

Science Textbook Adoption Committee Meeting #1
December 5, 2018
3:30 pm. Professional Development Center

Welcome and Introductions: Anais welcomed the committee members and thanked them for their participation on this important committee. She asked each member to introduce themselves to the group.

Meeting Norms: Meeting norms were reviewed and approved as is.

Adoption Process and Expectations: Anais went over the adoption process and expectations.

- There are 10 options to choose from. On January 8 from 8am-3pm LACOE is providing a science materials fair for \$25 per person and interested teachers may attend if they wish. There is also a two-day tool kit training on January 9th and 10th and teachers may attend this as well if they wish. The third option mentioned was to review all materials digitally. The teachers will review all 10 publishers' materials digitally and narrow it down to 5 for a thorough review. Teachers on the committee will be given a day to review these materials at the district office. After talking to Beth regarding availability of subs, Anais will communicate with teachers on the date(s) and format of the material review. Based on their evaluation results, 3 highest scoring publishers will be selected for pilot.
- Committee members who are not teachers will review the materials digitally using the basic version of the rubric. This will be sent to them soon.
- **It is not mandatory to pilot if a teacher does not wish to pilot but only those who pilot will be invited to vote.**
- A collaboration day will be used to invite the three publishers selected for pilot to present to all teachers.
- It would be wonderful to select one publisher for at least K-5 and 6th grade could go either way, K-5 or align with the 7/8.
- Pilot of each publisher's materials will entail at least 3 weeks of use (lessons, assessments, student input, etc.) We will have 9 weeks total to pilot the 3 publishers' materials. **Teachers wishing to vote must pilot at least one but are welcome to do more than one if they wish.** Each grade level must pilot all three and then discuss with grade level colleagues at their site and or other sites.

- After the pilot period is over, the committee will fill out the rating sheet and submit to Anais. The adoption rubric is brand new and is closely aligned with NGSS. Anais will share the rubric and the rating sheet with all teachers so that they can see what the committee will be using to rate the publishers' materials.
- Once pilot period is over, Anais will send a survey to all teachers to vote on a final publisher. Teacher names will be required for the survey to make sure only piloting teachers have voted.
- Final vote will be announced and brought to the Governing Board for approval.
- After the approval of the Governing Board, the materials will be ordered and sent to the sites.

Anais shared that Jamie had reached out to all publishers to make sure they work with our existing systems and are digitally compatible to us. Three publishers have not responded and one of them has mentioned that there will be an extra charge for the digital component. These factors will be considered by the committee when making a final recommendation.

Selection of Publishers to Pilot: It was decided that the teachers on the committee will complete the digital review of all materials prior to winter break. Anais will send a survey for them to fill out to indicate their preference of the 5 publisher materials. Anais will work with the principals and provide a roving sub to each site to give teachers some time to do the quick digital review of the materials. After reviewing of the results, the top 5 publishers will be identified.

Anais took a vote to determine teachers' preference on the review process. All teachers chose to use 1 day to review the 5 publishers at the District Office. Teachers not on the committee wishing to see the materials may come after school on the day of the review to see the materials. After the thorough review of the 5 publishers materials, the top 3 highest scoring publishers will be identified and communicated to all.

Adoption Timeline: Anais gave two options to the committee. If the teachers feel the timeline for pilot is appropriate and they have had enough time to make a decision, we will adopt this school year. If the teachers need more time, we will adopt next school year prior to winter break. We want to take the time to evaluate the materials carefully and make a good decision.

At the second meeting the committee will discuss the status of the pilot with regard to the timeline and decide if we would be ready to give a recommendation by the end of their year or not. If teachers think they are ready, the final recommendation must be

made by the end of March. The Board will review in April and May board meetings and the order will be placed at the end of May for the 2019-20 school year. If they are not ready by the end of March, the pilot will continue next school year and final recommendation will be made by the end of September. The Board will review in the October and November board meetings and materials will be purchased in December.

At the final committee meeting, the votes and the results of the parent input will be shared and the final recommendation will be made to Anais by the committee.

Other: The initial cost for the adoption may be between \$350,000-\$400,000 and funds will be allotted for yearly consumables. Teachers would like both hard copy and digital resources to be available to them.

Anais mentioned that Kris will be instrumental in the request of materials from publishers and the ordering of materials for the next school year. She encouraged teachers to reach out to Kris with any questions or requests regarding materials. They can provide Kris with the content they will be teaching during the pilot time so that she can request those specific materials.

Principals will communicate with parents regarding the adoption and invite them to provide input digitally. Parents wishing to review the materials at the district office may do so but most parents will be asked to review digitally and submit their input form to the principals.

Meeting adjourned at 4:55 p.m.