

## Curriculum & Instruction Policy Committee

Monday, December 14, 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 4:37 p.m.
  - a. Directors Blanford, Burke, Geary, Harris 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 Harris seconded. The agenda was approved unanimously.
  - c. **Approval of Minutes:**  
The minutes for the November 9, 2015 Curriculum & Instruction Policy Committee meeting are unofficial, as the three new Policy Committee members were not present and/or could not vote at this meeting, and were therefore not able to be approved.
2. **Agenda Items:**
  - a. **BAR for Yearbook Vendor Contract RFP:**
    1. Kristin Barnes, Literacy Curriculum Specialist, spoke about the yearbook contract process and recommendations. The Curriculum & Instruction Department worked with contract services to ensure the Request for Proposal (RFP) process was followed and that the yearbook specifications listed in the RFP accurately reflected the needs of the various school programs involved. The existing contract expires in February 2016. A committee of middle and high school yearbook advisors was invited to review the RFP and provide feedback on the proposals and products. There were four vendors (Balfour, Herff Jones, Jostens and Walsworth) that sent in their paperwork to meet the deadline of October 29, 2015.  
  
The yearbook vendor RFP is a one year contract with a possibility for renewal. Diane Navarro, Contract Manager, explained the process. The Yearbook Vendor Contract is brought forward to the School Board each year. It is up to the contract owner/department if the vendors can perform satisfactory and exercise the renewal/recomplete process – One year with an option to extend the contract.
    2. **DECISION of the Committee:**
      - i. The Committee moved this item forward with a recommendation for approval by the full Board.
  - b. **Special Education MOU:**
    1. Wyeth Jessee, Executive Director of Special Education explained this is a monthly report and provided an update on the Special Education Memorandum of Understanding (MOU). The southwest region school visits took place last week – Five days. A

representative from the Office of Superintendent of Public Instruction (OSPI) interviewed staff in five of the southwest region schools, reviewed files and observed students receiving instruction. It was a positive visit. The northwest region site visit received verification. The Special Education Department hosted meetings with OSPI for three days for central office. Discussion items included number of components (some relate back to the school), data management reporting, budget, staffing, internal procedures and student file reviews. Representatives from the Puget Sound Education Service District (PSESD) were present and interviewed central staff. The goal is to focus on student files, private schools/services. There is a need to improve procedures and accounting related to the approximate 100 private schools we work with on individual service plans. These are private schools, not private placements through the Individualized Education Program (IEP) team. The OSPI reviews relating to the MOU are connected to the release of funding, and all reviews must be completed by June of 2016. The next regional school visit will be in the central region. Other regional site visits will be determined later.

Superintendent Dr. Larry Nyland joined the Curriculum & Instruction Committee meeting. Dr. Nyland thanked Wyeth for his work and for building relationships. Director Blanford mentioned that it is nice to see a sense of leadership and progress being made and thanked Wyeth.

Experimental Education Unit (EEU) – EEU is a non-public school, however, SPS provides services for these students. There is a lottery system in place to enroll students in the program. The next step is to continue working with the University of Washington and EEU leaders to work on how to change the structure for next school year – Ideas to be more equitable and ensure they are in compliance.

Director Peters spoke about the need for there to be an accounting of what the state auditors are telling the district. Director Harris would like staff to do a better job of explaining to the community/parents – Information, context and background of audits. Director Blanford is hoping to provide the community with the right message on the progress that is being made.

**c. MTSS:**

1. Shauna Heath, Executive Director of Curriculum and Instruction, spoke about the foundations work of MTSS. There was a Formative Assessment Institute training on December 10<sup>th</sup> and 11<sup>th</sup> for select principals and central staff leaders in the John Hattie, Visible Learning, Cognitive Education teachings. The Formative Assessment Institutes started in August 2015 and will continue through May 2016. The ATI Seven Strategies for Assessment FOR Learning will take place on January 7<sup>th</sup> and 8<sup>th</sup>. There will be approximately 100 career ladder and teacher leaders.

Pat Sander hired a new Manager of Behavioral Health Services. Interviews took place today for the new MTSS Program Manager.

Michael Tolley explained the goal is to improve teacher practice and offer professional development. In the current model, teachers will remain in classrooms and provide leadership.

Director Burke inquired about the professional development (PD) opportunities that the district was providing to staff, how this PD supports district programs and goals, and whether Directors could benefit from attending any of them. Shauna Heath agreed to provide the calendar of past and future professional development offerings.

**d. Policy 3246/Superintendent Procedure 3246, Restraint, Isolation and Other Use of Reasonable Force:**

1. Erinn Bennett, Director of Policy, School Board Relations and Special Projects, explained there is a team of people from various departments working on this project (Special Education, Operations, Legal, Civil Rights, School Board Office, Coordinated School Health and Department of Technology Services). Feedback from the departments was incorporated into the policy. The team would like to receive more feedback and plan to bring this item back to the Curriculum & Instruction Committee meeting in January.

Ronald Boy, Assistant General Counsel, spoke about the changes to the policy. The team worked to develop new terms and incorporated new changes in the law.

Kelli Schmidt, Student Civil Rights Compliance Officer, discussed the proposed changes in the restraints definition proposed by the Office of Superintendent of Public Instruction (OSPI). They Started with the WSSDA model and combined both state and federal law.

Pegi McEvoy, Assistant Superintendent for Operations, discussed the procedure and limitations. The goal was to make sure they were providing more clarity.

Director Peters provided suggested edits to the policy.

Wyeth Jessee spoke about the pressure points of restraints.

**e. Superintendent Procedure 2190SP, Highly Capable Services & Advanced Learning Program Update:**

1. Stephen Martin explained that on November 9<sup>th</sup> during the C&I Policy Committee meeting he introduced the appeal language along with additional edits. The appeal language was changed to align with the mission statement and align with practices of other districts around Washington State. It was decided to extend the timeline for public comments and allow time for the new School Board Directors to review the information. There is an opportunity for the new School Board Directors to meet with Stephen in a 2x2 meeting to discuss in greater detail the procedures, etc. Stephen will bring back Superintendent Procedure 2190SP to the Curriculum & Instruction Policy Committee meeting in February. Stephen will be seeking budget for talent development via afterschool tutoring to help get Title I students and English Language Learners (ELL) accelerated. Stephen will also be focusing on systems improvement projects relating to the enrollment system and data analysis. Moving forward, all schools will be required to address Advanced Learning in their Continuous School Improvement Plan (C-SIP's)

Michael Tolley explained the proposed changes will be implemented for the 2016-2017 school year.

**f. Program Review – Policy 2090, Program Evaluation & Assessment:**

1. Eric Anderson explained that Research Evaluation and Assessment (REA) specialize in data research analysis, systematic review of system and school performance, manage the annual districtwide surveys and data analysis services. Eric plans to hire a research analyst who can begin to identify programs and begin data analysis. Eric spoke about the Introduction to Program Review document and his plan for a program review committee/review team in the fall. The REA Office will summarize the information.

Director Blanford would like cost information and how this will be beneficial. It needs to be useful data – More standardization.

Director Peters spoke about the need for outcomes of data for all students.

Michael Tolley spoke on what is going to inform decision is the School Board's willingness to take the information and do something with it. – Invest more in.

**g. Academic Assurances:**

1. Shauna Heath provided a brief overview. Academic Assurances falls under the basic education law, which includes Science, ELA, Math and Social Studies. We are mandated to serve the core content areas as well as PE, Arts and Music. Shauna spoke about the prioritized use of elementary Planning, Collaboration and Preparation (PCP) teachers to meet Academic Assurances and the cost neutral decisions that were made with PCP and general education teachers. The “Gold Book” provided to principals to guide budget planning will include if a PCP teacher is replaced, they must be replaced with Arts or Music before other subjects. Buildings are working to meet the State requirement of 100 minutes/week of Physical Education (PE). Approximately 7 schools are achieving this target. Director Peters suggested looping in the PTSA.

PCP teachers = PE, Arts and Music teachers.

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

1. Michael Tolley spoke about the 2015 work plan. There were several policies that we moved forward to the full School Board and several policies that were delayed. Michael suggested that the committee members review the past year work plan. Director Blanford asked Michael Tolley to present the items he felt were district priorities – Items we have to prioritize in order to be in compliance with State law and for the committee directors to add their items. We can move forward as soon as we know who will be on the Curriculum & Instructional Policy Committee.

3. **Adjourn:** The meeting adjourned at 6:50 p.m.

<b>Decision/Follow Up Items</b>
<i>1. <b>Decision:</b> <u>BAR for Yearbook Vendor Contract RFP</u> – The Committee moved this item forward with a recommendation for approval by the full Board.</i>