

K-6 Mandarin Language Arts Curriculum Resources Committee Meeting

Date: September 10, 2024

Time: 3:30-5:00 pm

Location: Whispering Wind Academy

Facilitator: Sheryl Chariton, World Language/DLI Curriculum Specialist, Beth LeBlanc, English Language Arts Curriculum Specialist

Committee Members Present:

- **Administrator Representative** – Jean Koeppen, Assistant Superintendent of Curriculum & Instruction
- **Teaching Staff Representative** – Shuang Gou, Teacher
Ruth Jay, Teacher
- **Principal Representative** – Rebecca Rodriguez, Principal
- **Parent Representative** – Amanda Courtright-Lim

Purpose of Committee: The Curriculum and Instruction Department will be facilitating the committee process for establishing a K-6 Mandarin Language Arts 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-6 Mandarin Language Arts 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-6 Mandarin Language Arts 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, & Beth LeBlanc

Committee members introduced themselves.

- B. Purpose of Committee:** To establish a K-6 Mandarin Language Arts 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 February 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:

- Adding November 7
- Canceled December 3
- Adding February 27

- 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 9/13/24.

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 4:45 pm