

Adoption Committee Meeting Minutes

Date: Saturday, September 13, 2025

1. Welcome and Updates

The committee received updates on progress made since the last meeting in June:

- A Request for Proposal (RFP) was created based on the committee's criteria.
- Nine (9) submissions were received.
- One submission was eliminated for missing content related to technology requirements.
- The K-5 Adoption website was updated to support community engagement.
- The eight vendor submissions under review are:
 - American Reading
 - Amplify
 - Benchmark
 - Center for the Collaborative Classroom
 - Great Minds/Really Great Reading
 - Houghton Mifflin Harcourt
 - Savvas
 - McGraw Hill

2. Committee Engagement: Understanding Bias

In small groups, each committee member read one of four articles about bias in children's books. They shared connections, look-fors, and key takeaways with other group members to deepen understanding and prepare for the review process.

3. Focus of the Meeting: Bias Screening

The committee focused on bias screening, in compliance with Washington State nondiscrimination law and Seattle Public Schools (SPS) Policy 0030 – Ensuring Racial Equity.

- Members were introduced to a bias screening tool aligned with:

- SPS 0030 Ensuring Racial Equity Policy
- Washington Administrative Code (WAC) 392-190-055 – Elimination of Bias

4. Tool and Rubric Review

Committee members reviewed each of the three sections of the screening tool and examined the rubric for scoring to ensure a shared understanding before beginning the evaluation process.

5. Review Process

Committee members used the *SPS Anti-Bias Screening Tool* and a supporting *Anti-Bias Look-For Document* to guide the review and support calibration among the team.

6. Team Work and Evaluation

- Members worked in small teams, evaluating materials for each grade level (K–5) within each submission.
- Each team reviewed two submissions, applying the screening criteria.

7. Documentation of Findings

Committee members collected and documented clear evidence and examples of biased content found within the instructional resources under review.

8. Calibration Meetings

Teams that reviewed the same submission met to calibrate their findings, ensuring consistency and shared understanding across evaluations.

9. Reporting and Recommendations

- Teams used the established screening criteria to report findings on each submission.
- Teams identified patterns of bias and reached consensus on recommendations for elimination of materials that did not meet anti-bias standards.