

# Board Special Meeting

2445 – 3<sup>rd</sup> Avenue South, Seattle WA 98134



Oversight Work Session: Teaching & Learning Part III (Special Education)  
Work Session: Math in Focus  
Wednesday, February 10, 2016, 4:30 PM – 7:30 PM  
Auditorium, John Stanford Center

## Minutes

The meeting was called to order at 4:41 PM.

Directors Burke, Geary, Harris, Patu, Peters and Pinkham were present. Director Blanford was not available to attend. Director Peters arrived at 4:41 PM. Director Harris arrived at 4:48 PM. Director Gear arrived at 4:59 PM. The meeting was staffed by Superintendent Nyland and Associate Superintendent for Teaching and Learning, Michael Tolley.

### **Oversight Work Session: Teaching & Learning Part III (Special Education)**

Michael Tolley pointed out a typo in the first slide of the PowerPoint presentation and introduced Wyeth Jessee, Executive Director of Special Education, Michaela Clancy, Director of Special Education and Kari Hanson, Director of School-Based Special Education Services. We have an opportunity to provide a Work Session on Special Education. The agenda is aligned with the format for the Oversight Work Session. Special Education is one of the departments within the Teaching and Learning division.

#### Department Functions:

Wyeth Jessee spoke about the vision, mission and departmental functions. Every student has strengths. SPS is committed to serving all students. Michaela and Kari helped lead this work. The department is making sure services for students are happening and they are of quality.

#### S.W.O.T. Analysis:

Wyeth spoke about the list of Strengths, Weaknesses, Opportunities and Threats/Risks (S.W.O.T.). Key items were identified by information provided from external reviews, the Office of Superintendent of Public Instruction (OSPI), the state auditor, principals, data collection, Special Education Parent Teacher Student Association (SpEd PTSA) and Special Education Advisory and Advocacy Council (SEAAC).

#### Department Accomplishments:

The department accomplishments include:

- The development of the Special Education Policy/Procedure Manual.
- Completing RC-CAP activities.
- Receiving a determination level of 2 by OSPI.

- Received verification for the northwest region.
- Hiring/filling certificated positions before the start of school.
- Retaining staff.
- Increased customer service rating of the Special Education Department by principals.
- Averaging 40 parents/guardians at the regional meetings.
- Sixty-six percent reductions in citizen complaints. The Special Education Department is dramatically decreasing citizen complaints.

#### Organizational Chart:

The organization chart shows the division of responsibilities within the departments. Wyeth explained how fortunate they are to receive funding to help fill in key positions – Compliance Supervisor and Service Based Director. The department works as a team to be successful.

#### Department Goals & Objectives:

The department goals and objectives is a list of key bodies of work the Special Education Office is engaged in as a department.

- Hire/retain teacher corps
- Memorandum of Understanding (MOU) Verification
- Balanced Scorecard
- Shift services from program-based model to individual need-based approach

#### Key Performance Indicators (KPIs):

Wyeth spoke about the KPIs:

- Timelines of Individualized Education Program (IEP) and Evaluations
- Maintain budget from 2015-16 to 2016-17
- Reduce number of citizens' complaints
- September 2016 work force
- MOU evidence standards completed
- History of audit concerns resolved

The department will need to do better with IEPs and evaluations in their work with schools.

#### Budget & Staffing:

From 2014-15 to 2015-16 there has been an increase the department budget/staffing:

- School Based Services
- Compliance and Data Services
- Early Childhood
- Transition
- Deaf/Hard of Hearing (DHH)/Audiology/Vision
- School Psychologist
- Occupational Therapists/Physical Therapists
- Speech/Language

- Central Para educators

The Special Education Department contracts with Highline College.

Benchmarking:

With the help of the Budget Department, staff went out and benchmarked what is going on in other districts (e.g., enrollment, IEPs, total budget for services, average cost of students with IEPs, etc.). The slide provides a snapshot of what is going on in other districts.

Michaela Clancy explained that percentages are hard to compare because they are reported differently in other states.

Policies & Procedures:

Wyeth spoke about the policies and procedures that guide the department's work. Wyeth along with other key district staff are working to amend Policy 3246/Superintendent Procedures 3246SP, Restraint, Isolation and Other Physical Intervention/Repealing Policy 3247.

Internal and External Controls:

Wyeth spoke about the key internal and external controls. The department reviews IEPs outside what is required by the Office of Superintendent of Public Instruction (OSPI).

Major Outside Service Contracts:

Wyeth presents the contracts each year to the School Board for approval. The Seneca Family of Agencies contract has been necessary especially with the Memorandum of Understanding (MOU) with OSPI.

Information Technology Systems:

We have a well-documented system at SPS (e.g., IEP Online, Power School, SharePoint, MS Suite: Access, MS Suite: Excel, Student Assignment System and SAP).

Looking Forward/Next Steps:

Wyeth spoke about the need to work on balancing the compliance needs with instructional approaches and to make sure we have system, procedures and accountability in place that is required to sustain this work. He would like to make sure we institutionalize this and continue teacher training – How to better provide services to families.

The meeting was adjourned at 6:07 p.m.

**Work Session: Math in Focus**

The meeting was called to order at 6:19 PM.

Michael Tolley explained this presentation is an overview of the Elementary Math. Staff will be providing an overview of the elementary math program, the implementation of the adopted materials, and Scope and Sequence work.

Michael introduced Shauna Heath, Executive Director of Curriculum, Assessment and Instruction, and Anna Box, K-12 Math Program Manager.

Math Program Role:

Anna Box works with a team of curriculum specialists that provides support for teachers and principals – Professional development, standards, teaching strategies, etc.

Math Standards:

The goal is for teachers and students to have what they need so students can master grade level state standards provided by the Office of Superintendent of Public Instruction (OSPI). The OSPI provided guidance on how to distill standards in key learning per grade level for students.

Common core standards use the word “fluently” = vivid marker.

Shauna Heath explained that we are sharing the standards to frame what drives the work. The OSPI and state has adopted common core as the state’s standards. Superintendent Procedure 2163SP, Supports & Interventions – Tier I Core Classroom Instruction states that Schools implement universal core instruction that is aligned to standards.

Adopted Materials:

DOK = Depth of Knowledge. Students have multiple ways to show/demonstrate DOK.

Anna explained that the district adopted the Math in Focus materials in June 2014. It was presented during the Curriculum & Instruction Policy Committee and School Board meetings in October/November.

The department prepared for the adoption by providing:

- 2 days textbook training from the publisher for all teachers.
- Training for instructional assistants
- Principal training from the publisher
- A pacing calendar for using the book.
- Singapore Math professional development

Anna received positive feedback from the teachers on the professional development.

Math Program Charge:

The team is charged with joining the textbook and the standards. The goal is to support teachers use of the textbook, comply with procedure, help obtain a goal and collaboration.

### Scope and Sequence:

Scope and Sequence is intended to function as a learning map.

- Support teachers
- Incorporates adopted Math in Focus texts
- Emphasizes standards mastery

This was driven by teachers because this is what our students need.

- The overview page emphasizes key standards for grade level.
- The unit page provides teaching units and suggests timeframes.
- The standards and materials page lists learning standards covered in each unit and provides the corresponding Math in Focus chapters.

SMP = Standards for Math Practice

### Moving Forward:

- Plan to improve consistency for students and accessibility for teachers by reworking the Scope and Sequence by fall 2016 to return to the chronological order of the text with supplements and scaffolds to meet standards.
- Ensure consistent textual material experience for students.

Anna spoke about the need to remove barriers, so students have the opportunity for Math achievement. This is our data on the students which is supported by best practices. We need to start with common textual experience.

Director Pinkham left the meeting at 6:45 PM.

The meeting was adjourned at 7:13 PM.