

**MIDDLE SCHOOL MATH TEXTBOOK REVIEW  
MEETING MINUTES  
FOR 11/7/06**

Committee members in attendance: Chris Sogn, Keith Barber, Randy Lobe, Eli Normoyle, Ericka Boysen, Michael Cimino, Debbi Hardy, Matt McCauley, Monica West, Kate Trafton, Dan Casler, Jan Stuckey, Carla Borggaard, Marta Gomez-Buckley, Steven Kant, Theresa Tsou-Jeng, Chris Mondau, Kelly Pankau, George Strid, Joni Wolpert, Maureen Rathbone and Vickie Tuvey. Tricia Kelley present as recorder of minutes. Alice Burman present as presenter. Dick Withycombe present as facilitator. Several community members present as observers.

Matt McCauley opened the meeting with the introduction of Dick Withycombe. Dick will be the facilitator of this textbook review process. He is from Portland, Oregon. His past experience includes working as a high school and college educator. He has been a facilitator for 25 years and has worked previously with school districts. This is his first time coming into the facilitation process mid-stream.

Dick thanked the committee for this opportunity. He will do the best he can to support our work. He asked committee members to introduce themselves and describe their current assignment and number of years with the Olympia School District. Introductions of committee members were made.

Dick began as an educator in political science and social studies, and clarified that while he has worked as an educator and as a facilitator with school districts before, he is not a math expert. He will be asking questions throughout the process that will help him understand and catch up with our process. He asked for the committee to quickly review the minutes from the previous meeting, and comment on any changes or omissions.

Meeting minutes changes/omissions suggested: Do not attach names to specific comments. Marshall Middle School will be M.A.P. testing 3 times per year, not 4. Page 3/line 30 of minutes should read "Matt suggested looking at improvement *in addition to* actual scores." Emailing minutes before upcoming meeting was helpful; continue this practice. Minutes adopted with suggested changes.

Food and water is available, there will be a break at about 1:30. People are encouraged to move around during the meeting as needed. The meetings will all begin and end at their appointed times. Dick will encourage all committee members to be actively involved. Please raise your hands if you have comments, so all can be recognized to speak. He will try hard to listen and will be efficient with the time available for the meeting. He listed his email address and encouraged those with concerns or comments to email him or talk to him at a break. His goal is that all committee members feel good about the experience, which may be different than feeling good about the outcome.

What decisions have been made thus far about the process? There has been open discussion and voting. Dick suggested that he has facilitated groups that use voting, consensus, and consensus with voting as a backup if the group is not able to reach a decision by consensus.

The question was raised of who has voting rights. Malinda Lamm and Joan Valz are unable to continue on the committee, and their vacant positions have been opened up with the principals from those middle schools for replacements. One parent is absent, and we don't know the status of their participation. Chris McNabb, who replaced Monica West as a representative from CHS, is absent due to personal reasons. Michelle Parvinen from the School Board was not able to make today's meeting. Debbi Hardy is new to the committee in her role as Curriculum Director. 2 of 4 middle school principals are represented. There is an equal balance from the high schools. Washington Middle School has 4 teachers, with the other middle schools represented by 2 teachers each. However, due to the size difference of WMS this seems to be balanced. 5 parents are represented on the committee, 3 from WMS, 1 from MMS, and 1 from JMS.

Dick suggested that due to time constraints, the committee needs to make a decision regarding whether there should be additions or changes to the committee make-up and when the cut-off to these changes should be. Do we want to fill vacancies? Is the current committee adequate? Do we need to add members? Committee discussed current make-up. Concern was expressed regarding parent representation on the committee. Should it include other middle schools? It was proposed and decided that 2 additional parents could be added to the committee. One from each of the unrepresented middle schools (Reeves and Jefferson), and that it would be most equitable if they are parents of Level 1 or low Level 2 math students. Matt McCauley will meet with the Reeves and Jefferson principals and ask them to seek out a parent from their school who would serve on this committee.

Dick asked what has historically been the representation on committees for other adoptions. The last 3 middle adoptions in math has only had middle teachers on the committee. For the most recent reading and social studies adoptions it was all district staff except for 1 parent represented on those committees. Dick commented that if the parents present at this meeting as observers have concerns or comments, they should write these down on the Public Comment Opportunity form provided and leave in with him at the end of the meeting. It was brought up that there are 5 administrators on the committee – 3 district staff and 2 principals. The question was on the voting rights of district staff. Dick decided that we will fill the gaps in the committee, but will not take members off, with no discussion from the committee. It is decided that the deadline for new members to be added is our next meeting, Dec. 6<sup>th</sup>. New members will be asked to review past proposed curriculum options and minutes to try to catch up with the committee process. New members must be present at the next meeting to be added. And if voting is necessary, committee members must be present to vote.

The committee discussed the process of making decisions. This decision process proposal was agreed upon: The committee will try to make decisions based on sharing

information and consensus, with a back-up plan that members can call for a vote if consensus cannot be agreed upon. Dick will monitor the “call for a vote”, so that adequate work will be made toward the goal of consensus. The vote must be a 2/3 majority to be a decision. Members must be present at the meeting to vote. Vote will be by closed ballot.

The following are suggestions for continuing the decision process:

- ◆ Don’t personalize the decision. The decision should be issue based and data driven.
- ◆ The committee should re-identify their goal.
- ◆ Annotated data should be presented to the group.

Dick called for a 3-4 minute discussion regarding “What is the charge of this group?”. Following discussion of committee the charge is decided as: The committee is to make a recommendation to the OSD Board regarding middle school math material; principally core text or texts and supplemental materials as needed; with the understanding that Algebra and Geometry will be consistent text across the district in middle and high schools. Concern was expressed on the framework of how the curriculum will be implemented.

Alice Burman made an assessment presentation. The presentation included:

- ◆ Olympia School District WASL math scores.
- ◆ Slides from several previous Board presentations.
- ◆ Discussion that understanding the math tracks within our district, will help us understand how the scores pertain to this decision/recommendation.
- ◆ Slides showing baseline WASL scores for OSD and for Washington State.
- ◆ Our WASL scores as related to AYP Stair Step federal goals from 2002 – 2014.
- ◆ Math tracks slides (see handout) showing the breakdown based on how many students passed the WASL in each particular track.
- ◆ Discussion that the area of largest concern is of students who are on-track or below.
- ◆ Questions from Alice as to what would be useful information for this committee.

The question is raised of what is the difference in 10<sup>th</sup> grade math scores between the 3 OSD high schools. The 3 high schools performed similarly within each math track, however OHS has a higher percentage scoring within the higher math track and CHS has higher percentage of students in mid-level and below-level tracks. Is there are trend in the math track bands? There is a shift. More kids are moving into the high tracks (above grade level). Dan Casler and Alice Burman will work together to look at 10<sup>th</sup> grade level data.

Dick poses the question: What do you perceive to be the implications of this presentation on the charge the committee has? Committee discussion includes comments of:

- ◆ Bringing at or below grade level students up to standard
- ◆ Keep what works. Don’t make decisions that will impact something that already works.

- ◆ One member offered the opinion that math performance in elementary schools seems to be a key factor that decides student performance in middle school. Based on 2006 WASL results, declines in student performance in math began in elementary schools. The downward trend was stopped or reversed at middle levels. Elementary school materials need to be better aligned with middle school materials. (This opinion was not based on data presented by Alice Burman at this meeting).

- ◆ The data presented has relevance for selection of our visitations.

The Data Sub-Committee met last week. Monica West handed out a chart of data gathered from the OSPI website, Just4Kids website and other districts within Washington State. Committee discussed the matrix for visitations. It was decided that:

- ◆ We should look at WASL scores of other districts and do visitations to schools with WASL scores that are higher than our district's.

- ◆ The curriculum should have been adopted and used for more than 2 years.

- ◆ We should visit schools using CMP, Holt, Prentice-Hall and McDougal-Littell curriculum. Monica West will check to see if there is another school using McDougal-Littell that is on this side of the state, so we can do a visitation to a school using that curriculum.

- ◆ We can facilitate the assignment of who will attend and which schools we will visit via email.

- ◆ K-12 Teaching and Learning will organize visitations and contact interested committee members with details.

- ◆ A Potential Questions for School Visitations was handed out, and 5-6 questions from the list were identified to be used as the framework for visitations. These questions must be asked by the visitation group, so that each group can share the information with the committee around the framework of these same questions. The mandatory questions are:

- ◆ What are your class sizes in mathematics?

- ◆ How many minutes are in your regular math classes?

- ◆ What instructional materials do you use in the elementary school?

- ◆ How do your high performing students respond to your current program?

- ◆ How do your low performing students respond to your current program?

- ◆ In what kind of professional development do your teachers participate? (DMI, First Steps, PLCs, publisher reps., consultants, etc.)

- ◆ What are parent reactions to your current instructional materials?

- ◆ Other questions may be asked from this list, but are optional.

- ◆ Be mindful of judgments when doing a classroom observation during your visitation. This is just a snapshot of how the class may work and interact.

- ◆ It would be good to mix up the participants in the visitations, to get a cross section of committee members with varying philosophical differences in curriculum styles.

The following committee members expressed interested in participating in visitations:

- ◆ Carla Borgaard

- ◆ Maureen Rathbone

- ◆ Matt McCauley

- ◆ Steven Kant

- ◆ George Strid

Kelly Pankau  
Kate Trafton  
Dan Casler  
Debbi Hardy  
Keith Barber  
Chris Mondau  
Monica West

The next meeting is Wednesday, Dec. 6<sup>th</sup>, from 3:30-6:00pm. Homework for the next meeting is:

- ◆ Be prepared to review visitations and the visitation schedule
- ◆ Introduce new members
- ◆ Review the agenda and minutes from previous meeting
- ◆ Retest the “charge” of the committee
- ◆ Come having given some thought to the following questions:
  - Where do we have apparent agreement as a group?
  - Where do we appear to significantly disagree?
  - Where are we conflicted as of now?

Write your thoughts down. Dick will use these questions to check the pulse of the group. This will show us where we are in the process and what we need to work on.

- ◆ Also look at the question of what are important issues we haven't yet addressed.

We will need to move our January 17<sup>th</sup> meeting to January 16<sup>th</sup>. Due to time limitations today, we will discuss this further at the next meeting.

Meeting adjourned.

**NEXT MEETING:**

**Wednesday, Dec. 6<sup>th</sup>, 3:30-6:00pm, Knox Board Room**