


MEMORANDUM

TO: Superintendents
FROM: Daniel M. French, Ed.D., Secretary 
SUBJECT: Release of Survey to Understand District Level Needs and Supports to Improve Literacy Outcomes
DATE: November 30, 2022

Purpose

This memo contains information about the Survey to Understand District Level Needs and Supports to Improve Literacy Outcomes, and its purpose, background, goals and instructions for completing the survey.

Survey Purpose and Background

The Vermont Agency of Education (AOE) is focused on improving literacy outcomes for all students across the state through the provision of coordinated support and leadership activities aligned with evidence-based practices and the [Vermont Blueprint for Early Literacy Comprehensive System of Services PreK- Third Grade](#) (the Blueprint). The aim of the survey is to understand what is needed across Vermont Supervisory Unions and Districts (SU/SDs) to support the implementation of evidence-based practices in literacy.

The Blueprint provides guidance for state and local policy makers and education leaders (e.g., superintendents, principals, curriculum specialists, school boards, boards of education members, etc.) in the development and implementation of a comprehensive plan in early literacy. The survey is organized based on recommendations outlined in the Blueprint.

Survey Goals

Your participation in the [Survey to Understand District Level Needs and Supports to Improve Literacy Outcomes](#) will contribute to an understanding of literacy-focused efforts across Vermont's SU/SDs and ways that the AOE can best support SU/SDs in the development of literacy among all learners. More specifically, this survey seeks to understand:

- Opportunities to support the development and implementation of local literacy plans at the SU/SD level.
 - What practical tools and resources the AOE could provide in a "literacy playbook" to support SU/SDs in operationalizing the Blueprint.
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Contact Information:

If you have questions about this document or would like additional information, please contact Emily Lesh, Student Pathways Division, at emily.lesh@vermont.gov

- The highest priorities for professional development at the SU/SD level for improving literacy outcomes.

The AOE and our technical assistance partners at the [Region 1 Comprehensive Center](#) will compile and share a summary of the results of this survey with participating SU/SDs and on our website.

Survey Guidance and Instructions

The AOE respectfully requests participation from your Supervisory Union/ District (SU/SD) in the survey by December 19, 2022.

A [PDF copy of the entire survey](#) is provided for your convenience. You can use the PDF copy to view all questions at once and to communicate internally the information you need to collect to complete the survey. Please note: formatting within the online tool looks different from the pdf reference tool. Additionally, you will see on the pdf that fields are filled with default answers – this is simply a function of the survey logic and not reflective of required answers.

The [Survey to Understand District Level Needs and Supports to Improve Literacy Outcomes](#) is organized into five sections as follows:

1. Survey Goals & Consent Statement
2. Supervisory Union/District (SU/SD) and Respondent Information
3. About SU/SD Literacy Plans
4. Data, Assessment Tools, Curriculum, and Resources to Support Literacy Plans
5. Educator Workforce and Educator Professional Learning Needs

Who Should Complete the Survey

Superintendents should act as, or designate, the point of contact from the SU/SD responsible for managing the completion of this survey. An individual(s) with a broad understanding of literacy instruction across the SU/SD (e.g., Curriculum Director) is likely best suited as the point of contact for managing survey completion. Keep in mind that multiple people from your SU/SD may contribute to the survey using the Cognito link generated after initiating and “saving” the survey for the first time.

Timeline

The survey will take approximately 20 minutes to complete and will remain open until December 19, 2022. Our goal is to have all SU/SDs across the state participate in the survey to inform and guide AOE efforts to improve literacy outcomes for Vermont’s students in the most efficient and effective manner possible. Thank you in advance for your participation.

Step-by-Step Instructions

The Cognito survey tool allows multiple users to edit a single survey collection. To send a link to a survey in progress, click “SAVE” at the bottom of any page. This will trigger a pop-up that will provide the option to share the link to your survey. Prior to submitting the survey, each

user who subsequently receives the link can click the “Resume Now” button and edit the survey until the collection period is closed.

Step-by-Step Process

1. On page 2, Superintendents or their designee can identify their district and then **SAVE** at the bottom of the page. Once you save the survey, you will receive a survey link and a prompt to share the link. You can save at the bottom of any page prior to submitting and resume your survey at any time.
2. Enter your email address to receive survey link to forward on to colleagues OR enter a recipient colleague's email address and hit **SEND**. Entering a colleague's email address will share the **RESUME** link to the initiated survey with them via email. Copying the survey link in the pop-up window and sharing that via messaging/email will also work.
3. Each recipient can complete the portions that you have indicated they would be best positioned to answer or respond to. Once they complete those portions they should hit **SAVE**.
4. Recipients can use the link pop-up function to email you back as notification they have finished, or they can message you independent of the Cognito pop-up function. You can also access your SU/SD's survey at any time through the link emailed to you and review what has been completed.
5. Once the survey is complete you can hit **SAVE** and **SUBMIT**.

Questions about the Survey Tool?

If you have questions, please contact Jess DeCarolis, Student Pathways Division, at jess.decarolis@vermont.gov