



**Curriculum & Instruction Policy Committee**  
Monday, February 8, 2015, 4:30 – 6:30 pm  
Board Office Conference Room, John Stanford Center

**MINUTES**

1. **Call to Order:** Director Rick Burke called the meeting to order at 4:30 p.m.
  - a. Directors Burke, Geary, Pinkham and Harris were present. Director Geary arrived to the meeting at 4:35 p.m. Associate Superintendent for Teaching and Learning Michael Tolley staffed the meeting.
  - b. **Approval of Agenda:**  
Director Pinkham called for a motion to approve the agenda and Director Burke seconded. The agenda was approved unanimously.
  - c. **Approval of Minutes:**  
Director Pinkham called for a motion to approve the minutes and Director Burke seconded. The minutes were approved unanimously.
2. **Agenda Items:**
  - a. **BAR for Resolution 2015/16-12 Parent/Teacher Waiver:**
    1. Ronald Boy, Assistant General Counsel, explained that the BAR is for a resolution that needs to be approved by the School Board in order to request a waiver for parent/teacher conferences. The waiver will go to the State Board of Education for review and approval. SPS has requested a waiver for the past 6 years for elementary and K-8 schools to conduct a full-day of parent/guardian/teacher conferences (3 days). There are a few middle schools and high schools that have utilized the waiver to hold a full-day of conferences (1 day). This allows for meaningful time with parents/guardians and teachers. Principals/staff find it less disruptive to the school day. The information provided in the Board Action Report (BAR)/Resolution was incorporated from the Washington State Board of Education policy.  
  
Director Geary provided suggested edits to the BAR.
  2. **DECISION of the Committee:**
    - i. The Committee moved this item forward for consideration with recommended edits to the full School Board.
- b. **BAR for Policy 3246/Superintendent Procedures 3246SP, Restraint, Isolation and Other Physical Intervention/Repealing Policy 3247:**
  1. Erinn Bennett, Director of Policy, Board Relations & Special Projects, provided the recent history of revising Policy 3246. The proposed revised policy was introduced to the full School Board in November 2015 and was removed from the School Board meeting agenda in December 2015 upon a Director's request. Since then, staff has come to the Curriculum and Instruction Policy Committee each month to provide an

update. The BAR is amending Policy 3246 and repealing Policy 3247. Staff is requesting approval from the committee to move this item forward to the School Board meeting on March 2<sup>nd</sup> for Introduction. If additional feedback is received, there could be additional edits between now and March 2<sup>nd</sup>.

Wyeth Jessee, Executive Director of Special Education spoke about community engagement. The policy was discussed during the Special Education Parent Teacher Student Association (PTSA) meeting on October 20<sup>th</sup>. The information was sent through the list serve on January 26<sup>th</sup> to parents/guardians for their participation. There was a meeting on January 6<sup>th</sup>. Changes were made as a result of the feedback received from the community.

Pegi McEvoy, Assistant Superintendent of Operations, contacted the Seattle Council of the Parent Teacher and Student Association (SCPTSA) in November 2015. Pegi followed up with the President of the SCPTSA this morning. There continues to be little input on this topic from the general membership. Wyeth and Pegi met with Principals' Association of Seattle Schools (PASS) on November 6<sup>th</sup>. Erinn resent the document to PASS with edits/feedback so they can review the most recent version of the policy.

Pat Sander, Executive Director of Coordinated School Health, sent the policy to the Seattle Education Association (SEA). They are in the process of reviewing the policy and will get back to her.

Director Geary provided input/feedback and would like to be included in the conversation before the policy moves forward to the full School Board.

2. **DECISION of the Committee:**

- i. The Committee moved this item forward for consideration pending further community input and possible amendments to the full School Board.

c. **BAR or Kids in the Middle Grant:**

1. Michael Stone, Director Grants, Fiscal Compliance & Strategic Partnerships, provided background on the grant. The grant was part of the Alliance for Education Memorandum of Understanding (MOU). The Nesholm Family Foundation's Kids in the Middle Grant use to be embedded in the MOU with the Alliance for Education. The relationship with the Alliance for Education changed and now the grant will need to be brought forward to the School Board for approval. The funding is used to fund an assistant principal at Asa Mercer Middle School, Aki Kurose Middle School and Denny International School with a focus on Literacy. The three middle schools are allocated funds each year to increase Reading and Writing achievement.

Kathleen Vasquez, Program Manager of Literacy & Social Studies, attends the Nesholm Family Foundation's monthly meetings. The Nesholm Family Foundation contracts with the Teachers College Reading and Writing Project Network to provide professional development and instructional coaching for the three middle schools (Asa Mercer Middle School, Aki Kurose Middle School and Denny International Middle School). The schools do not change per year; however, they do plan to open it up to other schools. The PowerPoint presentations from the schools provide a summary of student achievement gains made over 5 years. This is from the end of year presentation to the Nesholm Family Foundation Board regarding achievement and growth in Reading and Writing. The principals from the schools each put together the presentation for their school. The Nesholm Family Foundation Board is interested in literacy and social-emotional teaching and learning.

Directors Burke and Geary mentioned the need to identify a consistent matrix. Directors Pinkham and Geary provided feedback.

**2. DECISION of the Committee:**

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

**d. SMART Goals #1, MTSS-A, 2, MTSS-B and 3, Special Education Updates:**

1. SMART Goal #1: MTSS-A - Shauna Heath, Executive Director of Curriculum, Assessment and Instruction, provided information/clarity in the February 4<sup>th</sup> School Board Friday Memo as a result of the questions and feedback she received from the School Board Directors during the Work Session on the Superintendent SMART Goal #1: MTSS-A on January 27<sup>th</sup>.

Michael Tolley explained that we need to look at MTSS as a framework instead of a process. The core instruction is tier 1 to meet student needs. The process model will be a different structure. The information presented during the January 27<sup>th</sup> Work Session was responding to one of the components to the Superintendent SMART Goals. The work of MTSS has been built for a number of years.

Director Burke would like more specificity/guiding principles – How do we define the framework, etc. There is a lack of clear understanding of how to visualize it and if it is providing that benefit.

Wyeth Jessee recommended the School Board Director do a walk-through of the schools to visually experience MTSS. Wyeth, Pat and Shauna are willing to initiate the walk-through at the schools.

SMART Goal #2: MTSS-B –

Pat Sander, Executive Director of Coordinated School Health, introduced David Lewis, Program Manager for Behavioral Health Services, who was part of the first Nesholm Family Foundation grant.

Pat has identified schools to begin the work with the Positive Behavior Intervention Support (PBIS) framework. The city is partnering with SPS. There are contracts to go into over 15 schools. The opening conversation will identify the principal's problem of practice, theory of action and cycle of inquiry to provide an initial context for the PBIS work. A PBIS assessment will occur at each site and a plan created for training/coaching.

The Paper Tigers screening took place at Garfield High School on Saturday, January 30<sup>th</sup>. Pat's team will follow up with professional development on February 20<sup>th</sup> and March 19<sup>th</sup> on how to interface with the MTSS system. There will be a Work Session on the Superintendent SMART Goal #2: MTSS-B on February 17<sup>th</sup> which will be led by Pat and Bernardo Ruiz, Director of School & Family Partnership/Equity & Race Relations.

Director Burke mentioned the conversation he had with Michael Tolley to alternate the MTSS-A and MTSS-B presentations each month.

**e. Special Education Update:**

1. Wyeth Jessee received information back from the Office of Superintendent of Public Instruction (OSPI). The Special Education Department was off 1 percent for having met the verification under a particular area – Individualized Education Plan (IEP's), re-evaluation and annual IEP's. Have to reach 90 percent – Currently at 89 percent. The

department met 4 out of 6 verification standards. The department will go through another round of sampling and verification process for IEP's, etc. This will be the perfect opportunity to identify gaps in the process. The Special Education Department is moving to rectify the problems/gaps. The northeast region is the next region for the OSPI site visit and verification process.

The 5<sup>th</sup> Annual Educator Career Fair recruitment event on Saturday, January 30<sup>th</sup> was successful. Teacher candidates were interviewed for the hard to fill positions. The Human Resources Department offered 35 contingency contracts. There will be another recruitment event for those who could not attend the last session.

**f. Policy A01.00, Instructional Philosophy:**

1. Shauna Heath requested guidance from the committee directors on the type of community engagement they would prefer to have around Policy A01.00. Shauna requested feedback by February 19<sup>th</sup>. This will allow her time to modify/adjust and incorporate feedback. Shauna will bring the policy back to the Curriculum & Instruction Committee and School Board meetings for Introduction and Action.

Erinn Bennett provided feedback on community input and timelines.

Shauna suggested moving the policy to later in the year (April) to allow for community input. The directors discussed. Shauna also suggested putting the request for feedback in the Principal Communicator asking principals to review and seek feedback from their community. Casey Henry, Communications Specialist, suggested providing the information in School Beat and the SPS website. Shauna will bring the feedback to the March 14<sup>th</sup> Curriculum & Instruction Committee meeting.

**g. Academic Inventory:**

1. Sherri Kokx, Manager of School Operations, explained that the documents she provided on program offerings by school are working drafts. A one pager was requested by Director Burke to show the schools/programs that is offered at SPS. There is not a process in place where schools are required to send this information to the district office or provide it each year. The information provided was reported by the building principals. The documents are tools to help provide clarity. Director Geary provided suggested edits.

**h. 2016-17 School Improvement Plan Improvements:**

1. Michael Stone, Director of Grants, Fiscal Compliance & Strategic Partnerships, explained that we are heading towards improvements for the Continuous School Improvement Plans (C-SIP's). Michael provided an update in the School Board Friday Memo. The links on the SPS website has been fixed. Schools were asked to review the information with their Building Leadership Team (BLT) that was provided on the website. Michael is working on discussing and pulling stakeholders together to have a discussion around perception of the tool/plan and moving forward with next school year – Where should this go and how to expand it.

Michael Tolley spoke about the conversation that will take place on Wednesday, February 10<sup>th</sup> with Director Burke and others to get a sense of desired improvements in the process. The meeting with Director Blanford took place today (Monday, February 8<sup>th</sup>).

Guillermo Echeverria, Director of Continuous Improvement, is starting a project to gather feedback from principals, central office, etc. on tools, the process and training.

Michael Tolley explained this is a cultural shift from a compliance document to holding schools accountable for getting the work done.

**i. K-5 ELA Adoption:**

1. Kathleen Vasquez, Literacy & Social Studies Program Manager, spoke about the upcoming English Language Arts (ELA) K-5 Adoption. The last Reading Adoption took place in 2002. Two Basal Readers text were selected. Three years later, the district adopted a Balanced Literacy Framework in 2005. To support the implementation of the Balanced Literacy Framework, the district purchased classroom libraries for several elementary schools (2005 – 2007). From 2009 – 2013, The Alliance for Education supported the Readers Writers Workshop through the Columbia Teacher’s College. Many teachers believed the district adopted the Readers Writers Workshop, but it is used as supplemental curriculum information. Then the common core standards came about. The district had to think about the instructional shifts – Balancing informational and literary texts, close Reading, and integrating Reading, Writing, etc. There has not been a common instructional material for K-5 since 2002. This makes it difficult for central office to provide support because there was no commonality. This has been an on-going challenge. The last 6-8 Reading Adoption took place in 1998.

The estimated cost for K-8 adoption is between \$6 - \$8 million. The estimated cost for a K-5 adoption is \$5 million. Michael Tolley explained it comes down to the School Board making choices. If \$8 million is spent on K-8 adoption then the dollars will need to come from someone else. The School Board will need to give some direction.

The ELA Adoption timeline provided by Kathleen gives a rough outline on what will happen during Round 1, Round 2, Field Test, School Board Introduction/Action and materials implementation.

Shauna Heath explained that the Instructional Materials Committee (IMC) makes the recommendation from the Adoption Committee, and forwards the information to the School Board. Eric Caldwell, Library & Instructional/Technology Services Manager, facilitates this committee.

Michael Tolley explained that the timeline was brought to this committee to approve moving forward with the ELA Adoption process. In consideration of the process/timeline, we need to initiate this. The committee directors discussed having a K-8 adoption rather than a K-5 adoption. Michael will have a conversation with Dr. Larry Nyland to discuss the possibility and to get his feedback/recommendation.

**j. Civics for All Update:**

1. Kathleen Vasquez provided a copy of Civics for All Four Year Implementation Plan (2016 – 2020). Michael Tolley asked Kathleen to review the plan and provide input/recommendations.

Kathleen reviewed the Social Studies standards. Civics is one of the components. The last K-5 Social Studies Adoption was in 1998. Kathleen did an audit to look at the standards against the civics plan – How does it align. Kathleen passed out a document that provided information on what is aligned as well as the estimated costs. She supports developing the plan with the support of hiring another person to help with the work.

Director Geary suggested surveying the schools to see if there is any interest for the mock elections. Shauna Heath mentioned that her department can do a quick survey to see if schools are interested in mock elections. She is concerned about funding – It does not exist.

Michael Tolley explained it comes down to choices and where we want to invest dollars. We need to decide what is it that we are going to do. There needs to be prioritization process. The next step is the survey. Michael will talk to Dr. Larry Nyland about this in terms of the budget.

**1. Committee Work Plan and Goals:**

1. Director Rick Burke spoke about the committee work plan draft with recommended changes. Director Burke requested feedback from the committee directors. Director Geary requested additional time to review the document.

Michael Tolley will meet with Dr. Larry Nyland to have a conversation around a Work Session on Assessment.

3. **Adjourn:** The meeting adjourned at 7:02 p.m.

<b>Decision/Follow Up Items</b>
<ol style="list-style-type: none"><li>1. <b>Decision:</b> <u>BAR for Resolution 2015/16-12 Parent/Teacher Waiver</u> – The Committee moved this item forward for consideration with recommended edits to the full School Board.</li><li>2. <b>Decision:</b> <u>BAR for Policy 3246/Superintendent Procedure 3246SP, Restraint, Isolation and Other Physical Intervention/Repealing Policy 3247</u> – The Committee moved this item forward for consideration pending further community input and possible amendments to the full School Board.</li><li>3. <b>Decision:</b> <u>BAR for Kids in the Middle Grant</u> – The Committee moved this item forward with a recommendation for approval by the full School Board.</li></ol>