



ATTUCKS MIDDLE SCHOOL
CAMBRIDGE GLOBAL COMMUNICATIONS ACADEMY
LEAD, LEARN, BELIEVE, ACHIEVE
Cassandra Adderley, Principal



Literacy Leadership Meeting Agenda

Wednesday, September 24, 2025

Literacy Leadership Team Members:

Cassandra Adderley, Principal.

Eli Atlas, Assistant Principal

Dr. Donald Nicolas, Assistant Principal

Fatima Williams, Assistant Principal

Delia Borro, Media Specialist

Kesia Jean, Magnet Coordinator

Jasmine Mayers, Literacy Coach

Ruthie Sufra, ELA Department Chairperson

1. **Welcome and Introductions** (5 min)
 - Team member introductions
 - Overview of meeting purpose and expected outcomes
2. **Review of Schoolwide Literacy Data** (10 min)
 - FAST PM1 ELA Reading results overview
 - Subgroup performances and key trends
3. **Identifying Core Objectives** (10 min)
 - Achievement gaps (SWD, ELL, FRL students)
 - Emphasis on lowest 25% and proficiency targets
 - Key instructional challenges (argument analysis, vocabulary)
4. **Instructional Priorities and Look-Fors** (10 min)
 - Review “Instructional Look Fors”
 - Discussion: Evidence-based practices to prioritize in classrooms
5. **Action Planning** (15 min)
 - Goal setting for the year (team objectives)
 - Develop initial action steps for priority focus areas
 - Assign responsibilities and timelines
6. **Professional Development Needs** (10 min)
 - Identify staff PD needs around literacy instruction and data use



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- Plan for upcoming PD sessions or collaborative planning
- 7. **Next Steps and Closing** (5 min)
 - Schedule next meeting
 - Review key takeaways and action items
 - Q&A

Supporting Documents:

- 2025 FAST PM1 ELA Data Summary
- Reading PM1 Analysis of Results
- AMS Instructional Look Fors
- Instructional Review (PPT slides)