

**SUMMARY MINUTES ARE DRAFT UNTIL APPROVED at the  
Reading Diagnostic and Intervention Grant Steering Committee Meeting**



**Reading Diagnostic and Intervention Grant Steering Committee  
SUMMARY**

**January 27, 2023**

**MEMBERS PRESENT:** Amy Adkins, primary program teacher; Sam Sams, elementary school principal; Jessica Sparrow, certified media specialist; Paula Pleasant, elementary special education teacher; Amy Hatzel, teacher with experience assisting children who are deaf or hard of hearing; Janice Almasi, postsecondary faculty; Molly Boyd, elementary school parent.

**MEMBERS ABSENT:** Mary Bell, Ashley Tackett and Dominique Pleasant-Moore

**KENTUCKY DEPARTMENT OF EDUCATION (KDE) REPRESENTATIVES PRESENT:** Micki Ray, Chief Academic Officer; Christie Biggerstaff, Director of Early Literacy and Commissioner's Designee; Ashley Hill, Assistant Director of Early Literacy

**Agenda Item:** Welcome, introductions

**Presenter:** Christie Biggerstaff, Director of Early Literacy and Commissioner's Designee

**Summary of Discussion:**

Christie Biggerstaff welcomed the committee members and virtual participants to the meeting. Announcements and reminders concerning conducting virtual meetings were made.

Upon meeting quorum, the meeting was called to order at 1:07 p.m.

**Agenda Item:** Call to order, Approval of Agenda

**Presenter:** Sam Sams

**Summary of Discussion:**

The meeting was brought to order following the roll call and review of the meeting agenda. Sam Sams requested a motion to approve the agenda.

Amy Adkins made a motion to approve the agenda. Molly Boyd seconded the motion. The motion passed unanimously.

**Agenda Item:** Approval of Jan. 27, 2023, Meeting Minutes

**Presenter:** Sam Sams

**Summary of Discussion:**

Members were given a copy of the meeting minutes from the Jan. 27, 2023, committee meeting via email prior to the meeting. Members were also reminded that a copy of the January agenda and summary can be found on the Kentucky Department of Education Committee Meetings website.

Jessica Sparrow made a motion to approve the minutes. Paula Pleasant seconded the motion. The motion passed unanimously.

**Agenda Item: Vice Chair Responsibilities and Election**

**Presenter:** Sam Sams

**Summary of Discussion:**

Sams briefly explained that KRS 158.794(4) requires the election of a committee vice chair. Biggerstaff explained that the vice chair would assist the chair with meeting agendas, and that the responsibility would not be too burdensome. Sams called for a volunteer to serve as the committee vice chair before proceeding to a motion. Amy Hatzel nominated Paula Pleasant to be the vice chair. Pleasant accepted that nomination. A motion was made by Amy Hatzel. Adkins seconded the motion.

Motion passed unanimously.

**Agenda Item:** Feedback on Early Literacy Assessments Review Process and Timeline

**Presenter:** Christie Biggerstaff, Director of Early Literacy

**Summary of Discussion:**

Biggerstaff led a presentation over the early literacy assessment review and timeline for review of submissions. Committee members were informed about how the Kentucky Department of Education (KDE) engaged in a comprehensive process to identify valid and reliable universal screeners for reading and reading diagnostic assessments as required by KRS 158.305.

Biggerstaff also informed the committee members that new submissions will be considered annually for inclusion on the KDE approved list, and that all submitters are required to complete a submission form developed by the KDE Division of Early Literacy. The review window will occur from Dec. 1 to Jan. 31, 2024, and approved universal screeners for reading and reading diagnostic assessments will be posted to the Early Literacy webpage by Feb. 19, 2024.

The group was asked if there were any supports of information that wasn't available on the early literacy webpage that would be helpful at the local level.

**Feedback:**

A committee member inquired about the notification if an assessment was removed from the list.

Biggerstaff noted that if a change occurred to the list, notifications would be sent via the Early Literacy Newsletter and posted on the early literacy assessments webpage. Another committee member inquired if the validity and reliability for each assessment were present on the assessment chart housed on the early literacy assessment webpage and if the constructs for each assessment were also noted. Biggerstaff confirmed that information was included on the one pagers for each assessment and showed the committee members where that information is located.

Another committee member asked if there was accessibility information available on the charts for each assessment. Biggerstaff explained that specific accommodations for each assessment are not included, but vendors may be contacted by districts to learn about what accommodations can be made to the assessments for students and the impact of the reliability and validity thereof.

**Follow-up Required:**

No follow-up was required.

**Agenda Item:** Available Read to Succeed Resources

**Presenter:** Christie Biggerstaff, Director of Early Literacy

**Summary of Discussion:**

Biggerstaff provided committee members with a review of the resources created to support district and school implementation of Senate Bill (SB) 9 (2022), the *Read to Succeed Act*. The resources included the approved list of universal screener and diagnostic assessments and assessment information charts, the reading improvement plan template, the Read At Home Plan Family Guide and available translations, and the Reading and Writing Instructional Consumer Guide to help decision-makers select high quality instructional resources.

**Feedback:**

A committee member inquired about how the department worked with Family Resource and Youth Services Centers and community agencies to spread information about the Read at Home Family Guide and reach the appropriate audiences. Biggerstaff noted that the intention was that parents receive the Read at Home Family Guide during the reading improvement plan meetings, but we know that not all parents are able to attend the meetings in person. Districts have been mailing packets home and hosting virtual or phone meetings if in person meetings are not possible.

Another committee member asked when a comprehensive reading program had to be in place noting that there has been some confusion as to the date required for school district to purchase resources. Biggerstaff answered that Senate Bill 156 (2023) amended KRS 158.305 and stipulated that by July 1, 2024, “each superintendent shall adopt a common comprehensive reading program.”

**Follow-up Required:**

No follow-up was required.

**Agenda Item:** Literacy Coaching Model Update

**Presenter:** Ashley Hill, Assistant Director of Early Literacy

**Summary of Discussion:**

Hill gave an update of the Literacy Coaching Model to the committee. She informed the group of the five state regional literacy directors and what region they will be supporting in their work, and the 25 state literacy coaching specialists that will support schools of highest need during the 2024-2025 school year. Hill also included an overview of the initiatives of the Literacy Coaching Model, which included a literacy coaching handbook, supports for Language Essentials for Teachers of Reading and Spelling participants, Early Literacy Newsletter, and the newly created KY Reads to Succeed conference that will take place in June 2024.

**Feedback:**

One committee member inquired about why the keynote speaker for the conference was chosen since they were not a literacy expert. Biggerstaff explained that the keynote speaker was chosen to elicit participant interest, but the sessions that are going to be offered throughout the conference for learning purposes will be presented by content experts. Sams also noted that the podcast about literacy by the keynote speaker was pivotal in her school for setting the stage for changes in literacy they made this year and noted that the keynote speaker would help create a good mindset for conference participants as they go into learning sessions that will be offered.

A committee member asked if there would be any offerings at the conference focused on supports for linguistically diverse students. Biggerstaff noted that was a great suggestion, and they are currently building out the session offerings and would take that suggestion to the team.

**Follow-up Required:**

No follow up was required.

**Agenda Item:** Adjournment

**Presenter:** Sam Sams

**Summary of Discussion:**

Sams thanked Biggerstaff and Hill for their presentations.

A motion was made by Hatzel to adjourn the meeting. Pleasant seconded the motion. Motion carried. Meeting adjourned at 1:51 p.m. ET.

**Feedback:**

No feedback was provided by the committee.

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