1. The adoption coordinators welcomed committee members, introduced the agenda for this meeting, reviewed our project timeline and heard updates on the RFP process (finalizing digital requirements with Department of Technology Systems).

2. The committee participated in a whole group math routine – Conjectures and Counter Examples – that exemplified some of the instructional values included in our evaluation categories.

3. The committee was presented with a summary of the results of the Community and Staff Curriculum Needs Assessment data. The committee took time to review this data and consider how it will impact the development of the evaluation criteria used to score proposed curriculum candidates.

4. Upon return the committee resumed work to populate specific evaluation criteria in each of the seven approved categories in the evaluation tool. The committee broke out into work groups based on category.

5. Committee members returned from work groups to present the category criteria. The committee as a whole offered feedback and suggestions.

6. The committee broke for lunch. Asynchronous tasks for the break were to read chapter 8 of Culturally Responsive Teaching and the brain by Zaretta Hamond and to leave further comments on the category criteria.
7. Upon return we continued to collect feedback and suggestions and organize them into lists of proposed changes.

8. The committee proceeded through each category debating changes, additions, and modifications to the criteria.

9. For the remainder of the meeting time the committee returned to the category work groups to revise the lists of criteria.

10. At the suggestion of the committee, channels were added to our Teams workspace for each category so that members could work together before our next meeting to finish adjusting criteria.

11. The meeting closed noting that we would open our next meeting with a vote on a proposal to finalize the criteria for our evaluation tool. The coordinators also shared a the SPS board approved anti-bias screener and a proposed standards alignment screener – the Instructional Materials Evaluation Tool (IMET) to be reviewed before our next meeting.