

**Curriculum & Instruction Policy Committee**  
**Monday, March 13, 2017, 4:30 – 6:30 pm**  
**Board Office Conference Room, John Stanford Center**

**Minutes**

This meeting was called to order at 4:30pm. Directors Burke, Patu and Peters were present. This meeting was staffed by Associate Superintendent for Teaching & Learning Michael Tolley, Chief of Curriculum, Assessment and Instruction Kyle Kinoshita, Director of Board Policy and Relations Nate Van Duzer, Chief of Student Support Services Wyeth Jessee, Principal Michelle Goldberg, Principal Sarah Jones, Executive Director of Schools Jon Halfaker, Executive Director of Schools Helen Joung, Executive Director of Schools Kelly Aramaki, Executive Director of Curriculum & Instruction Cashel Toner, Executive Director of Coordinated School Health Pat Sander, Brad Fulkerson and Communications Specialist Sean Duke.

Approval of agenda. Michael Tolley requested consideration of the John Stanford and McDonald International Schools Instructional Assistants first to accommodate the schedules of the two principals present. Director Peters moved to approve the agenda as amended. Director Patu seconded. This motion passed unanimously.

Approval of meeting minutes. Director Burke moved to approve the February 13, 2017 Curriculum and Instruction (C&I) Policy Committee meeting minutes. Director Patu seconded. This motion passed unanimously.

**John Stanford and McDonald International Schools Instructional Support Update**

Jon Halfaker and Principals Sarah Jones and Michelle Goldberg presented information about a revised staffing structure for next school year. In prior years, the two school have presented to the Board due to the PTSA grants for each school's support staff exceeding \$250,000. For this coming year, both principals, working with staff, have developed an aligned plan that reduced the amount asked of school's PTSA to below \$250,000. The principals shared the plan with Directors. Mr. Halfaker noted that the new plan is designed for sustainability by reducing the numbers of instructional assistants and using interns to lower the amount covered by fundraising. The principals discussed the timing of the current fundraising efforts, the communication with the PTSAs, the plan for the funds already raised and noted that an offer was made to the donors who had already committed funding prior to this change being announce to ask for a refund if they so desired.

Directors asked to clarify the goals of this new plan as well as the reasoning for not needing the funds at the school level. Ms. Jones noted the basic goal was to align the programs at both school, create a more equitable approach to instructional assistant and intern use, to bring down the cost to parents, and maximize the funds that were raised. Ms. Goldberg noted the interns are not as expensive to fund as instructional assistants. Dir. Burke asked if the work will be coming to policy level work or school level budgeting. Mr. Halfaker noted right now it is at the school level, but this planning can drive future work through the International Task Force.

## **Board Action Reports (Discussion and/or Action)**

### 1. School Board Policy 3121 – Excused and Unexcused Absences

Pat Sander and Brad Fulkerson provided an overview of this item and noted the intent of the policy change. He noted the memo that was brought to the last committee meeting. Directors discussed the order of the contents of the procedure and asked for an overview of the main changes, which staff provided. Dir. Burke noted that the procedure is provided only as supplemental info to the committee, the action will be on the Policy only.

**Director Burke made a motion to move this item forward to the full Board with a recommendation for approval. Director Patu seconded. This motion passed unanimously.**

### 2. Amending Policy No. 2015, Selection and Adoption of Instructional Materials, and Repealing Policy and Procedure C26.00 and C26.01, Provision and Disposition of Instructional Materials.

Dr. Kyle Kinoshita noted the intent to repeal the old, outdated policy. He noted that Policy 2015 needed a minor addition from the old policy to conform to state law.

Dir. Peters noted she has received feedback that families are asked by teachers to buy materials and asked for direction to address this. Dr. Kinoshita noted that the district adopted materials are required to be paid for by the district. Wyeth Jessee noted that teachers cannot mandate someone buy supplemental materials that are not Board adopted. Ronald Boy asked that these situations be directed to him to handle at the school level.

**Director Patu made a motion to move this item forward to the full Board with a recommendation for approval. Director Peters seconded. This motion passed unanimously.**

### 3. Elementary Feeder School Grant (Year 2) from the Satterberg Foundation.

Kelly Aramaki noted this is coming to the C&I Policy Committee for information only, as it was moved forward by the Executive Committee last week due to timing to send to this weeks' Regular Board meeting. He noted changes made per the Executive Committee recommendation. Directors asked for specific information on language and the staffing requirements within the work for this grant. Mr. Aramaki noted that there will be one Assistant Principal overseeing all ten schools for the three-year term of this grant, and discussed the full time equivalent (FTE) specifications as listed on the action report. Directors and staff discussed implementation of the reporting requirement within this grant.

### 4. Waiver of one (1) school day at Dearborn Park International School due to an emergency school closure after a mechanical failure

Ronald Boy noted that these next two items are essentially the same, as schools are required to have 180 instructional days per school year. He described why each of these two schools are asking for a waiver for one day that was missed due to unforeseen circumstances. He noted that waiver requests require Board approval.

Directors asked about the circumstances and asked if this is something they will be seeing often. Mr. Boy clarified the reasoning and noted that there would be critical issues for the district if these two schools were to have to operate one additional school day when the rest of the district was closed for summer. Mr. Boy noted potentially working with the city to do some preventative salting or other means to prevent further issues.

**Director Peters made a motion to move this item forward to the full Board with a recommendation for approval/. Director Peters seconded. This motion passed unanimously.**

5. Waiver of one (1) school day at Sacajawea Elementary due to an emergency school closure due to unforeseen weather conditions

**Director Peters made a motion to move this item forward to the full Board with a recommendation for approval). Director Patu seconded. This motion passed unanimously.**

### **Standing Agenda Items**

#### Update on 2016-17 Superintendent SMART Goals 1-3

Wyeth Jessee walked the Directors and staff through the documents provided. Mr. Jessee noted that the work is being done at different stages from school to school and that the work is becoming more institutionalized.

Dir. Peters asked in what method interventions take; staff provided some examples. Directors and staff discussed that the goal of Multi-Tiered Systems of Support (MTSS) is for growth, not just for every student to meet standard, and accountability for this goal. Mr. Tolley noted the data collection tool to measure many of these data points that was presented at the work session last week and there will be a sampling of this at the assessments work session Thursday.

Mr. Tolley noted that there is no update for Goal 2 at this time.

Dr. Eric Anderson, Dr. Jessica Beaver and Michele Aoki presented an overview of Goal 3 and noted the recent work session last week that discussed Goal 3. Dr. Anderson noted the interactive mapping tool and review process to generate formative action, program offerings and transparency. He noted this is a pilot year with this work regarding program review and is a learning process for staff. Dr. Anderson noted the spectrum and international schools program reviews.

Dr. Beaver noted the evaluation plans which are included in the packet, including a descriptive report. Dr. Beaver noted the spectrum report will come out in June and include an equity analysis. Directors and staff discussed the challenges of conducting surveys with the capacity of the department.

Dir. Peters referred to University of Virginia study from 2007 and questions the relevancy of that data given its age. She also asked about the efficacy of certain assessment tools such as Smarter Balanced state assessments. Dr. Anderson noted that student growth results on state assessments was a sampling strategy to identify schools where to focus in-depth research on practices that best support advanced learners.

Dir. Burke made a motion to move special attention item #1 to this current position in the meeting, to accommodate outside guests in attendance. Dir. Peters seconded the motion. This motion was approved unanimously.

#### Ethic Studies Update

Dr. Kinoshita noted the handout that reports the progress being made around the resolution presented by the National Association for the Advancement of Colored People (NAACP) last month. He noted the connection between this work and the report he gave at the work session last week around engaging students of color and eliminating opportunity gaps. Dr. Kinoshita noted the research on this resolution

that has taken place and the proposal of a task force on this subject.. Dr. Kinoshita noted a robust ethnic studies at a number of colleges and community colleges in our area that we can learn from.

Dir. Burke asked how we systematize these tools with the intent to make ethnic studies a requirement, not just selectively used. Dr. Kinoshita provided details about the work ahead facing the proposed task force. Dir. Peters noted her support for the spirit of the resolution, while citing challenges from budget constraints. Dir. Burke noted that at the last committee meeting he felt all directors wanted to implement a resolution for the next committee meeting. Dr. Kinoshita noted some research that he did on similar resolutions and that Mr. Boy has agreed to assist in draft language.

## **Board Policies and Procedures**

### School Board Policies 2163, 2090, & NEW – Assessments and Program Evaluation

Dr. Kinoshita, Mr. Jessee, Cashel Toner, and Megan Bale provided an overview of this item. Mr. Tolley noted that the entire Board received materials in preparation for Thursday’s work session on assessments and asked if the intent for the update in today’s meeting was to change the materials prior to the work session. Dir. Burke confirmed that was his intent. Dr. Kinoshita and Ms. Bale noted the community engagement since the last C&I Policy Committee meeting, and noted the analysis of that engagement. Ms. Bale noted that the student engagement session took place after this draft was published, and noted that staff will share that information at the Thursday work session.

Dir. Burke discussed his draft policy that he had presented to the Board Directors via email, with track changes to the document that was provided in the packet. He outlined that the changes he suggested to language and provided his rationale. Directors and staff discussed challenges with the current state of selecting assessments and concerns from families about oversight, along with challenges associated with a more formal assessment adoption process. Mr. Jessee suggested having a task force that works with staff, school and community, and also having an annual report as oversight.

Directors and staff discussed perceptions about assessments, the need for transparency, and different mechanisms to meet the common goals. Mr. Tolley noted some additional work to bring to the Committee of the Whole meeting for Thursday to review.

### Superintendent Procedure 2020SP, Waive Use of District-Adopted Materials

Dr. Kinoshita noted that he looked over the waivers when he first came to the district and found many discrepancies and inconsistencies. He noted the procedure was created to provide clarity in the process.

Directors and staff discussed timing and any potential effects on current waivers. Directors and staff noted the supplemental materials being used at some schools currently and are maybe instructing without a waiver. Dir. Peters asked for clarification with core instructional materials versus supplemental in this waiver process. Dr. Kinoshita confirmed that waivers are only for core, Board-adopted instructional materials.

## **Special Attention Items**

### Math Adoption Update

Dr. Kinoshita noted the applications that have been received for the math adoption committee and next steps. Dir. Burke pointed out an error on the parent survey. Staff made a note to research and correct the error.

### Advanced Learning Update

Mr. Jessee noted that Dr. Anderson and Dr. Beaver described this process earlier in the meeting. He added that they are doing better outreach to get more people involved in the process. Dir. Peters asked several questions about advanced learning initiatives at Garfield, Washington, and Thurgood Marshall. Staff provided information or agreed to follow up.

#### Preschool Program Update

Cashel Toner noted the work that is ongoing in implementation of the work and the relationship with Seattle Preschool Program and SPS, including an upcoming press conference with the city, preparing the new sites and communications to families and staff.

#### C-SIP Update

Jon Halfaker provided an update on changes to the Continuous School Improvement Plan (C-SIP) process. He noted the discussion to accelerate the C-SIP process to start the school year off with completed plans. Mr. Halfaker discussed the changes to the C-SIP development timeline and means to inform the school leaders, but highlighted the challenges of the budget this year. Mr. Tolley noted that principals received guiding questions and a new instructional memo to be created with links and resources to have all elements in one place. Dir. Patu noted she is happy to hear of the changes and that in the past the C-SIPs were not used, but just completed. Mr. Halfaker noted the intent of the timeline change is to make C-SIPs more widely used.

Dir. Burke asked what this extra work will do for the Principals. Mr. Halfaker noted that this is a way to have a clear vision by the time the team and staff come on board and launch in September. He noted this timing aligns better with budgeting and staffing processing. Dr. Kinoshita noted he has been in systems where the process starts in the spring, which leads staff to take more ownership.

Dir. Burke adjourned the meeting at 7:14pm.