K–5 Adoption Committee Minutes

Meeting Dates: Wednesday, September 24, 2025 & Saturday, September 27, 2025
Subject: Curriculum Adoption Evaluation – Vendor Review and Scoring

1. **Vendor Evaluation Completion**

The committee completed full evaluations of all six vendor submissions over the two meeting dates. Each submission was evaluated using the district's adopted **content area criteria**:

- Foundational Skills

- Comprehension

- Knowledge Building

- Writing

Additionally, all submissions were assessed against **cross-cutting criteria**, which included:

- Culturally Responsive Practices

- Oral Language Development

- Assessment

- Ease of Use

2. **Stakeholder Feedback Integration**

The committee reviewed feedback from a variety of stakeholders, including both staff and families, into the final evaluation of each vendor submission. Favorability ratings and open-ended feedback were analyzed and used to inform committee discussions and scoring. Stakeholder feedback was documented in the evaluation documents and referenced as evidence during the decision-making process.

3. **Calibration and Scoring Process**

After developing an initial understanding of each vendor's alignment to the evaluation criteria, committee members met in grade-band and content-area teams to calibrate their ratings. Each subgroup scored and ranked the six vendor submissions based on the established content and cross-cutting criteria. The teams then reconvened as full content groups to conduct a second round of calibration across all K–5 grade levels. This process ensured consistency and fairness in scoring across the entire committee.

4. Content Team Reports

Each content-area team prepared a detailed report for every vendor submission. These reports included the total score based on the evaluation rubric, as well as clearly articulated strengths and weaknesses of each program. All pros and cons were grounded in evidence from the committee's analysis and informed by stakeholder feedback. After presenting their reports to the full committee, teams provided final scores and justified their evaluations with supporting documentation. Following each presentation, the full committee voted to either accept or challenge the submitted scores. Any challenges were discussed and resolved.

5.Weighting Formula and Final Ranking

Once all content-area teams submitted their final scores, the predetermined weighting formula was applied to ensure that each content criterion was appropriately emphasized. The formula used was:

- Foundational Skills – 30%
- Comprehension – 25%
- Knowledge Building – 23%
- Writing – 22%

Final weighted scores were calculated for each vendor, resulting in a ranked list that will inform the next phase of the adoption process.

6. Next Steps

The finalists will be kept confidential until the process is reviewed, validated and communicated broadly. The committee was informed of the following steps in the adoption process:

- Field testers will be selected in late October 2025.
- Selected testers will receive professional development in November and participate in a six-week pilot of instructional materials, ending in early February 2026.
- On February 4, 2026, field testers will engage in a panel discussion to share their experiences and feedback with the adoption committee
- The K-5 Adoption Committee will return on February 7th to continue the evaluation of the top three finalists.