attend and or send a representative from your district; it will be a great opportunity to share and learn. Our R-TAC will hold the following meetings:

- Houghton Mifflin Program: First meeting March 3, 2005 -Second meeting May 6, 2005
- Houghton Mifflin Lectura Program: First meeting March 18, 2005 - Second meeting May 6, 2005. Both meeting will be held at the Alameda County Office of Education L-2. Next year, I hope to formalize them as quarterly meetings.

Kindergarten Midyear Assessments:

The English assessments have been sent this month. All of your districts should have received them by now. If you haven't received them, please call Mark Drews at 916-228-2678 and he will be able to help you.

The Spanish midyear assessments and the monitoring logs are being printed and finalized on Monday to be sent on Tuesday or Wednesday. Please call Mark (number above) if you have further questions.

Special Education Referral Reduction Grant

The award letters for the Special Education Referral Reduction Augmentation Grant to the RF Schools were mailed (by CDE) to the District Superintendents on Thursday, January 20th, 2005.

Reading Implementation Center (RIC) AB 466 Professional Development

The RIC is in the process of planning and organizing K-6 AB 466 training for HM Reading Program in English and HM Lectura Program in Spanish. It will also offer Reading First Advanced Institutes 1 & 2. Additionally, the center will be providing a Coach Institute for Literacy Coaches and new Reading First Coaches (open to all Literacy Coaches in all schools). If you have needs for your Reading First Schools and other schools, please call Kiyo Masuda to reserve your spaces and to find out more information about the process as well as dates and places. Classes need a minimum number of participants, so surveys are going to all districts to be able to accommodate all their needs.

Note: Please call us or email if you have questions or need something we might be able to help you with.

Gladys Frantz, Executive Director
Regional Technical Assistance Center (R-TAC)
California Reading First, Regions 4 & 5
Alameda County Office of Education
313 West Winton Avenue. Hayward, CA. 94544-1198
Phone: 510-670-7773 Cell: 510-760-6824
Fax: 510-670-4177

Araceli Varela, R-TAC Program Assistant
Regional Technical Assistance Center (R-TAC)
California Reading First, Regions 4 & 5
Alameda County Office of Education
313 West Winton Avenue. Hayward, CA. 94544-1198
Phone: 510-670-7772 Fax: 510-670-4177