

Welcome!

Elementary ELA Instructional Materials Review and Adoption Committee

October 4, 2023
9:00-3:30
Laguna

Agenda for Wednesday, Oct 4, 2023

1. Welcome
2. Approval of Committee Meeting Minutes from October 2, 2023
3. Review Committee agenda, norms, expectations, and rubric
4. Phase III: Interventions and Supplemental timeline and expectations
5. Review vendor presentations and materials
6. Discussion of vendor programs and recommendation to Governing Board

Approval of Committee Meeting Minutes

Curriculum Committee Meeting Minutes



Scottsdale *Unified* School District

Engaging all students in world-class, future-focused learning

DRAFT **MINUTES OF**

K - 5 English Language Arts (ELA) Curriculum Adoption Committee
SCOTTSDALE UNIFIED SCHOOL DISTRICT NO. 48
Laguna Elementary School, 10475 E Lakeview Dr. Scottsdale, AZ 85258

Date: Monday, October 2, 2023 Time: 8:30 – 3:00 PM

Call to Order

Meeting was called to order at 8:32 by Diane Murphy.

Attendance

Present: Julie Ballard, Jennifer Bethke, Candy Block, Sheena Byerley, Amanda Chilcher, Pat Collofello, Lindsey Denny, Kim Dodds Keran, Alison Ellis, Jennifer Fox, Lizz Gardemann, Beth Greene, Nicole Hamilton, Colleen Harrison, Kaia Hart, Christopher Hodo, Katie Huneycutt, Keri Katz, Cherie Kujawa, Magdalin Leopold, Amber Lindsey, Patty Malley, Brianna Maxwell, Diane Murphy, Briana Reed, Kendall Regan, Lori Soble, Linda Tardie, Raquel Thomas, Megha Tipton, Jesse Torres, Nichole Viderman, Michelle Woulfe

Absent: Mahlaime Boemark, Briana Gillette, Dede Johnston, Kate Russon, Cathy Skinner

Information/Discussion and Possible Action

1. Roll Call and Welcome -

Diane Murphy - K - 5 ELA Coach

2. Review and Approval of Meeting Minutes from September 27, 2023 -

Diane Murphy - K - 5 ELA Coach

- Committee members reviewed the minutes.
- A motion was made by Diane Murphy to approve the minutes as written.
- Motion was seconded by Beth Greene.
- During discussion of minutes, Nicole Hamilton made the revision that was not present at the meeting.
- A motion was made to approve the minutes as amended.
- Motion passed, minutes approved.

3. Review Committee Agenda, Purpose, Norms and Expectations -

Diane Murphy - K - 5 ELA Coach

- Review of norms with area of focus
 - Turn and talk

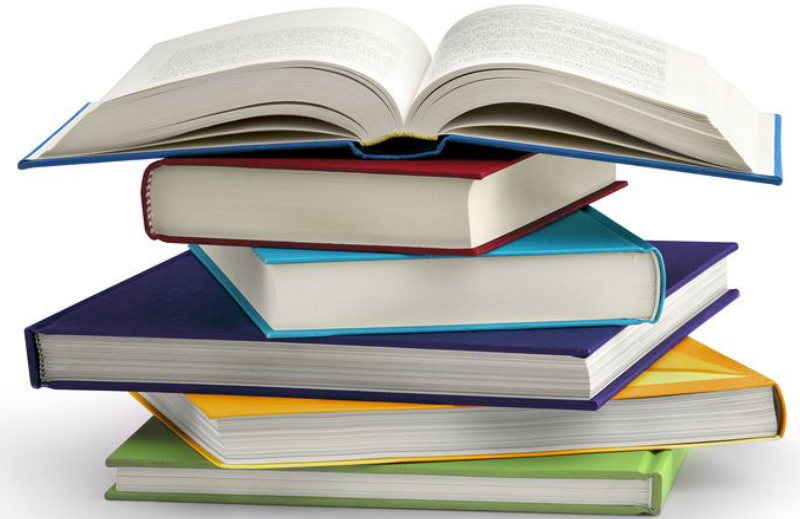
4. Timeline Update -

Diane Murphy - K-5 ELA Coach

- Review of timeline

Purpose

The purpose of the elementary English Language Arts (ELA) instructional materials textbook adoption committee is to review, evaluate, and recommend quality and appropriate textbooks and instructional resources for approval by the district Governing Board.



Public Record

- A.R.S. § 39-121: "Public records and other matters in the custody of any officer shall be open to inspection by any person at all times during office hours."



Conflict of Interest

A.R.S. § 38-503

- If anyone on the committee has concerns about their connections to a potential vendor, please raise those with the committee head.
- Unable to accept gifts from potential vendors other than minimal items and meals.



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Teaching and Learning
Secondary Science Curriculum Adoption Committee
8990 East Jackrabbi Road
Scottsdale, AZ 85250

Telephone: 480-484-5009
Web site: www.susd.org

Dear Committee Member:

You have been selected to participate in the evaluation of the above referenced Invitation for Bid/Request for Proposal. Your selection was based upon your technical qualifications in this area and your ability to develop an objective/subjective analysis of each bid/proposal.

It is essential that the integrity of this process be maintained to ensure that each bidder/officer is given fair and equal consideration. Your familiarity with particular brands, types of products, material, or firms may tend to influence your evaluation; however, you are required in this specific instance to be particularly objective and guard against any tendency that might slant your evaluation in favor of a personal preference.

You are required to report to the Committee Chair, Dr. Kimberly Dorda Kerns, any actual or potential conflict of interest as defined in A.R.S. 38-503.

An additional consideration is the legal mandate to maintain strict secrecy and confidentiality regarding the content of any bid/proposal, as well as the proceedings of the Evaluation Committee meetings during the evaluation process. Now that this process has started, it is essential that any contact with the officer be through, and by, the Chairman of the Evaluation Committee.

In addition, the Evaluation Committee Member shall not communicate, except during formal Committee meetings, with any officer or potential subcontractor to that officer prior to award nor shall that Member discuss bid/proposals or their evaluation with anyone other than the Chairperson and Evaluation Committee Members. This statement is mandatory.

To emphasize the importance of the above considerations, you are asked to sign the following statement:

I have read and understood the above and agree to be bound by the rules and principles represented. I know of no conflict of interest on my part nor have I committed any inducements or accepted any gratuity or favors that would compromise my impartiality. I will maintain all deliberations of the Evaluation Committee in strict confidence during this process. My recommendations shall be based upon objective/subjective review of the bid(s)/proposal(s) and the appropriate award criteria from the bid/proposal in accordance with the School District Procurement code.

Printed Name

Position

Signature

Use of Form Recommended by Attorney General's Office:
Source: State Procurement Office
D-56 (10/2009)

Confidentiality Agreement

A.R.S. § 38-503

I have read and understood the above and agree to be bound by the rules and principles represented. **I know of no conflict of interest on my part nor have I committed any indiscretion or accepted any gratuities or favors that would compromise my impartiality.**

I will maintain all deliberations of the Evaluation Committee in strict confidence during this process.

My recommendations shall be based upon objective/subjective review of the bid(s)/proposal(s) and the appropriate award criteria from the bid/proposal in accordance with the School District Procurement code.



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Teaching and Learning
PreK-5 ELA Curriculum Adoption Committee
8500 East Jackrabbit Road
Scottsdale, AZ 85250

Telephone: 480-484-5009
Web site: www.susd.org

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An additional consideration is the legal mandate to maintain strict security and confidentiality regarding the content of any bid/proposal, as well as the proceedings of the Evaluation Committee meetings during the evaluation process. Now that this process has started, it is essential that any contact with the offeror be through, and by, the Chairman of the Evaluation Committee.

In addition, the Evaluation Committee Member shall not communicate, except during formal Committee meetings, with any offeror or potential sub-contractor to that offeror prior to award nor shall that Member discuss bids/proposals or their evaluation with anyone other than the Chairperson and Evaluation Committee Members. This statement is **mandatory**.

To emphasize the importance of the above considerations, you are asked to sign the following statement:

I have read and understood the above and agree to be bound by the rules and principles represented. I know of no conflict of interest on my part nor have I committed any indiscretion or accepted any gratuities or favors that would compromise my impartiality. I will maintain all deliberations of the Evaluation Committee in strict confidence during this process. My recommendations shall be based upon objective/subjective review of the bid(s)/proposal(s) and the appropriate award criteria from the bid/proposal in accordance with the School District Procurement code.

Printed Name

Signature

Position

Date

Legislation: Move On When Reading

[A.R.S §15-704](#) -

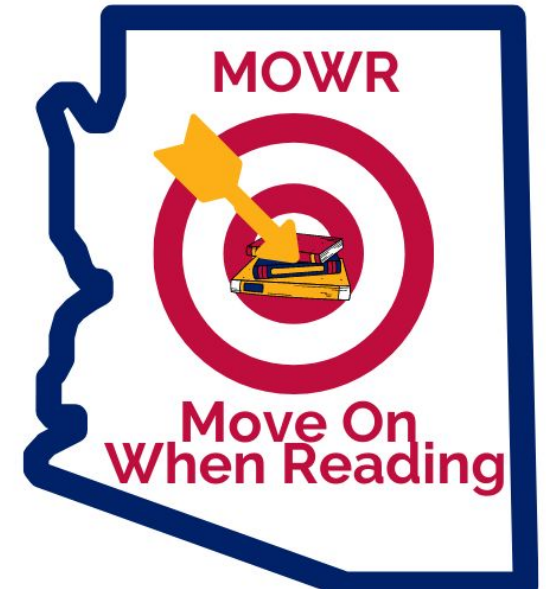
- screening and diagnostic reading assessments
- evidence-based core reading curriculum
- teacher training on evidence-based reading research
- time to explicit evidence-based core reading instruction

[A.R.S §15-211](#) -

- explicit evidence-based instruction
- Dyslexia Training Designee (DTD)
- Literacy Plan
- Support early reading instruction

[HB2026](#)

- Literacy plan and triannual data approval by ADE MOWR team



Legislation: Move On When Reading

[A.R.S §15-701](#) -

- **retention of a 3rd grade student** that does not demonstrate sufficient reading skills on the statewide assessment.
- **parent communication** to any student at risk of reading below grade level will receive written notification of specific reading deficiency within three weeks of identifying reading deficiency.

Legislation: Sexually explicit materials

[HB 2495](#) - Sexually explicit materials

- Schools may not **refer students to or use any explicit material in any manner.**

Committee Norms

We will be...

- be fully present.
- listen to understand and ask questions for clarification.
- be open to new ideas.
- invite and welcome the contributions of every member.
- be mindful of how often and how long you speak.
- support the group's recommendation after consensus is reached.
- questions and challenges are welcomed. Question and challenge the idea, not the person.



Consensus Decision Making

- Consensus decision making is a **group decision making process** that seeks consent of all participants where **everyone's opinions are heard and understood**.
- It is an **acceptable resolution**; one that can be supported, even if it is not the “first choice” or “favorite” of each individual.



Consensus is...

- consenting to a proposal because **group members choose to cooperate** with the direction of the **group** rather than **insist on their personal preference**.
- ***“Is this proposal something you can live with?”***
While group members may be willing to go along with a proposal, **they do not actually need to favor it above another choice**.
- to ***“consent”*** means that even if group members disagree, **there is still overall consent to move forward** in order to settle the issue.



Clarifying Decision-Making Process

Defining Consensus

Defours et al - Definition of Consensus:

All points of view have been heard.

The will of the group is evident even to those who most oppose it.

If all members of a committee/group must agree - or if every member of a committee can veto taking action - groups will be subjected to constant inaction... a state of perpetual status quo.

Without a shared understanding of consensus, persons determine their own standards.

Consensus decision making is a group decision making process that seeks consent of all participants where everyone's opinions are heard and understood. It is an acceptable resolution; one that can be supported, even if it is not the "first choice" or "favorite" of each individual.

Timeline for Phase 2

Date	TENTATIVE focus of meeting (subject to change)
Wed., Aug 23	Review Phase I, laws, adoption criteria, rubric, review materials
Tues., Aug 29	Review materials
Tues., Sept 5	Review materials
Mon., Sept 11	Review materials
Mon., Sept 18	Review materials; recommend programs for presentations
Wed., Sept 27	Review material recommended for presentation
Mon., Oct 2	Vendor Presentations - 8:30-3:00 MDA
Wed., Oct 4	Review vendor presentation; decision on recommendation - 9:00-3:30 Laguna
Tues. Oct 24/Nov 14	Governing Board meeting - First Read (10/24), Board Action (11/14)

SUSD Core Values



Excellence: growth-minded, high expectations, creativity, persistence, self-discipline.

Integrity: honesty, transparency, and reliability through our words and actions.

Empathy: kindness, love, compassion, and joy.

Trust: earn the confidence of stakeholders through accountability, openness, and authenticity.

Inclusion: respected and treated with dignity, and has a sense of belonging.

Unity: connect across communities to advance educational opportunities for all.

Timeline for Phase 3: Interventions and Supplementals

Subcommittee of K-5 ELA adoption committee

Date	TENTATIVE focus of meeting (subject to change)
Mon., Oct 30	Review Tier II, III, and Supplemental materials
Mon., Nov. 13	Review Tier II, III, and Supplemental materials
Mon., Nov. 27	Review Tier II, III, and Supplemental materials
Mon., Dec. 11	Review Tier II, III, and Supplemental materials

Please let Diane know if you're interested in continuing to review materials in Phase 3

Review Vendor Presentations and Materials

- List of materials
- Rubric criteria for presentations
- Questions and answers about materials
- Teaching one day's lesson plan



Recommendation for Adoption to Governing Board

- Standards
- Committee criteria, rubrics
- Perspectives - Teachers, Students, Parents
- Evaluations/Feedback - Public viewing, EdReports, etc.
- Group decision making process - acceptable resolution - one that can be supported even if not an individual's favorite. There is overall consent to move forward. All points of view are heard.



RECOMMENDED

thank
you