

6-8 English Language Arts Adoption Committee Meeting

Meeting Minutes

December 2, 2023

- I. The meeting began with an outline of the next two meetings, leading toward identification of the finalist. During the next two meetings, committee members will apply all of the criteria to the eight vendors. The final Saturday, committee members will examine data and responses from Seattle Public Schools staff and community and will complete second evaluations in key areas to ensure each vendor is given due diligence.
- II. Committee members were placed into one of the following expert groups: pedagogical supports, standards alignment, assessment, and usability and accessibility. The groups will not change through the duration of Round I evaluations. Before evaluating any submissions, small expert groups calibrated their understanding by: reviewing the criteria, surfacing confusions or uncertainties, and adding additional look-fors if needed.
- III. Each subgroup then focused on one submission at a time, examining it through their assigned criteria. Each member engaged in an individual examination of each resource, followed by group discussion, calibration of findings, and consensus reaching with each rating, and completion of the evaluation forms, providing evidence and examples to support ratings. Once the committee completed evaluation for one submission, they moved on to another and followed the same process.
- IV. At the end of the meeting, committee members were reminded and advised to keep their discussions confidential, as the remaining SPS community is currently engaged in a feedback process. Discussing the committee's perspectives could unintentionally influence thinking of others.