

## Minutes of Instructional Materials Committee, May 10, 2018

### Present:

Pamela Ivezic, Parent Representative

Bethany Sjoberg, Assistant Principal, Hamilton International Middle School

Gerrit Kischner, Principal, Genesee Hill Elementary

Brad Shigenaka, Science Curriculum Specialist

MaryMargaret Welch, Science Program Manager

Christine Benita, Science Curriculum Specialist

Elizabeth (Liz) Ebersole, Parent Representative (Elementary)

Erin Taylor, Parent Representative (Elementary & Middle School)

Marian Royal, Instructional Materials Committee, Chair

Andrea Young, Instructional Materials Committee

Kyle Kinoshita, Chief of Curriculum, Assessments, and Instruction

### Minutes:

Mary Margaret Welch led introductions of the participants. She presented the rationale for initiating a K-12 adoption in science, given the age of the curriculum and the misalignment with students. At the same time, middle, high school teachers have been working to align instruction with standards for some time.

She explained that the K-8 adoption process would be initiated with the meeting today, with high school beginning in the fall of 2018. The objective is to submit selections to the Board for approval by the spring of 2019. In the following year, 2019-20, a partial implementation will take place, with middle and high school implementing, while some selected elementary grades participating.

The draft timeline was shared. Kyle Kinoshita shared the legal charge of the IMC by Board Policy 2015. He pointed out that the role of the IMC was mainly to ensure that all parts of the process were followed, with fairness and lack of bias.

Marian Royal further explained the charge of the IMC, reading relevant sections from Policy 2015.

Ms. Welch explained that the timeline was prepared with input from science teachers, who also went over the communication plan. She explained that a "Request for Information" would be conducted with science instructional material providers. The information would be used to help select companies who will be asked to submit a "Request for Proposal". She went through the timeline for 2018-19 leading to final approval by the Board, with the target the April 17, 2019 meeting for introduction and action on May 1, 2019. Professional development would take place over the following summer. Gerrit Kirchner pointed out that principals need to be involved in the process as well.

Ms. Welch called for a motion to approve the timeline. The timeline was unanimously approved.

Ms. Welch went over a draft of an adoption communications plan. Erin Taylor raised a question about whether a month posting being typical, to which Ms. Welch replied yes. She noted due diligence to reach out to various committees, including those whose English is not the home language. Bethany Sjoberg asked about the involvement of principals in the March panel. It was also recommended by Dr. Kinoshita that the communication went to the Special Education PTSA to ensure parents of students with disabilities an opportunity to apply.

Ms. Welch distributed drafts regarding the adoption to be reviewed by the adoption committee. A Racial Equity Toolkit draft was reviewed by the committee, as well as proposed K-5 criteria. Suggestions were made to the Racial Toolkit draft. The application was reviewed and Ms. Welch took suggestions.

Ms. Welch previewed the next meeting's actions, which were to approve membership, and the Racial Equity Team draft.

Next meeting: May 31, 5:30 pm.

Submitted by Kyle Kinoshita and Andrea Young