

# Highly Capable Program Advisory Committee Meeting Summary

Date of Meeting: January 7, 2021 | 3:30-4:30pm

**Meeting called by:** Roberta Kramer, Assistant Superintendent

**Members Present:** Roberta Kramer, Pam Brantner, Grace Grow, Shelley Opgenorth, Carone Jones, Trisha Doumit, Paula Perron-Bates, Susan Horstman, Tessa Powell, Lani DeBuhr

**Members Absent:** DeClan Keogh, Susan Horstman

## 1. HiCap New Family Information Night

The Committee discussed the best way to share HiCap Program information with families and the public without having it be in a building with everyone present. It was decided to make information videos via Screencastify and have them available from the district website for parents/public to watch from home. Grace Grow and some HiCap teachers will make the videos and parent questions will be directed to the Instructional Programs email. The videos will be available for viewing from February 16 – March 2, the day before the referral window opens. It will be advertised in the Pullman Community Update, on the District website, in school newsletters and an email will be sent to parents.

It was also recommended a video be made for principals to share with their staff well before the referral window begins on March 3<sup>rd</sup>. This video would explain the referral process and encourage teachers to be thinking about students who may qualify for the program.

## 2. HiCap Spring Referral Dates & Information

The referral window is set for March 3 – 5, the week of conferences. Translated letters have been completed and will be mailed out. The advertisement of this has been submitted to the Pullman Community Update and will be communicated via email and on the district website.

## 3. HiCap Program Qualifications & Assessments

Susan Horstman recommended the Committee look at the assessments and process used to qualify students and what the district qualifies as a HiCap student. It has been a number of years since this area of program has been reviewed and after some discussion, the Committee agreed. Roberta Kramer recommended creating an ad-hoc group to review the qualifications and report their findings and recommendations to the Committee. The group would meet 4 times after school and Roberta invited Committee members to be a part of the group. Committee members need to email Lani DeBuhr by next Tuesday, January 12<sup>th</sup> if they want to be in the group.

## 4. Advertising & Recruitment Plan for HiCap Program

Paula Bates recommended the Committee discuss the different ways the district advertises and recruits for the HiCap Program. This recommendation was given in response to the information OSPI is requesting in the CPR.

Currently to advertise the program, the district uses district website posting, emails to families, teacher and counselor communication to families, New Family Information Night, advertising in the Pullman Community Update and some schools advertise it in their school newsletters. For recruitment, the counselors and teachers are heavily relied upon to identify and refer students for the program. Grace Grow also reviews MAPs scores to identify students who may qualify for program.

After discussion the Committee recommended, in addition to what is already being done, to ensure the following is happening so the program is advertised well and students are being identified and referred:

- Offer virtual experiences for families to learn about the program, the Screencastify videos is a great start for this.
- Ensure staff are reminded and/or trained annually on how to identify and recruit students for program. Grace had made a PowerPoint in the past for principals to use during staff meetings to accomplish this, she can do this again.
- Ensure all school newsletters are advertising the program activities and referral process.

#### **5. Miscellaneous Discussion**

**Support:** Tessa Powell offered to help in any way she could help with promoting and recruiting for the program.

**PHS Qualification Measures:** SBA scores are used to assist in identifying high school students for the program. Due to students not taking the SBA last year the data they have is out of date. Shelley Opgenorth asked if GPAs could be used as a measurement for identification. Roberta said GPAs often don't reflect a student's academic characteristics as well as other methods but could be a good starting point. Grace recommended counselors begin looking for highly capable qualities and characteristics in students, this in conjunction with SBA scores would be a good base to identify students. The Committee agreed and suggested looking closely at students in fine art classes as well.

**4:00 pm: Roberta Kramer adjourned the meeting.**