

Minutes of Middle School Curricular Materials Alignment Team Meeting

28 September 2010, 10:00 a.m. to 4:00 p.m.

ESD 105, Yakima, Washington

Done in cooperation with the ESD's of Washington State and Washington State LASER

Facilitated by Mary McClellan, MAT, NBCT

Goal of project: Provide the greater educational community of Washington State a research-based tool that will support instructional alignment of the LASER recommended middle school curricular materials to the 2010 Washington State Science Learning Standards.

Outcomes for today:

- Review final draft documents of MS science curricular materials alignment
- Discussion of website location/linkages and usage
- Formalize additional final steps for completion of project

Those in attendance: Georgia Boatman, Mike Brown, Sonia Siegel Vexler, Mark Watrin, Peggy Willcuts, Wendy Whitmer, Mary McClellan

Materials provided: Agenda, draft alignment documents and reports.

Agenda Item	Minutes
Welcome and review of agenda	Agenda was reviewed and all items accepted with no additions. A pre-think about individual meanings of the term "alignment" was shared by participants.
Review of process and documents	The process for the entire project as delineated in the final report which was reviewed in detail. Multiple questions were asked by the review team and answered by the project facilitator and the Regional Team Leaders. The Final Report and Appendices A, B and E of that report were read, discussed and edited. All edits have been reviewed and incorporated into the final documents.
Presentation and review of electronic tools	Mike Brown presented, explained and detailed the use of the electronic alignment tool that was employed to complete this alignment. It is an interactive tool that allowed aligning teachers to enter, edit and vet all entries in the alignment in a most efficient manner. All of the criteria and suggestions made by the leadership team in prior meetings were carefully

	<p>taken into consideration and incorporated into the design of the alignment tool. The design of this tool may well serve as a prototype for further standards alignment projects. Mike Brown and Aurelio Garcia are owed a debt of gratitude for all the work, creativity and man-hours that have gone into the development of this alignment tool. The project would not have been possible without it.</p>
Review of the At-a-Glance documents	<p>An At-a-Glance document for each instructional set of materials was presented and reviewed. The At-a-Glance alignment symbols are the same as those used in the overall alignment and meet the same criteria for the alignment of the entire module rather than a specific lesson, activity or unit found within a module. Modules were evaluated as a whole and given an overall score reflective of the highest level of alignment for any one lesson, activity or unit within that module for each standard. Further details and the documents can be found in the Final Project Report found at: www.wastatelaser.org/ support/MS Project.htm. There were suggested edits to the symbol key which were incorporated into the document.</p>
Presentation of final alignment tools for teachers	<p>Mike Brown presented final alignment documents that were sorted both by standard and lesson for the STC/MS module, Catastrophic Events. Both documents will greatly support teachers in their planning and implementation of the Washington State Science Learning Standards. Once again, a debt of gratitude to Mike Brown for his ingenuity, expertise, work ethic and dedication to the vision of this project.</p>
Discussion of website and future usage	<p>It was agreed that the two teacher alignment documents mentioned directly above will provide the base of the use of this alignment. PDF documents will be developed for use with each aligned module and can be found at: www.wastatelaser.org/ support/alignment.asp. These are open for use by teachers and administrators. The alignment tool can be sorted in multiple ways and should one want to do that the project manager or ESD 105 should be contacted for further information.</p>
Closure and evaluation	<p>A discussion of “lessons learned” was a part of the overall evaluation and the following items were mentioned by the team: clear need for higher levels of funding to do this work; provide a longer timeline to complete the work; facilitator needs a higher level of pay; only one person should facilitate the grant; establish roles sooner; begin identifying teachers sooner; add the vetting process as a budget item; include funding for substitutes for planning meetings in the budget; increase travel budget; include an administrative support person in the plan from the beginning.</p> <p>A discussion of next steps followed and included: Move the alignment work to high school; begin investigating and writing grants to fund the high school alignment and move the elementary alignment work that has been done into this same format.</p>

	<p>The final feedback for the meeting was highly positive, praised the work done and team members. There remains a question of formatting all documents in an 8x10 formats and timeline. When will the documents be available for distribution? All project documents will be complete by the close of day, 30 September 2010. Mike Brown, Peggy Willcuts and Georgia Boatman all committed to work as rapidly as possible to complete the module based documents that are sorted by lesson. It is the hope they will be completed within the next week or by October 12.</p>
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Respectfully submitted:

Mary McClellan, NBCT
33211 38th Ave S.
Federal Way, WA 98001
253-952-2994 (office)
253-217-6827 (cell)
mmclellan2k@earthlink.net