

Lake Washington School District Executive Limitation Monitoring Report

EL-8, Instructional Materials Selections June 9, 2016

Executive Limitation: The CEO shall select textbooks and instructional materials that advance the achievement of the Board’s *End Results* policies.

Accordingly, the CEO shall:

1. Ensure appropriate input from the following groups as textbooks and instructional materials, including content-based software, are reviewed and selected: students, parents, teachers, administrators and other staff members involved in the instructional program.	In Compliance	
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Evidence

Curriculum Adoption Committees

Administrative Policy IIAA, Textbook Selection and Adoption, governs the procedures utilized to adopt materials. This policy calls for the screening and selection of instructional materials through a cooperative process shared by teachers, administrators and community persons. In order to ensure appropriate input from these groups, we seek diverse representation in our selection of adoption committee members.

At the beginning of materials adoption cycles, teachers and administrators are recruited to serve on adoption committees. Announcements describing the work and responsibilities are made via our District Digest to administrators and are sent directly to teachers. Teachers expressing interest are asked to complete an application. The application asks teachers to respond to three prompts. These include:

- 1) What skills or experiences would you bring to the work?
- 2) Why are you interested in serving on an adoption committee?
- 3) Biographical information (grade level/subject area taught, school, years of experience)

Parents and community members are also recruited to serve on adoption committees. This process of recruiting parent and community members starts with an announcement on our district website. Press releases and social media are also used to direct people to our site. In addition, we ask principals to let parents know of the opportunity to serve on an adoption committee and how to apply. Parents and community members interested in participating in one of these adoption committees are asked to complete a brief online application on our district website or to contact the Director of Curriculum, by email.

A brief application asks parent and community members to respond to two prompts. These include:

- 1) Please provide a brief statement describing your interest in serving on an adoption committee, as well as any relevant skills, experiences, or perspectives that you would bring to the committee.
- 2) Please provide contact information. (Also used to determine Learning Community).

For the 2015-16 school year, we were able to accept all applicants to our adoption committees.

EL-8 Instructional Materials Selection

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Curriculum Adoption Pilot Process

In the second year of our two-year adoption process, instructional materials are piloted in classrooms. During this process, materials are used by teachers to deliver lessons in their classrooms. At the conclusion of the pilot period, teachers and students complete surveys asking them to rate the materials in areas such as readability, organization, accessibility and how well the materials support learning. In addition, we ask about the overall quality and usefulness of the materials. Data and comments collected from surveys are used to inform a final recommendation for adoption.

Instructional Materials Committee

A key component in policy IIAA is the establishment of the Instructional Materials Committee (IMC). This committee reviews all materials to determine if proposed adoptions are meeting the guidelines established in policy. The IMC has representation from parents, students, administration, librarians, and teachers. The committee carefully reviews all proposed materials and then makes a recommendation to the Board of Directors based on the alignment of the materials with district goals and criteria.

IMC committee members are selected to ensure appropriate input representing various groups. The make-up of the committee is shown in the tables below:

IMC Committee Representation	Committee members
Elementary Teachers	4
Middle School Teachers	2
High School Teachers	2
Special Education and Safety Net Teacher	2
Librarians	3
Building Administrators	3
Students	4
Community Members - Board Appointed	5
District Administrators	2
Curriculum & Assessment Specialist	1
Technology Operations Specialist	1

IMC Community members –
{Board-appointed}

Director District # Board Member	Community Member	Term
Director District #1 (Eric Laliberte)	Amy Lofquist	Through June 2016
Director District #2 (Christopher Carlson)	Mary Beth Binns	Through June 2017
Director District #3 (Nancy Bernard)	Jodi Gaertner	Through June 2016
Director District #4 (Mark Stuart)	Janet Lennon-Jones	Through June 2017
Director District #5 (Siri Bliesner)	Deanna Carter	Through June 2017

EL-8 Instructional Materials Selection

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Compliance | |
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Evidence

Highlights for 2015-16 include:

6-8 Math and Science Adoptions

- The 6-8 Math Adoption Committee, and the 6-8 Science Adoption Committee met throughout the year to review instructional materials. These committees were composed of teachers, administrators, parents, and community members. Committee members used data and information from a variety of sources to inform their final recommendation. The process included:
 - **A thorough review of instructional materials** from a variety of publishers using review rubrics. This review, conducted by the adoption committee, was used to narrow the selection of materials to two to three finalists per subject.
 - **A pilot of materials**, involving teachers from each middle school, where finalist materials were tested in classrooms.
 - **Teacher, student and parent surveys** to gather feedback about the materials.
 - **An evaluation of digital resources** from each of the finalists by staff members in our Technology Operations Department.

Recommendations from the adoption committees were forwarded to the Instructional Materials Committee (IMC) for review in the spring. Following the IMC review, materials were made available for public preview and comment in the two weeks before the Board meetings.

9-12 Math Adoption

- A committee composed of math teachers, administrators, parents, and community members met this year to learn about Washington State Mathematics Standards and best instructional practice for high school math. They used this learning to develop effective practice checklists (rubrics) that will be used to review math materials next year. A recommendation for 9-12 math materials is scheduled for the spring of 2017.

K-5 Visual Arts Review

- The K-5 Visual Arts Committee is composed of elementary teachers, school and district administrators, parents, and community members. Three of the parents on the committee have served as art docents in our elementary schools. This year, committee members reviewed instructional materials and made recommendations about elementary visual arts in the context of our overall curriculum and assessment framework. Teachers will field test materials in fall of 2016, a recommendation will be made to to the Instructional Materials Committee in February and to the Board in March 2017.

EL-8 Instructional Materials Selection

Executive Limitation: The CEO shall select textbooks and instructional materials that advance the achievement of the Board’s ***End Results*** policies.

Accordingly, the CEO shall:

2. Assure the selection of instructional materials that contribute toward continuity, integration, and articulation of the curriculum by course and program.

In
Compliance

Evidence

Curriculum Adoption Process and Committees

Part of our curriculum adoption committee work is to assure the selection of instructional materials contributes toward continuity, integration and articulation of the program. During the first year of our two year curriculum adoption process, committees review standards and develop effective practice and standards rubrics that allow them to review materials for continuity, integration and articulation by course and program. During the second year of the process, committee members use these rubrics to conduct a thorough analysis of materials. Committees consist of teachers, parents, and administrators representing multiple grade levels and/or content areas depending on the adoption.

Highlights from 2015-16

6-8 Math and Science Adoptions

- During the review process for instructional materials this year, the 6-8 Math and Science Adoption Committees analyzed how well the instructional materials under consideration match the continuity of learning standards in and between grade levels. The standards for math and science have thorough articulation and alignment.

9-12 Math Adoption

- The 9-12 Math Adoption Committee learned about effective practices and standards, and used this learning to create rubrics that will be used next year to assess materials for integration and articulation by course and program. The rubrics were developed to evaluate materials that align specifically with our high school math pathway.

EL-8 Instructional Materials Selection

Executive Limitation: The CEO shall select textbooks and instructional materials that advance the achievement of the Board’s *End Results* policies.

Accordingly, the CEO shall:

3. Consider the needs of all learners when recommending textbooks and selecting instructional materials.

In
Compliance

Evidence

Curriculum Adoption Process and Committees

In creating adoption committees, we strive to ensure that members represent our diverse student body, and will advocate for the needs of all learners when reviewing and recommending textbooks and selecting instructional materials. Committees are structured to include teachers and administrators representing general education, Special Education, Safety Net, ELL, and Quest. In addition rubrics used to review and evaluate curriculum materials include criteria that specify how well the materials meet the needs of all learners.

Instructional Materials Committee

In addition to adoption committee work, Instructional Materials Committee members use a reviewer form to evaluate instructional materials under consideration. A number of the items on this form focus on how materials will meet the needs of all learners. Examples include evaluation criteria such as: “promotes student understanding of the ethnic, cultural, and occupational diversity of American life,” and “presents the concerns and builds upon contributions, current and historical, of both sexes and members of various religious, ethnic and cultural groups.”

Highlights from 2015-16

6-8 Math and Science Adoptions

- Adopted materials included resources to meet the needs of a range of learners. These included leveled text, differentiation strategies and materials, text to speech, tutorials, digital resources, and extensions.

9-12 Math Adoption

- Effective practice rubrics include criteria to evaluate materials such as the inclusion of modes of instruction for various levels, support for differentiation (including reading levels), and equity.

EL-8 Instructional Materials Selection

Executive Limitation: The CEO shall select textbooks and instructional materials that advance the achievement of the Board’s **End Results** policies.

Accordingly, the CEO shall:

4. Provide a procedure for the scheduled evaluation of materials and textbooks, and a procedure for reviewing such materials upon formal request by a parent or other constituent.

In
Compliance

Evidence

Curriculum Adoption Cycle

We use a Curriculum Adoption Cycle for the scheduled evaluation of instructional materials and textbooks. For each curriculum area under evaluation, we follow similar procedures, including:

- a) Research effective practice
- b) Develop rubrics
- c) Recommend instructional materials for adoption
- d) Implement instructional materials
- e) Provide for professional development

Appendix A includes the most current Curriculum Adoption Cycle.

Instructional Materials Committee (IMC)

The IMC meets once a month from October to June. The IMC policy details procedures for a Reconsideration Process. This process provides any patron with an avenue to request a formal review of materials that are currently being used in the district and have been approved by the IMC.

In 2013, the Director of Curriculum and Assessment updated Administrative Policy File: IIAA-R, Textbook Selection and Adoption. This procedure outlines steps for adoption of curriculum materials, including our Instructional Materials Committee adoption process and process for reconsideration of curriculum materials. The updated policy was in place for the 2014-15 school year.

Highlights for 2015-16

- In 2015-16, IMC reviewed 47 sets of instructional materials (49 sets of materials were reviewed in 2014-2015). This year, two items were not recommended for approval. Those items not recommended for approval included content that did not meet the criteria on the IMC reviewer form - including content that was too graphic for the proposed grade level.
- In 2015-2016, the IMC did not receive any challenges to approved materials; as a result, no reconsideration hearings were held.
- In 2015-2016, no patrons attended IMC meetings to express concerns regarding materials being used in the field.

I certify the above to be correct as of June 20, 2016.

Traci Pierce, Superintendent