



Reading Plan Meeting

August 21, 2025

Time: 8:30

Name	Title	Signature
Dr. Stephanie Reyes	Principal	<i>S. Reyes</i>
Kim Boston	Assistant Principal	<i>Kim Boston</i>
Craig Guy	Assistant Principal	<i>Craig Guy</i>
Marcus A. Cruz	Literacy Coach	<i>MA Cruz</i>
Elizabeth K	Literacy Coach	<i>E. K</i>
TAMARA OSBORNE	ESE Specialist	<i>Tamara Osborne</i>
Leslie Atelus	School Counselor	<i>Leslie Atelus</i>
Lindsay Weinstein	School Counselor	<i>L. Weinstein</i>





Reading Plan Meeting Agenda

Date: August 21, 2025

Purpose: As part of the School Improvement Plan, the school Literacy Leadership Team and Collaborative Problem-Solving Team will develop the Reading Plan.

Part 1- Determine Literacy Leadership Team & Collaborative Problem-Solving Team Members.

Part 2- Identify the contact person/s Responsible for each of the following:

Scheduling Instructional walkthroughs

Uses Reading Decision Charts to identify the Tier 2 and 3 levels of support needed

Monitor Tier 2 and Tier 3 students

Schedule RTI meetings to maximize student growth

Ensure Tier 3 is provided in small group

Ensure parents of K-3 students with reading deficiencies are provided with Read-at-Home plan.

Implement the Just Read, Florida Literacy Coaching Models

Provide & Monitor Professional Development & Professional Learning Communities relating to standards-aligned to ELA instruction & interventions.



Comprehensive Evidence-Based Reading Plan (CERP) School Improvement Plan 2025-2026

School Literacy Leadership Team Contact Information

Part 1 Directions: Section 3 of the CERP requires that schools maintain a Literacy Leadership Team. List all members of your School's Literacy Leadership Team. This should include administrators, literacy coaches, teacher leaders, ELL, and ESE staff.

Literacy Leadership Team Member	Title
Stephanie Reyes	Principal
Kim Baston	Assistant Principal
Craig Guy	Assistant Principal
Marcus Cruz	Literacy Coach
Elizabeth Kunz	Literacy Coach
Tamara Osbourne	ESE Specialist
Leslie Atelus	School Counselor
Lindsay Weinstock	School Counselor

Part 2 Directions: Review the 25-26 CERP or “Applying SoR (Science of Reading) at BCPS: Parts 1, 2, & 3”. with your Literacy Leadership Team. These are the guiding documents from the 2025-2026 CERP. Then, complete the chart below to indicate which member(s) of your team is the contact person for each of the plan requirements listed on the chart below.

K-12 Comprehensive Evidence-Based Reading Plan – School Literacy Leadership Team			
Name of School	Fox Trail Elementary		
Principal's Name	Dr. Stephanie Reyes		
Sections of the Plan Requirements	Contact Person	Title	E-mail
Section 3- Literacy Leadership: Conduct regularly scheduled instructional walkthroughs to ensure that effective instruction is being provided to all students and evidence-based practices and programs are being implemented with fidelity. (Applying SoR at BCPS: Part 1)	Dr. Stephane Reyes	Principal	Stephanie.reyes@browardschools.com
Section 3- Literacy Leadership: Meet regularly to disaggregate data from screeners, progress monitoring, and diagnostic reading	Marcus Cruz Elizabeth Kunz	Literacy Coach Literacy Coach	Marcus.Cruz-Rivera@browardschools.com Elizabeth.Kunz@browardschools.com

assessments to make informed decisions about how to maximize student growth in reading.

Sections of the Plan Requirements	Contact Person	Title	E-mail
Section 3- Literacy Leadership: Ensure Tier 3 interventions are provided in very small groups and are provided only by reading endorsed or certified teachers, outside of the 90-minute reading block.	Marcus Cruz	Literacy Coach	Marcus.Cruz-Rivera@browardschools.com
	Elizabeth Kunz	Literacy Coach	Elizabeth.Kunz@browardschools.com
Section 4: Literacy Coaching: Implement the Just Read, FL Literacy Coaching Model Requirements referenced in 6A-6.053 and ensure Literacy Coach is reading endorsed or certified.	Marcus Cruz	Literacy Coach	Marcus.Cruz-Rivera@browardschools.com
	Elizabeth Kunz	Literacy Coach	Elizabeth.Kunz@browardschools.com
Section 5- Standards, Curriculum, Instruction & Intervention: Use "Applying SoR at BCPS: Part 2" guidance with students reading below grade level to identify reading component to address during Tier 2 or 3 intervention. (Applying SoR at BCPS: Part 2)	Marcus Cruz	Literacy Coach	Marcus.Cruz-Rivera@browardschools.com
	Elizabeth Kunz	Literacy Coach	Elizabeth.Kunz@browardschools.com
Section 5- Standards, Curriculum, Instruction & Intervention: Ensure students identified as Tier 2 or Tier 3 are scheduled into the appropriate intervention course. These students are reported to FDOE through Survey 2 (Oct) and Survey 3 (Feb).	Marcus Cruz	Literacy Coach	Marcus.Cruz-Rivera@browardschools.com
	Elizabeth Kunz	Literacy Coach	Elizabeth.Kunz@browardschools.com
Section 5- Standards, Curriculum, Instruction & Intervention: Reference CERP and use adopted evidence-based instructional, supplemental, and intervention programs, as designed. (Applying SoR at BCPS: Part 3)	Marcus Cruz	Literacy Coach	Marcus.Cruz-Rivera@browardschools.com
	Elizabeth Kunz	Literacy Coach	Elizabeth.Kunz@browardschools.com
Section 5- Standards, Curriculum, Instruction & Intervention: Ensure that Tier 2 and Tier 3 students receive explicit, systematic, small group teacher-led instruction with ample opportunities for students to practice skills and receive feedback using approved resources.	Marcus Cruz	Literacy Coach	Marcus.Cruz-Rivera@browardschools.com
	Elizabeth Kunz	Literacy Coach	Elizabeth.Kunz@browardschools.com



<p>Section 6- Professional Learning: Provide and Monitor Professional Development and Professional Learning Communities relating to standards-aligned reading, writing, speaking, and listening instruction and interventions.</p>	Marcus Cruz	Literacy Coach	Marcus.Cruz-Rivera@browardschools.com
<p>Section 8: Family Engagement: Ensure that parents of K-5 students identified with substantial reading deficiencies are provided a Read-at-Home Plan and encouraged to sign up for the New World's Reading Initiative.</p>	Elizabeth Kunz	Literacy Coach	Elizabeth.Kunz@browardschools.com
	Marcus Cruz	Literacy Coach	Marcus.Cruz-Rivera@browardschools.com
	Elizabeth Kunz	Literacy Coach	Elizabeth.Kunz@browardschools.com