



Curriculum & Instruction Policy Committee

Monday, August 10, 2015, 4:30 – 6:30 pm

Board Office Conference Room, John Stanford Center

MINUTES

1. **Call to Order:** Director Stephan Blanford called the meeting to order at 4:31 p.m.
 - a. Directors Blanford, McLaren and Peters were present. Assistant Superintendent for Teaching and Learning Michael Tolley staffed the meeting.
 - b. **Approval of Agenda:**

Director Blanford called for a motion to approve the agenda and Director Peters seconded. The agenda was approved unanimously.
 - c. **Approval of Minutes:**

Director Blanford called for a motion to approve the minutes and Director Peters seconded. The minutes were approved unanimously.
2. **Agenda Items:**
 - a. **BAR for Highly Capable Students Annual Plan for 2015-16:**
 1. Stephen Martin, Supervisor of Highly Capable Services/Advanced Learning Program explained that School Board review and approval is required for the submission to the Office of Superintendent of Public Instruction (OSPI) in order to access the funding. The funding is based on the Full-Time Equivalent (FTE) (number of students) projections for this school year. The funding is based on a formula – 2.314% of the FTE multiplied by a sum determined by the legislature (currently the estimated State average is \$433.96). Stephen anticipates receiving grant funds of approximately \$500,000 for the 2015-16 school year.
 2. **DECISION of the Committee:**
 - i. The Committee moved this item forward with a recommendation for approval by the full Board.
 - b. **BAR for Social Studies Adoption:**

Kathleen Vasquez, Program Manager for Literacy & Social Studies, and Kristin Nichols, Curriculum Specialist, spoke about the Board Action Report for Social Studies Adoption. The committee came to consensus and made a recommendation. The recommendation was reviewed and approved by the Instructional Materials Committee (IMC).

Eric Caldwell, Manager of Library & Instructional/Technology Services, explained the IMC committee came up with a recommendation for what the adoption committee is proposing. The IMC committee is recommending to the Superintendent that the proposal move forward to the School Board.

Kathleen provided the committee with two packet of information, one from round one and another from round two. The packets included rankings of each textbook from teachers, community members and adoption committee members, allowing a transparent view of how committee members ultimately reached their final decisions. Additionally a process overview document provided a step by step description of the adoption process to demonstrate the deliberate efforts made to consider all view points and to examine all areas of potential concern. The adoption committee followed the policy to reach a consensus. The recommendation is in accordance with on-line staff and families recommendations. The textual materials that were recommended are the best that was reviewed; however, the committee was not pleased with the lack of diverse perspectives in all of the textual materials. Kathleen will continue to pull in community members from various groups to work with teachers to review outside materials/resources and make sure there is balance in the multicultural perspectives.

Director Peters asked if the new materials would meet the learning requirements of Highly Capable students (for whom the materials were originally requested). Kathleen explained there may be a need to supplement the materials. Teachers would be able to use both books to meet various student learning needs.

Director Peters commended Kathleen on the entire process. She received positive feedback from the community. Director Peters hopes the rigor includes engagement. There needs to be a balance of engagement. Director McLaren complimented the team on the Board Action Report. It was very well written and informative.

1. **DECISION of the Committee:**

- i. The Committee moved this item forward with a recommendation for approval by the full Board.

c. BAR for Wellness Policy:

Pegi McEvoy, Assistant Superintendent of Operations discussed the Wellness Policy, recommendations and guiding philosophy. The development of this policy is in response to the Child Nutrition and Women Infant and Children Reauthorization Act of 2004 and the Healthy, Hunger-Free Kids Act of 2010. The policy was prepared by the SPS Wellness Task Force as a combined effort of the Nutrition and the Physical Education, Physical Activity and Health Education subcommittees. There are 22 members of the taskforce – 11 members from Nutritional Services and 11 members from the Physical Education subcommittees.

Director Blanford is concerned that the problem is not being resolved with this document. Pat Sander, Executive Director of Coordinated School Health mentioned the need to provide guiding beliefs for principals. This is the first step in getting all of our major policies together and will allow for the district to have healthy students. Director McLaren complimented staff on the Board Action Report. It was written clearly and it was informational.

Lori Dunn, Program Manager of Physical Education & Health Literacy explained the Wellness Policy is foundational and the overarching policy required by law. The SPS team will work on the alignment piece.

1. **DECISION of the Committee:**

- i. The Committee moved this item forward with a recommendation for approval by the full Board.

d. BAR for 2015, Selection & Adoption of Instructional Materials Update:

1. Michael Tolley explained this item has already been introduced to the School Board. During the School Board meeting where the policy was up for School Board Action, the policy was pulled for outside counsel to review. Eric Caldwell, Manager of Library & Instructional/Technology Services discussed the process and provided an update. John Cerqui, Deputy General Counsel consulted with outside counsel for a second opinion. The policy has been rewritten to comply. The adoption committee can recommend, in rank order, up to two materials. Meaning that they can also only recommend one or none. The Instructional Materials Committee (IMC) makes the final recommendation to the Superintendent to forward to the School Board. Non-standing members of the IMC are appointed to alternating two year rotating positions. The practice of the IMC is to look at the process and procedures of the adoption committee ensuring that they are in accordance to the School Board policy and procedures when making their recommendation. The IMC are making the recommendations based on State law.

Director McLaren provided suggested edits to the document to make it easier to read. Director McLaren does not believe that two adoption recommendations are enough. She is still interested in receiving three recommendations. Erinn Bennett, Director of Policy, Board Relations & Special Projects suggested adding a summary at the end of the Board Action Report.

d. Special Education:

1. Wyeth Jessee, Executive Director of Special Education provided an update on the RC-CAP and the internal transformation of how to manage and provide services. The Special Education Department was able to keep their leadership team and add key personnel to transitional services (Deaf/Hard of Hearing and data management reporting). Additional supervisors were added to help improve certain areas in the Special Education Department. Positions that works specifically with students with behavior disorders, deaf/hard of hearing, and/or vision impaired are challenging to fill.

The timeline rate for the completion of IEP's was 89%. This is a significant increase for a district this size. Wyeth and his team will work on it until they get to 100%. The central office Memorandum of Understanding (MOU) (early learning, discipline and evaluation) has been completed. The Special Education Department is also preparing for school site visits which are part of the MOU. The northwest region will be the first region to visit – 8 schools. They are also providing teachers a 3 year induction.

Director Blanford recommended initiating a data dashboard to share information and progress of the Special Education Department.

e. MTSS:

1. Shauna Heath's, Executive Director of Curriculum & Instruction team are working on closing the achievement gap around the Multi-Tiered System Support (MTSS). 77 teachers and district office staff participated in the Formative Practice Institute. Teachers are looking at formative assessment work to support collaboration around common classroom assessment. This is based around showing teachers showing tier 1 work and identifying tier 2 work in the classrooms. The curriculum specialists will initiate a deep dive in instructional shifts for students. This will be year one of a 3 year rollout. The funding source has not been identified and will not be allocated until December. There is an initiative to look at how we fund the district.

Michael Tolley explained that the principal planning committee worked to develop a plan for principal professional development. The plans were built around a set of non-

negotiables, which includes collaboration, Race and Equity work and the Superintendent SMART Goals Level 1.

f. Community Alignment Initiative Review:

1. Carri Campbell, Director of School and Community Partnerships, and Cashel Toner, Director of Early Learning spoke about the history of the community alignment initiative and how the alignment fits in with the alignment of partnerships. Cashel provided a list of K-12 Community Alignment Initiative Sites for the 2015-16 school year and SPS Community Alignment Initiative at a Glance. Director Blanford was glad to see that the list has become more diverse. As of July 2015, there are 126 alignment sites. The aligned providers do not pay rent; however, they do pay for district support services (e.g., lights, custodian, etc.). Carri mentioned there is an estimated 1,000 partners in SPS. Seattle University is the only current lead partner. School Board Policy requires development of a clear partnership framework, classification and onboarding a process to review partners. The School and Community Partnership Department will be leading this initiative during the 2015-16 school year and will include types of partners, operational characteristics and the associated support that SPS will need to provide to the partners. This will help bring partners in better alignment with SPS. Carri will provide the committee with a PowerPoint that outlines the goals for the next 2 years.

g. Data Sharing Agreements Review:

1. Carri Campbell, Director of School and Community Partnerships, Nancy Petersen, Director Enterprise Applications & Data Services, and Nazik Youssef, Assistant General Counsel provided an update on the data sharing agreements and overview of the Family Education Rights and Privacy Act (FERPA). There are three general scenarios in which data is shared: 1) Mandatory – Data sharing is required to conduct core operations/functions (e.g., Cedars reporting for the Office of Superintendent of Public Instruction, Federal reporting, No Child Left Behind, Title I, etc. 2) Operational – Uses a 3rd party system (e.g., Puget Sound Educational Service District/elementary progress report, school messenger, district assessments, college bound scholarships, etc. 3) Optional – Is not required. Nazik explained that the district has two standard data sharing agreement templates used with Community Based Organizations (CBOs). The templates are revised according to the providers and the situation. Providers are required to participate in FERPA training and professional growth opportunities – Professional Development for community organizations is required for any partner with a data sharing agreement and a series of workshops are offered focused on use of data to improve student outcomes.

h. Miscellaneous:

1. Director McLaren is interested in starting a discussion on the Middle School Math Adoption. Michael Tolley spoke on what the process might look like. Part of the change in the School Board procedures will allow for conducting a field test. Shauna Heath explained that the cost will depend on the number of schools that will participate. We have the capacity for 10 middle schools. Director Peters shares Director McLaren's interest in pursuing the Middle School Math Adoption. Michael Tolley explained that Superintendent Dr. Larry Nyland will be the one to approve the process. The district will need to eventually look at all of the SPS adoption materials.

3. **Adjourn:** The meeting adjourned at 6:45 p.m.

Decision/Follow Up Items

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| 1. Decision: <i>BAR for the Highly Capable Students Annual Plan for 2015-216 – The</i> |
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Committee moved this item forward with a recommendation for approval by the full Board.

2. **Decision:** BAR for Social Studies Adoption – *The Committee moved this item forward with a recommendation for approval by the full Board.*
3. **Decision:** BAR for Wellness Policy – *The Committee moved this item forward with a recommendation for approval by the full Board.*