

Instructional Materials Committee Meeting Agenda and Minutes

Date: September 3, 2026

Time: 4 pm

Present (via Microsoft Teams):

Darcy Brixey, Chair, IMC

Caleb Perkins, Co-chair, IMC

Andrea Young, Notetaker, Instructional Materials Specialist

Jesse Flores, Parent Representative

Walter Chen, Parent Representative

Elissa Farmer, Becky Kitzman (Math department), presenters

Agenda:

Welcome back and reminders, Darcy Brixey

Presentation on Selection Criteria, Elissa Farmer and Becky Kitzman

Timeline Amendment, Elissa Farmer

Membership Amendment, Elissa Farmer

Action items:

- Vote to approve the Selection Criteria for the Pre-Calculus
- Vote to approve the timeline amendment
- Vote to approve the membership amendment

Minutes:

Becky Kitzman presented information about a recent adoption committee meeting regarding the advanced math adoption selection criteria. In their meeting, they talked about selection criteria used by a recent adoption committee at Seattle Public Schools. They discussed the categories: content alignment and standards, support for diverse learners, instructional planning and support, assessment, cultural responsiveness, and cost. Each category had a number of points assigned to it. They did some further development of what each category meant. Caleb asked Becky to explain more about the categories “support for diverse learners” vs “cultural responsiveness”. She summed it up as “support for diverse learners” means “how you learn” and “cultural responsiveness” means “what the curriculum talks about”.

The adoption committee had a minor timeline amendment because they wanted to lengthen the time for the field test to be as close to a full semester as possible, and because of the length of time purchasing needs to do the RFP.

They also have a small adjustment to the adoption committee membership because one of the student members moved out of state. They were able to find another student on their alternates list with similar experience. Walter Chen had a question about the field test timeline, between January and April. He asked if students would have a way to give feedback during the field test. Becky said they would be surveying students every week or two, and the math team would be observing the classes and interviewing students during the field test.

Darcy called for a vote to approve the selection criteria. Everyone present on the IMC voted yes. She also called for a vote to approve the amendment to the timeline, and everyone present on the IMC voted yes. She also called for a vote to approve the amended membership, and everyone present on the IMC voted yes.

The meeting was adjourned at 4:15 pm.