



Instructional Materials Committee (IMC)

Date: Tuesday, April 26, 2016
 Central Services, Room 212
 Time: 4:00-6:00 pm

Attendees:

- | | |
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| <input checked="" type="checkbox"/> Attar, Meredith, Roosevelt | <input checked="" type="checkbox"/> Feeney, Arionda, Wade King |
| <input checked="" type="checkbox"/> Batten, Julie, Columbia | <input checked="" type="checkbox"/> Huff, Ryland, Bellingham High |
| <input checked="" type="checkbox"/> Carroll, Mary Lynn, Bellingham High | <input checked="" type="checkbox"/> Kuhn, Maryann, Parent |
| <input checked="" type="checkbox"/> Casey, Shannon, Sehome High | <input checked="" type="checkbox"/> McAuliffe, Amy, Carl Cozier |
| <input type="checkbox"/> Christensen, Lisa, Lowell | <input checked="" type="checkbox"/> McGinty, Beth, Parent |
| <input checked="" type="checkbox"/> Cook-Desler, Nicky, Kulshan Middle | <input checked="" type="checkbox"/> Raymond, Keith, Parent |
| <input checked="" type="checkbox"/> Copeland, Kristin, Columbia | <input checked="" type="checkbox"/> Shaw, Tracy, Squalicum |
| <input checked="" type="checkbox"/> Cornelsen, Melissa, Fairhaven Middle | <input checked="" type="checkbox"/> Berner, Charisse, Director of T & L |
| <input checked="" type="checkbox"/> Cramer, Amanda, Cordata | |

Topic	Discussion	Decision
1. Welcome	The committee's main responsibility is curriculum and to re-establish this committee. The re-establishment of the committee is important because there are State laws involved (WACs & RCWs), along with Bellingham District's policy. Per the District policy, the committee members need to rotate every three years. As a group the committee will determine the rotation tonight.	
2. Committee Charter	<p>The purpose and goal of the committee is to implement Policy and Procedure 2020 which means to establish material screening criteria, identify/eliminate bias, act upon request to consider materials for adoption and reconsider materials when concerns arise and are not resolved at the school level. The committee's recommendations are forwarded to the Superintendent. Final decisions rest with the Superintendent.</p> <p>It is important that committee members represent their stakeholder group within the community. The goal of having different stakeholders represented is to ensure that the materials have been looked at from the many perspectives in the system.</p>	No decision at this time.
3. State Laws/Guidance		Will review at our next meeting.
4. District Policy & Procedures	<p>The committee read both Policy 2020 and Procedure 2020P. After reading both, the committee members shared:</p> <ul style="list-style-type: none"> • Intervention materials – language in procedure needs tweaking • Course design – what does Professional Development support 	

	<p>for teachers look like? Will typically be tailored to the needs of the course/content.</p> <ul style="list-style-type: none"> • What are support systems? Could be support from a Teacher on Special Assignment or Director or coach. May be time for course development or connecting with others who are implementing a similar course elsewhere or with an outside expert. • Excited about our new Technology Levy that will include the implementation of 1:1 technology. These digital devices will allow us to provide digital core resources. • Procedure: how did the five categories of instructional resources come to be? Policy and Procedure were developed from model policy from the Washington State School Directors Association. • Currently, we have Teaching and Learning Advisory groups who are talking about what resources should be available. We don't have up-to-date resources in many content areas. We have some teachers who are happy to have the flexibility to create their own curricular resources. Others would like the district to provide a core resource. • We would like to consider adding a category of Library Media Specialist (LMS) to the roster so that we have one elementary, one middle school, and one high school LMS on this committee. 	
5. IMC Forms (proposed)		Will review at our next meeting.
6. Other Protocols (voting, reading ahead, etc.)	<p>The charter states that the committee uses paper ballots. The charter also indicates that a quorum of the committee members is preferred for a vote to be official. Committee members could vote by proxy via email if they are unable to attend a meeting.</p> <p>The committee will use the District's Norms of Collaboration.</p> <p>Timelines for submitting requests need to be established. With novel recommendations, we will want to have time between the submission and the actual IMC meeting so that members have time to read the novel being proposed. Typically with textbooks, the IMC will see the materials at the date of the meeting, if not before.</p>	<p>Need to finalize definition of quorum. And clarify the use of proxy voting.</p> <p>Need to develop the 2016-17 timeline.</p>

Summary: We have re-established the Instructional Materials Committee. We have agreed to the Norms of Collaboration and we have begun to study the Policy and Procedures that will guide our work. The various stakeholders agreed to the length of terms they will serve.

Next meeting: May 9, 2016 4:00-6:00 pm
Central Services, Room 205

