



Instructional Materials Committee (IMC)

Date: Monday, June 7, 2016
 Central Services, Room 212
 Time: 4:00 – 6:00 pm

Attendees:

- | | |
|--|---|
| <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		
2. Review Minutes	<p>--Getting this committee going will increase understanding of core instructional materials.</p> <p>--Destiny may be the spot to put approved resources, district-wide resource list. Charisse will look into this.</p> <p>--Will resolve the issue of adding a librarian to the committee this summer</p> <p>--Will work on communication to staff about the IMC</p> <p>--Our job is to vet the curriculum that goes to the classroom</p>	
3. Review Fiction/ Non-Fiction IMC Forms	<p>--Committee members wondered if a teacher will understand how to complete the form. General feeling was yes, possibly with the help of their librarian.</p> <p>--Regarding quantitative measures, elementary teachers are more familiar with Fountas and Pinnell.</p> <p>--Need to make a couple of edits to the Fiction/Literacy Text form: add to 5B 'or time period' at the end, and add an 's' to 'group' in F.</p> <p>--If there is time in the fall, the committee could look at the Appendices A from Common Core Literacy.</p> <p>-- Main difference between fiction & non-fiction is the qualitative questions because of different functions of the two types of text.</p> <p>--Font is different (which we will clean up).</p> <p>After updating the forms, Charisse will request that they be added to the Policy/Procedure 2020.</p>	

	<p>The process for proposing a new course with new resources, includes these steps:</p> <ol style="list-style-type: none"> 1. Teacher completes the form 2. Get needed signatures 3. Submit with a couple of copies of the proposed resource or link to the Curriculum secretary. <p>The Director would then send out an email requesting help in reading the proposed resources. Readers will need to complete the pink review form and bring to the next meeting, along with the resources.</p> <p>Teacher will come to the next meeting to present. The committee then discusses the request and votes. If the request is not clear, the person may be asked to go back and gather more information.</p>	
4. Timeline for Submitting IMC Forms	<p>IMC meets once in the fall to re-establish the committee and explain the process. Then, tentatively meets in late February, March, and April. Teachers submit their form and resources three weeks before the next meeting.</p> <p>We can always cancel meetings if there is nothing on the agenda.</p>	Committee agreed that three weeks is reasonable to turn in their submissions.
5. Look at Policy and Procedures 2020	Committee members reviewed the policy and procedure.	
6. Establish Committee Quorum	<p>Thoughts:</p> <p>--Send an Outlook invite.</p> <p>--Set regular day of the month for all meetings (for example: last Tuesday of the month, with submission three weeks prior).</p>	
7. Timeline for 2016-17 Meetings	To be determined.	
8. Rotating Members	Anyone who is completing a one-year term is encouraged to reapply for another three years on IMC.	

Summary:

The committee re-examined their roles and responsibilities. We are gaining clarity about how the committee will function.