



DRAFT
MINUTES OF SUPPLEMENTAL MATERIALS COMMITTEE
SCOTTSDALE UNIFIED SCHOOL DISTRICT NO. 48
SUSD Mohave District Annex, 8500 E. Jackrabbit Road, Scottsdale, AZ 85250

Date: Tuesday, January 24, 2023 Time: 4:00 – 5:00 pm

Attendance

Present: Dr. Karen Benson, Dr. Kim Dodds Keran, Patricia Pellett, Carrie Kercksmar, Dr. Janelle Danskey, Jan Cromartie-Voelkel, Andrea Blanchet, Carine Werner, Doreen Thomas, Rachel Holstein-Bruyere, Jonna Wallis

Absent:

Information and Discussion

Welcome

- Welcome from Dr. Benson
- Agenda overview

Open Meeting Law, Public Records, and Conflict of Interest

- Jennifer MacLennan with Gust Rosenfeld PLC, discussed several Arizona State statutes in regard to Open Meeting Law, those mentioned were ARS 15-721, ARS 15-722, Public Records ARS 39-121 and Conflict of Interest ARS 38-503.
- This committee is required to follow OML
- The quorum of this committee cannot have a discussion outside the committee
 - Quorum is 6 for this committee
 - Discussions all together or via “serial communication” all count as a discussion
- Emails discussing the committee are subject to PRR
- All concerns about conflicts of interest should be disclosed to Dr. Benson. If there is a conflict, that member should not speak on that specific agenda item.

Norms

- Norms presented were agreed upon, with no additional norms to be added.
 - Be genuine with each other about ideas, challenges, and feelings
 - Listen to understand
 - Practice being open minded
 - Be mindful of how often and how long you speak in consideration of hearing all feedback
 - Ask questions for clarification
 - Support the group's recommendation after consensus is reached.

- Questions and challenges are welcomed. Negative remarks targeting individuals are not in keeping with the core value established in SUSL and will not be allowed during committee meetings

Introductions

Each member of the committee stated their name, affiliation with the district and then shared how they have witnessed a recent example or demonstration of an SUSL core value.

Committee Purpose, Process, and Rubric

SUSL committees make recommendations to the governing board. Board has final say.

- Different types of curriculum materials include:
 - **Adopted Text and Materials:** Text and materials selected through the formal adoption cycle, including committee work, statutory timelines met, and Governing Board approval
 - **Supplementary Books/Novels:** Sets of novels, both fiction and nonfiction, on a reserved book list, stakeholder process with rubric used
 - **Supplemental Materials:** Teaching and learning supported materials, district provided coaching and financial support, used at multiple sites
 - **Ancillary Materials:** Teacher selected material to enhance curriculum
- Committee Process
 - Item/materials is proposed for review from a stakeholder
 - Reviewed at site level first
 - Not resolved? Taken to committee to review
 - Committee Review
 - Committee uses rubric to review
 - Committee discusses together to understand perspectives
 - Recommendations
 - Committee provides final recommendation based on consensus (defined by majority)
 - Governing board makes final decision during annual review
 - Review items for next meeting
- Proposed ideas for improvement from committee members: Ensure the form to request a review is not difficult to find on website, maintain membership on the committee to respond to requests for review as they emerge - month by month, create a system for follow up between site and district team members to ensure requests for review move through process and are resolved.

Upcoming [Tuesday] Meetings

- 1/24 - MDA D 4:00-5:00
- 2/28 - MDA A 4:00-5:30
- 3/28 - MDA D 4:00-5:30
- 4/25 - MDA D 4:00-5:30
- 5/23 - MDA D 4:00-5:30

The group discussed extending the meeting to 5:30 to allow for additional time if necessary, moving forward.

- Question about pop-ups/ads (based on an experience last school year) was posed:
 - Is there a way to block pop-ups/ads on ALL resources?
 - We will invite Dr. Watt to respond and/or attend and explain system/protections in place.

Lesson/material requested for review: *Pebble Go* lesson

- Background info shared:
 - *PebbleGo* was adopted as a supplementary resource well over 5 years ago in SUSL (District will confirm date)

- Resource was recommended as a supplementary resource to support language development
- Being a Good Citizen lesson
 - Context of how resource was used: Aligned to social studies standard “What do good citizens do?” SS Standards 3.C1.1 and 3.H3.1
 - Supporting information/graphic organizer for students to write about how to be a good citizen were shared.
 - *Discussion about ads and PebbleGo* - there will not be any ads because we are not going to leave the PebbleGo domain

Rubric review (refer to paper rubric)

- Individuals review and rate resources using rubric
- Rubric Based Discussion amongst committee members
- Committee members evaluated resource and turned in rubrics
- District team members collected rubrics and will share out results within the week.

Next meeting: February 28th Discuss *PebbleGo* Family Lesson

- Request posed after the meeting via email – to revisit the rubric at next meeting and allow committee members to revise their rating and resubmit (and allow time for this as standard practice, moving forward).

Dated this day __January 27, 2023__