

**CAPISTRANO UNIFIED SCHOOL DISTRICT  
BOARD REPORT**

To: Board of Trustees

From: Gregory Merwin, Associate Superintendent, Education and Support Services

Prepared by: Cary Johnson, Assistant Superintendent, Curriculum and Instruction

Date: November 3, 2021

Board Item: First Reading – Board Policy 6161.1, Selection and Evaluation of Instructional Materials

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**HISTORY**

The structure and criteria for the Instructional Materials Review Committee is defined by Board Policy 6161.1 (b), Selection and Evaluation of Instructional Materials. BP 6161.1 was last revised August 14, 2006.

**BACKGROUND INFORMATION**

Trustees have requested a thorough revision of the IMRC process that results in an accurate, transparent, and objective review of instructional materials to ensure all curriculum and materials are thoroughly vetted before recommendation by the IMRC and prior to consideration by the Board.

**CURRENT CONSIDERATIONS**

The revision of this Board policy is the first step of revising the IMRC process. Based upon feedback and experiences during previous curriculum adoption cycles over the past several years, staff agrees with the need for revisions to add clarity, define purpose, and improve transparency, and therefore recommends the following revisions:

- Language for increased access to proposed materials by IMRC members
- Increased teacher voice with pilot teacher representatives attending IMRC meetings to share their experiences and to provide balanced and unbiased feedback regarding strengths and concerns of each proposed item
- Increased structure to the IMRC meetings by utilizing Roberts Rule of Order to organize meetings, ensure procedures for discussion and reaching consensus are equitable and fair, as well as provides for documenting decisions in a historical record (minutes)
- Training and orientation provided to IMRC members regarding expectations, roles, Roberts Rule of Order, and year-long processes, including norms and expectations for review of materials
- Development of subcommittees that report to the IMRC to provide oversight and support in reviewing large K-12 adoptions and allow the flexibility to recruit teachers with expertise to review materials for specialized courses and programs

- Enhance IMRC membership by assigning oversight and facilitation of the IMRC to the Assistant Superintendent of Curriculum and Instruction as a non-voting chair; adjust District staff representatives to four District administrators to include more pedagogical perspective and viewpoints; and to empower community representation through 7 Board appointed community members, with each Trustee appointing one member, and remove the two Trustee representatives from the IMRC so that all Board members serve at the governance level and will have equal access to all materials and information during the 30 day cycle after IMRC recommendation
- Strengthen the role of the IMRC so that only instructional materials that receive a majority vote of at least 8 members will move forward for Trustee consideration at a regularly scheduled Board meeting

### **FINANCIAL IMPLICATIONS**

There is no financial impact.

### **STAFF RECOMMENDATION**

Following discussion, it is recommended the Board of Trustees approve the first reading of Board Policy 6161.1, *Selection and Evaluation of Instructional Materials*.

**PREPARED BY:** Cary Johnson, Assistant Superintendent, Curriculum and Instruction

**APPROVED BY:** Gregory Merwin, Associate Superintendent, Education and Support Services

**SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS**

The ~~Governing Board of Trustees~~ believes that instructional materials should be selected and evaluated with great care ~~so that they will to~~ effectively support the adopted courses of study and be aligned with the development and evaluation of the District's curriculum and standards. Taken as a whole, District instructional materials should present a broad spectrum of knowledge and viewpoints, reflect the ethnic and cultural diversity of our society, ~~and~~ enhance the use of multiple teaching strategies and technologies, and comply with current legal requirements.

~~In accordance with the Instructional Materials Funding Realignment Program,~~ The Board's priority in the selection of instructional materials is to ensure that all students in Grades K-12 are provided with instructional materials that are-aligned to state content standards in the core curriculum areas of reading/language arts, mathematics, science, and history/social science.

~~When the Board determines that standards-aligned textbooks and instructional materials have been provided to all students in accordance with Education Code 60422, it shall so certify. A copy of the certification shall be kept on file in the district.~~

~~The Superintendent or designee shall ensure that the district satisfies the criteria necessary to access funds under the state's Pupil Textbook and Instructional Materials Incentive Account pursuant to Education Code 60252.~~

Adoption of Curriculum

The District may pilot instructional materials, using a representative sample of classrooms for a specified period of time during a school year, in order to determine how well the materials support the District's curricular goals and academic standards. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.

The instructional materials adopted by the Governing Board should be suited to the needs and comprehension of students at their respective grade levels.

The Superintendent or designee shall establish a process by which new instructional materials may be requested and subsequently evaluated, together with existing materials. Teachers, students, parents/guardians, and community members shall have the opportunity to recommend instructional materials.

The Superintendent or designee shall establish instructional material evaluation committees. These committees may include teachers, administrators, and other staff members who have subject-matter expertise, as well as parents/guardians and/or community members broadly representative of the District's ethnic and socio-economic composition. Staff members who participate in selecting and/or evaluating instructional materials shall be those most competent for the task based on their professional training, experience and assignments. The instructional materials evaluation committee will recommend materials to the Board for adoption.

## SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

### Public Hearing on Sufficiency of Instructional Materials

In accordance with Education Code section 60119, prior to the eighth week from the first day students attend school annually, ~~The-the~~ Board shall ~~annually~~ conduct one or more public hearings on the sufficiency of the District's instructional materials. At these hearings, the Board shall determine, through a resolution, whether each student in each school has sufficient textbooks and/or instructional materials that are aligned to the state content ~~standards adopted pursuant to Education Code 60605.~~

~~The hearing shall take place on or before the end of the eighth week from the first day students attend school for that year.~~

The Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. The Superintendent or designee shall post, 10 days prior to the hearing and in three public places within the district, a notice containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours.

If the Board determines that there are insufficient textbooks and/or instructional materials, the Board shall provide information to classroom teachers and to the public, setting forth for each school in which an insufficiency exists, the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in each subject area, and the reasons that each student does not have sufficient textbooks and/or instructional materials. The Board shall take any action, except an action that would require reimbursement by the Commission of State Mandates, to ensure that each student has sufficient materials within two months of the beginning of the school year in which the determination is made.

The Board shall also make a written determination as to whether each student enrolled in a foreign language or health course has sufficient textbooks or instructional materials that are consistent with the content and cycles of the state curriculum frameworks. The Board shall determine the availability of science laboratory equipment for Grades 9-12.

#### *Legal Reference:*

##### EDUCATION CODE

*1720-1723 Preparation of courses of study*

*35272 Education and athletic materials*

*44805 Enforcement of course of studies; use of textbooks, rules and regulations*

*51501 Subject matter reflecting on race, color, etc.*

*60010-60028 Definitions*

*60040-60047 Instructional requirements and*

*materials 60070-60076 Prohibited acts (re*

*instructional materials) 60110-60111 Instructional*

*materials on drug education} 60200-60206*

*Elementary school materials*

*60260-60264 Local ordering*

## SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

*procedures 60400-60414 High school  
textbooks*

*GOVERNMENT CODE*

*54950-54963 Meetings*

~~*Management Resources:-*~~

~~*PROGRAM*~~

~~*ADVISORY*~~

~~*1002.90 Selection of Instructional Materials, CIL: 90191-02*~~

Policy

adopted: February 8, 1999

revised: August 14, 2006

revised: November 3, 2021

**CAPISTRANO UNIFIED SCHOOL DISTRICT**

San Juan Capistrano, California