

Instructional Materials Committee Meeting Agenda and Minutes

Date: Monday, January 13th, 2025

Time: 4 pm

Present (via Microsoft Teams):

Darcy Brixey, Chair, IMC

Caleb Perkins, Co-chair, IMC

Andrea Young, Notetaker, Instructional Materials Specialist

Patrick Gray, Principal Representative (Catharine Blaine K-8)

Cornetta Mendoza, Principal Representative (West Woodland Elementary)

Walter Chen, Parent Representative

Jesse Flores, Parent Representative (absent)

Agenda:

- Welcome
- New IMC member orientation, Darcy

Minutes:

All the members present introduced themselves. Darcy Brixey showed a PowerPoint with an outline of the guiding documentation used by the Instructional Materials Committee:

- Board Policy 2015 (Selection and Adoption of Instructional Materials)
- Superintendent Procedure 2015SP.B (Selection and Adoption of Instructional Materials)
- RCW 28A.320.230 (Washington State law on Instructional Materials)

Darcy talked about the primary purpose of the IMC (approving the timeline, communication plan of each adoption, approving membership of the adoption committee, approving selection criteria and professional development plan for the adoption, etc.). She went over the typical path/timeline for an adoption (evaluation of current materials, approval of funds, adoption committee formed, selection of materials, field tests, recommendation and board approval). She explained an alternative path is available for courses under 1,000 students which consists of field testing only, and showed an example adoption timeline for a recent adoption (middle school ELA).

Question from committee member: What are the next subject areas that are coming up for adoption in the next 4 years? Caleb explained that K-5 ELA, 9-12 ELA are both under discussion, and K-5 social studies is an older adoption so that's on the list. Darcy showed how to navigate to the school board policies and superintendent procedures webpages.

Question from committee member: Will the adoption committee be looking at foundational skills building as part of the K-5 ELA adoption process? Darcy said the adoption committee chooses the selection criteria and presents it to the IMC. This happens after the IMC approves the timeline, communication plan, and adoption committee members.

Question from committee member: Has there ever been disagreement or pushback between the IMC and the adoption committee? How was it resolved? Caleb went over details about the process and oversight the IMC has over the adoption committee.

Darcy asked if there were any more questions and then the meeting was adjourned at approximately 4:30 pm.