

Literacy Leadership Team Meeting Minutes

August 21, 2026

11:30 AM - 12:00 PM

Meeting Agenda (Initial CERP Meeting)

- Review purpose of the Comprehensive Evidence-Based Reading Plan (CERP) and its connection to the School Improvement Plan 2026-2027.
- Introduce Literacy Leadership Team members and clarify their assigned responsibilities.
- Discuss key requirements for instructional walkthroughs, data analysis, and intervention structures.
- Identify next steps for professional learning and alignment with classroom walkthroughs.
- Establish schedule for future meetings and communication protocols.

Meeting Minutes

- The team reviewed the Florida Department of Education 2026-2027 Comprehensive Evidence-Based Reading Placement (CERP) requirements, including instructional walkthroughs and data-based decision-making to strengthen student literacy outcomes.
- Members confirmed their roles, with Iris Jones and Dana Thomson serving as the main contacts for implementation tasks.
- The team reviewed Tier 2 and Tier 3 interventions, focusing on certified teacher support and alignment with Science of Reading guidance.
- The team planned support for professional learning and parent engagement through staff PLC training, student Read-at-Home Plans, and the New World's Reading Initiative.
- The team agreed to meet regularly to review progress, monitor implementation fidelity, and share updates with leadership.