



HCP Advisory Committee - Minutes

Tuesday, May 21, 2024 | 3:30-5:00pm | District Office

Meeting called by: Roberta Kramer, Assistant Superintendent

Members present: Kelli Cox, Debbie Crabtree, Jennifer Hamilton, Susan Horstman, Roberta Kramer, Shelley Opgenorth, Paula Perron-Bates

Members Absent: Pam Brantner, Trisha Doumit, Grace Grow, Carone Jones

Call to order: 3:35

Minutes from the meeting on February 28, 2024, were reviewed.

Highly Capable Program Goals/Vision

The Highly Capable Program TOSA presented goals & vision for the highly capable program. She expressed her proposal was informed by both the parent and teacher survey and was aligned with the Pullman School District mission and Pullman Promise. She raised issues about communication and training the committee should examine and made suggestions about possible opportunities to pursue in the coming year.

Proposed for next year is for the student instruction and training of teachers be more data driven to look for patterns and themes to guide the goals. Based on results of a teacher survey, there may be barriers to consider if moving forward with implementing a data driven, measurable goals for accountability.

Based on parent feedback, the TOSA learned that parents did not fully understand the how students received highly capable services in the classroom. Some parents thought the program would provide individual instruction for their child. Families were also unclear the use of student growth as an indicator of academic performance. They expressed a need for improved communication from the district regarding the highly capable program services that is responsive to their concern about their student's development. Parents were also favorable to the idea of having access to a support community for families of highly capable students.

- A committee member asked for clarity on whether it is district or teacher responsibility to explain program services to families. Specifically, who is the go-to source to direct parents regarding questions about program start dates, structure of services, and is there a reference resource to direct parents. The TOSA expressed there currently is not a resource for parents to learn more information once their student has been placed in the program. However, the TOSA is developing a resource that can be accessed on the district website.

As a response to parent requests for improved communication and community, the TOSA suggested the program pursue developing a highly capable family community. Families were not favorable towards the quarterly highly capable program newsletter and that some were not receiving.

- The committee discussed the pros and cons of using social media such as time for monitoring posts and whether the district could facilitate family connection rather than serving as the platform host for a social media community. The committee expressed using Parent Square as a preferred alternative to pursue as it can be better managed and provide translation.
- A committee member expressed that because families are a few in number and spread through the district, a parent network across grades and school would be positive for families. Another committee member suggested the district could host a highly capable families (both parent and child) at the schools. There was discussion among the members what district involvement would look like in facilitating the

development of a parent network. The idea of a parent night would be a first good step to introduce the idea where families could discuss face-to-face the next steps as a parent group. The committee expressed the district could offer space for families to gather, but the network would be a family organization managed by families.

The TOSA communicated to the committee that availability of time for training is a concern for teachers. Based on the teacher survey, 83% would like to receive highly capable teacher trainings on learning improvement days and 33% were favorable to after school sessions. Observing this past year, the TOSA recommended teachers would benefit from training to recognize, flag, and respond to performance that is not meeting District's academic goal for highly capable students.

Parent Information Nights

The TOSA introduced having a meeting with those families whose children have been newly placed for highly capable services. Currently, families will receive a letter informing their child is eligible for services in the coming school year, but there is not a follow up preparing the student for what to expect for fall. The committee discussed this night could also serve as an opportunity for existing families with students transitioning from elementary to middle or middle to high school to learn what to expect and ease concern.

- The assistant superintendent informed the committee that they have spoken with school leaders that they are to communicate what to expect from this transition to families of students moving from 5th to 6th grade. Further, she corroborates the TOSA's concern noting she has found that parents do not have a full understanding of what to expect.

Student Data Guiding Professional Development

The TOSA requested the committee consider supporting the development of professional learning opportunities for teachers that address how to interpret data, how to share this data share with parents, and use student data to guide classroom instruction.

- A committee member stated that teachers do need support in understanding and how to share with parents their student's performance in relation to the district defined academic goal for highly capable students. She suggests there is a misconception with an overarching concern that students have not met the goal rather than the goal is to help students achieve that goal. She has observed that there are highly capable students that do not meet the academic goal in both ELA and math.
- The committee ended with further discussion should follow regarding the use of data and specifically how to support teachers and students with regard to the academic goal as outlined.

Classroom Report

The TOSA had the opportunity this past year to work with small groups in the classroom. She believes this a valuable tool for the highly capable program TOSA to get to know the children and service as their advocate. The small group setting also allowed her to try out extension and to see what is feasible.

- A committee member raised that materials are taught as a whole group and asked if there are kits available that foster independent, guided work designed with teacher check-ins.
- The TOSA believes such material can be built and then can be attached to essential standards. However, it is not currently available and would take time to create. This is something she would like to see developed.

Update on Parent/Guardian Night

A family night was hosted at the high school for families of currently enrolled highly capable students. About seven families attended that were largely from the secondary population. The TOSA suggested the turn out may

have been reflective of the advertisement and suggested more effort be taken next year to ensure families have time to plan.

The information presented at the event was based on feedback of a parent survey that requested their input on the topics they were most interested in. However, those that attended did not make the connection that presentations were guided by family input from the survey. If this is done in the future, be advised to clearly state purpose of survey and what parents can expect. What the parent did communicate at the event was more information about program services.

- The assistant superintendent commented that program services would be clarified at parent nights held for families whose students were just determined eligible – should such introductory nights be held. Such introductory events would be held at the elementary, middle, and high school levels as the expectations and experience is different. The Parent/Guardian Night address families from all grade bands at a single event.
- In response, a committee member suggested the district host a highly capable curriculum night. The committee was favorable to this idea. There was a suggestion that there could be a resource night with different programs in addition the highly capable program. The committee expressed having an event that would cultivate the expectations with those students targeted for transitioning and holding such an event in the spring following placement would be a good time. The committee also expressed this would be a good opportunity to target those students transitioning to 6th and 9th and encourage parent communication with teachers.

Spring Referral: placement and process overview

The TOSA presented observations about the spring referral process and suggestions for future administrations. In reviewing the screening data alongside teacher referral data, she believes it would be best practice to provide communication about the referral process teachers as well as guidance on recognizing the characteristics of potential highly capable students. It was noted by a committee member that some parents do not wish their child to be referred for services, and some of the data the TOSA is observing reflects that. In response, the TOSA did agree with more TOSA-teacher engagement with the referral process could be practiced in the future.

Items for fall

- Discuss fall highly capable program referrals
- Review progress monitoring data

Meeting Adjourned: 4:35 PM

Proposed Meeting Dates

- October 2024 3:30-5 p.m., District Office Community Room – date to be set in August 2024