




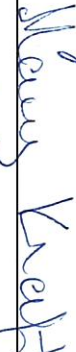



## BROADVIEW ELEMENTARY'S LITERACY LEADERSHIP TEAM MEETING

**Date:** Tuesday, August 26, 2025

**Time:** 2:15 PM – 3:00 PM

**Location:** Broadview Elementary School (Media Center)

Literacy Leadership Team Member	Title	Signature
Dr. Joshua Kisten	Principal joshua.kisten@browardschools.com	
Susana Cruz	Assistant Principal susana.cruz@browardschools.com	
Natacha Albre	Literacy Coach natacha.albre@browardschools.com	
Vanessa Sanchez De Leon	ESE Specialist vanessa.sanchezdeleon@browardschools.com	
Chernae Storr-Hannach	Kindergarten Team Leader: chernae.storhannach@browardschools.com	
Lesley Shelton	First Grade Team Leader: lesley.shelton@browardschools.com	
Lynn King	Second Grade Team Leader: lynn.king@browardschools.com	
Mary Kraft	Third Grade Team Leader: mary.kraft@browardschools.com	
Jennyfer Ronquillo	Fourth Grade Team Leader: jennelyn.ronquillo@browardschools.com	
Maxine Daley	Fifth Grade Team Leader: maxine.daley@browardschools.com	

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TOPIC	DISCUSSION TOPICS
<b>Welcome &amp; Introductions</b>	<ul style="list-style-type: none"> <li>• Opening remarks</li> <li>• Attendance check</li> </ul>
<b>Review of Meeting Objectives</b>	<ul style="list-style-type: none"> <li>• Clarify the purpose of the meeting</li> <li>• Outline key outcomes expected</li> </ul>
<b>Overview of the 2024-2025 K-12 Comprehensive Evidence-Based Reading Plan</b>	<ul style="list-style-type: none"> <li>• Brief presentation on the CERP goals &amp; key components</li> <li>• Discuss alignment with the SIP K-12 Reading Plan Hub</li> </ul>
<b>Evaluation of Current Implementation</b>	<ul style="list-style-type: none"> <li>• Review data on current reading practices</li> <li>• Discuss feedback from teachers &amp; staff regarding the implementation</li> </ul>
<b>Discussion on Evidence of Implementation</b>	<ul style="list-style-type: none"> <li>• Analyze documentation &amp; evidence submitted to the SIP K-12 Reading Plan Hub</li> <li>• Identify areas of strength &amp; areas needing improvement</li> </ul>
<b>Action Planning</b>	<ul style="list-style-type: none"> <li>• Set specific goals for enhancing reading instruction</li> <li>• Determine next steps for supporting teachers &amp; staff</li> </ul>
<b>Open Forum for Questions &amp; Suggestions</b>	<ul style="list-style-type: none"> <li>• Allow team members to voice their concerns or share ideas</li> <li>• Discuss potential resources or professional development needs</li> </ul>
<b>Next Steps &amp; Follow-Up Actions</b>	<ul style="list-style-type: none"> <li>• Assign responsibilities for follow-up items</li> <li>• Schedule next meeting date &amp; topics for discussion</li> </ul>
<b>Closing Remarks</b>	<ul style="list-style-type: none"> <li>• Summarize key points from the meeting</li> <li>• Express appreciation for team contributions</li> </ul>
<b>Documentation</b>	<ul style="list-style-type: none"> <li>• Ensure minutes are recorded &amp; shared with all team members</li> <li>• Update the SIP K-12 Reading Plan Hub with relevant findings &amp; action items</li> </ul>
<b>Adjournment</b>	