



Instructional Materials Committee (IMC)

Date: Monday, May 9, 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 type="checkbox"/> Casey, Shannon, Sehome High | <input type="checkbox"/> McAuliffe, Amy, Carl Cozier |
| <input checked="" 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	Charisse welcomed everyone. Charisse then identified the terms of each of the committee members.	
2. Review Minutes	The committee was asked to review the minutes to see if the minutes are an accurate account of the last meeting. Charisse will follow up on the committee's recommendation of adding a middle school librarian with Dr. Baker.	
3. State Laws/ Guidance	<p>The committee read both the WAC & RCS pertaining to an Instructional Materials Committee. Charisse explained that one of the main goals of the committee is to assure a review process was followed that includes assessing for bias in the materials.</p> <p>--A comment was made that maybe something should be sent out to staff in regards to the process and the role of the committee.</p> <p>--A question was asked as to how does the committee look at/approve textbooks in a content area such as math. Charisse responded that the committee would look, for example, at story problems and pictures to see if there is racial or gender bias.</p> <p>--One of the challenges for the district is to create an up-to-date document of current resources. From this point forward, core instructional materials will come through the IMC.</p> <p>--A question was asked about old curriculum that teachers are still using. We have a process and procedure around disposing of old curriculum. We may need to increase awareness that old curriculum may have bias.</p>	

	<p>Charisse asked if anyone found anything that was missed in the review of Policy and Procedure 2020 from the last meeting? Hearing none, we moved to look at the IMC Forms</p>	
<p>4. IMC Forms (proposed)</p>	<p>Charisse went over the proposed IMC forms; one is for fiction and another for non-fiction/textbooks. The process specifically refers to classroom core curriculum. It does not impact the selections for school libraries. What is used in the library (very broad and diverse) is very different than core materials.</p> <p>A question was asked about read-a-louds. Charisse will work through the Developing Readers & Writers advisory to resolve this question. There is an old novel list (titles that were approved in the past). Charisse will work with the advisory to bring a list to the IMC in the fall. Some districts protect read-a-louds. While other districts just make sure that the book is age appropriate.</p> <p>Non-fiction form gives you a way to look at the complexity. The committee will need to figure out how deep it goes into looking at bias. Or does the committee rely on the adoption committee to conduct a thorough examination of bias? Textbooks also receive reviews, which are good to read. Publishers are now aware that those in education are looking, by law, for bias in textbooks. The non-fiction form will be used for both print and digital materials.</p> <p>The pink review forms are what IMC will use to review the materials. A completed teacher form will be submitted to the IMC a couple of weeks before the IMC meeting. The IMC members would then look at the submissions and complete the IMC review form. Each IMC member will vote using a ballot.</p> <p>Questions/comments that were brought up: --Would we want to add <i>time frame</i> of the book to the form? --What if you order materials through the library to use in the classroom. Those do not need to come through the IMC because the materials would be considered supplemental, not core. --Should IB materials pass through the IMC? --Fiction with higher Lexile levels are hard to find. Proposers need look at both quantitative and qualitative measures, as well as what the students will be doing with the materials that is ‘text complexity’ as defined in the WA State Learning Standards. --Wondering if there is more funding available to purchase materials? Not as this time, but the advisories will determine the needs and bring them to the attention of the Department of Teaching & Learning.</p>	

	<p>--Like the idea of sending out an email once or twice a year as to what has been approved for what grade levels.</p> <p>--Cataloging the core materials would be very beneficial.</p> <p>--We may need to do more work to clarify what core resources are, by definition, for our teachers and principals.</p> <p>--By using IMC, we can look at what we are teaching and what materials we are using. Our teachers and principals will need to consider what will not be used when we add something new.</p> <p>--Thinking about bias and instructional strategies – if it is not addressed in the committee, where is it addressed?</p> <p>--There appears to be movement in children’s literature to have different ethnicities represented. A good thing!</p> <p>Something to think about before the next meeting: look at the forms a couple more times between now and the next meeting. At the next meeting we will consider editing the forms.</p>	
<p>5. Other Protocols (voting, reading ahead, etc.)</p>	<p>What is a realistic quorum? Is the committee comfortable with a small number of people making the decisions? Or do we allow a proxy vote, where those not in attendance are voting without the benefit of the discussion.</p> <p>The charter states that the committee will use paper ballots. The charter also indicates that a quorum of the committee members is preferred for a vote to be official.</p>	

Summary: The committee the WAC and RCW that pertain to Instructional Materials Committees. The committee also looked at the proposed IMC forms; one for fiction material and one for non-fiction material. There was a discussion on the need to communicate with staff the existence of the committee, the committee’s purpose, and the process.

Next meeting: June 7, 2016 4:00-6:00 pm
Central Services, Room 205