



Paradise Valley Unified School District | Meeting Minutes

# K-12 Social Studies Curriculum Resources Committee Meeting

**Date:** September 11, 2023

**Time:** 4:00 - 6:00 pm

**Location:** District Training Center-South

**Facilitator:** Sheryl Chariton, Curriculum Specialist and Matt Lersch, Assistant Principal

## Committee Members Present:

- **Administrator Representative** – Jean Koeppen, Assistant Superintendent of Curriculum & Instruction
- **Teaching Staff Representative** – Jon Altmann, High School History

Debbie Arn, 4th Grade  
Matthew Bustos, High School History  
Tracy Conrad, 7/8th Grades  
Alexus Crockett, 7/8th Grades  
Candace Davis, High School History  
Melisa Fair, 8th Grade  
Max Foster, 3rd Grade  
Lisa Howe, High School History  
Alexia Isais, 7th Grade  
Haley Kolseth, 4th Grade  
Dr. Von Perot, Psychology/AP Psychology  
Kelly Romm, 3rd Grade, Core Knowledge  
Guadalupe Soto Rodriguez, 6th Grade, DLI  
Katina Teubner, elementary special education  
Nanci Walker, ELL Instructional Coach

- **Principal Representative** – Jamie Roberson

- **Parent Representative** – Joey Ruppel  
Laura Hill  
Jamie Katz  
Trevor Nelson  
Matt Rinn

**Purpose of Committee:** The Curriculum and Instruction Department will be facilitating the committee process

for establishing a K-12 social studies curriculum resource adoption to propose to the Governing Board. As part of this process, the committee will be considering traditional publisher resources, online programs, and open source curriculum resources for this adoption.

**Purpose of Meeting:** To share the K-12 social studies curriculum resource adoption process and describe what success looks like when the committee is finished. And introduce an initial list of curriculum options..

**Outcomes of Meeting:** A shared understanding of the K-12 social studies curriculum resource adoption process so that we can make clear recommendations and communicate our progress to stakeholders.

A list of indicators of success for the results we want to achieve, the process we want to follow, and the way we want to work together.

A list of vendors/products from which to solicit proposals.

A set of next steps to communicate information to stakeholders.

## Minutes

### I. Welcome

**A. Introductions:** Committee facilitators: Sheryl Chariton, Jean Koeppen, & Matt Lersch.

Committee members introduced themselves.

**B. Purpose of Committee:** To establish a K-12 social studies curriculum resource adoption to propose to the Governing Board. As part of this process, the committee will be considering traditional publisher resources, online programs, and open source curriculum resources for this adoption. The committee is diverse with representation of stakeholders throughout the district.

**C. Decision Making Process & Timeline:** Make recommendation to the Governing Board with consensus in decision making. Consensus meaning all points have been actively solicited and the will of the group is evident.

Timeline: September through April and meeting dates have been sent out via calendar invites. Due to the adoption process some meetings had to be changed. The group approved the changes via consensus. Changes included:

- October 16 meeting was canceled.
- November 13 meeting was changed to November 20.
- December 4 and 11 were added as meeting dates.

**D. Member Roles & Agreements:** Committee members agreed to norms, which include respect of all members, stay focused on the topic, commitment of time. Open meeting laws and guidelines are being met and followed. Freedom of Information Act compliant.

## II. Indicators of Success

- A. A model was shared of how to look at indicators of success of each committee meeting and the adoption process overall. This includes:
  - 1. **Propose Results Indicators:** Completion of the task, achievement of the goal
  - 2. **List Process Indicators:** How the work gets “done,” how the work is designed and managed, how the work is monitored and evaluated
  - 3. **List Relationship Indicators:** interactions between members, involvement of committee members, trust and respect among committee members

## III. Vendor Solicitations

- A. **Share List of Initial Vendors:** Initial list of vendors was shared with the committee.
- B. **Seek Recommendations to Add to Vendor List:** Vendor list to be emailed to stakeholders, suggestions to be sent to Sheryl Chariton by Friday 9/15/23.

## IV. Communication to Stakeholders

- A. **What, Who, When, How:** *Minutes will be sent out (emailed from Sheryl Chairiton) after each meeting to committee members and community stakeholders.*

## V. Meeting Evaluation

- A. Committee member discussion and review of the meeting.

*Meeting was adjourned at 5:45 pm*