

# Lake Washington School District Executive Limitation Monitoring Report

## EL-8, Instructional Materials Selections August 25, 2018

**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, Teaching and Learning, 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 2017-18 school year, we were able to accept all applicants to our adoption committees.

**EL-8 Instructional Materials Selection**

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In  
Compliance



**Evidence**

**Curriculum Adoption Pilot Process**

In the second year of our two-year adoption process, instructional materials are evaluated and 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. Parent surveys about the pilot materials are also conducted. 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 includes 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 2021
Director District #2 (Christopher Carlson)	Mary Beth Binns	Through June 2020
Director District #3 (Nancy Bernard)	Jodi Gaertner	Through June 2021
Director District #4 (Mark Stuart)	Carrie Chalmers	Through June 2019
Director District #5 (Siri Bliesner)	Janet Lennon-Jones	Through June 2019

***EL-8 Instructional Materials Selection***

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- |   |               |     |
|---|---------------|-----|
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***Evidence***

**Highlights for 2017-18 include:**

**K-5 Science Curriculum Adoption**

- This year, a committee of teachers, administrators, coaches, and parents was formed to engage in the first year of our adoption process for K-5 Science. Representatives were sought from all elementary schools, in addition to administrators and specialists from several departments, including Professional Learning, Intervention Services, and Special Education. External expertise was gathered through working with a UW consultant.

**Sexual Health Curriculum Adoption**

- As part of the review and implementation of new Health Standards that were adopted by OSPI in 2016, a Sexual Health committee was formed to determine which topics in the Sexual Health standards would be appropriate for LWSD students. Parent and community members were invited through a survey in the fall of 2017. Teacher and administrator representatives from all school levels (elementary, middle, and high school) participated in the committee. Student input was gathered through presentations to the committee and through survey data.

**Special Education Math Replacement Curriculum Adoption**

- In reviewing data about the needs of our middle school students in Special Education, it was determined that additional materials in math were necessary. A committee was formed of teachers and administrators to evaluate possible curricula. Two comprehensive middle schools piloted the materials and teachers representing other schools participated in the debrief of the pilot and the decision making process.

## *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 curriculum programs. 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 for 2017-18 include:**

##### **K-5 Science Curriculum Adoption**

- The committee of teachers, administrators, coaches, and parents that was formed for the adoption process for K-5 Science learned about the Next Generation Science Standards as well as the teaching practices needed to effectively implement them. The committee also analyzed rubrics recommended by OSPI in conjunction with our district rubrics. Based on that learning, the committee combined elements and developed rubrics to use at the start of next year to evaluate curricula options and determine materials for piloting.

##### **Sexual Health Curriculum Adoption**

- As part of the review and implementation of new Health Standards that were adopted by OSPI in 2016, the Sexual Health committee reviewed several curricula that were previously approved and recommended by OSPI. Representatives from OSPI presented on the elements of effective sexual health programs to the committee. The committee used the Sexual Health Education Curriculum Analysis Tool (SHECAT) provided by OSPI to evaluate material.

##### **Special Education Math Replacement Curriculum Adoption**

- A committee analyzed our current math materials and used data to select two sets of materials for pilot. The committee recommended a combination of materials to meet the needs of students. These materials were recommended at the June IMC meeting and submitted to the Board. Adopted materials included resources to meet the needs of a range of learners. These included differentiation strategies and materials, gamification resources, tutorials, digital resources, and extensions.

## *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 2017-18**

##### **Sexual Health Curriculum Adoption**

- Adopted materials are available online for free to all King County residents, as part of a King County Health Department grant. The materials parents can access include all teacher materials.
- The Sexual Health Committee recommended the adoption of the Family Life and Sexual Health (FLASH), which was approved by IMC in May, 2018, to be implemented in the 2018-19 school year.

##### **Special Education Math Replacement Curriculum Adoption**

- Adopted materials included resources to meet the needs of a range of learners. These included differentiation strategies and materials, gamification resources, tutorials, digital resources, and extensions.
- Resources are flexible and adaptable and include multiple hands-on types of learning.

**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 2017-18**

- In 2017-18, the IMC reviewed 62 sets of instructional materials (52 sets of materials were reviewed in 2016-2017). This year, four items were not recommended for approval. Those items not recommended for approval included inappropriate relationships between a teacher and a student, descriptions of excessive and disturbing violence, and negative portrayals of gender.
- In 2017-2018, the IMC did not receive any challenges to approved materials; as a result, no reconsideration hearings were held.
- In 2017-2018, no patrons attended IMC meetings to express concerns regarding materials being used in the field.

I certify the above to be correct as of August 13, 2018.

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Jane Stavem, Superintendent