

Creating Applications for Instructional Materials Adoption Committees



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This tool supports Florida districts as they design or refine applications or questionnaires for teachers, staff, parents, and community members interested in serving on instructional materials adoption committees. It is intended to support clarity, statutory compliance, and inclusive participation.

PURPOSE

Once instructional materials needs are identified, districts must identify and select committee members to serve on adoption review teams. Clear applications help ensure committees are representative, prepared, and able to carry out a fair and consistent review process.

Application Design and Distribution

- ▶ Determine whether the district will use separate applications for internal committee members and for parents and community members.
- ▶ Develop the internal and external committee applications in collaboration with district content leaders.
- ▶ Set meeting dates, times, and locations early and include them on the applications.
- ▶ Include questions that allow the district to describe and report on the demographic representation of committee members.
- ▶ Ask whether applicants have children enrolled in the district and identify grade levels.

Statutory Requirements and Committee Composition

- ▶ Each adoption committee must include at least one parent of a student who will have access to the materials.
- ▶ District staff who are parents of public school students may fulfill this requirement, but districts are encouraged to check with their legal team to confirm.
- ▶ Committees should reflect the range of backgrounds, experiences, and communities represented within the district.

Selection, Placement, and Timing

- ▶ Review applications, form committees, and notify participants of placement.
- ▶ Committees are ideally formed prior to summer break, with expectations for summer professional learning or pre-work.
- ▶ Parent and community members are typically placed in late July or early August, closer to the review period.

Expectations and Participation

- ▶ Clearly communicate time commitments, meeting schedules, and participation expectations.
- ▶ Clarify expectations for attendance, including procedures for alternate participation if a member cannot attend in person.

Broader Stakeholder Input

- ▶ Create a process for noncommittee members to provide feedback on materials.
- ▶ Feedback may be collected through written forms or public comment and shared with committee members during reviews.

GUIDING PRINCIPLE

Well designed application processes establish clear expectations, elevate multiple perspectives, and support a transparent instructional materials adoption process.

Sample: Application Template

MATHEMATICS INSTRUCTIONAL MATERIALS ADOPTION COMMITTEE

This template serves as a sample that districts may use when developing their own application for internal staff, parents, and community members who wish to serve on a mathematics instructional materials adoption committee.

Applicant Information

- ▶ Full Name: _____
- ▶ Email Address: _____
- ▶ Phone Number: _____
- ▶ School or Department (if applicable): _____
- ▶ Role: ☐ Mathematics Teacher ☐ Administrator ☐ District Staff ☐ Parent
☐ Community Member ☐ Other: _____
- ▶ Certifications & Endorsements: _____

Employment or Affiliation

- ▶ If employed by the district, school, position and mathematics course(s) or grade level(s) taught:
- ▶ If not employed by the district, describe your connection to the district or community:

Parent Information

- ▶ Are you a parent or guardian of a student enrolled in this school district? ☐ Yes ☐ No

- ▶ If yes, grade level(s) of student(s) and current mathematics course(s), if applicable:

Interest and Experience

- ▶ Why are you interested in serving on a mathematics instructional materials adoption committee?
- ▶ Describe any experience you have with mathematics curriculum, instructional materials, or mathematics instruction:

Availability and Commitment

- ▶ Please confirm your availability to attend all scheduled committee meetings listed below:
- ▶ Acknowledge that committee participation may include summer meetings, professional learning related to mathematics standards, or required pre-work:

Meeting Dates, Times, and Locations (please list all known meeting dates, times, and locations here:

Participation Expectations

- ▶ Committee members are expected to review mathematics instructional materials, participate in discussions, and complete evaluation tools. If unable to attend a meeting in person, describe your ability to provide written feedback or complete evaluations as an alternative:

Demographic Information (Optional)

The following information is collected to help the district describe the overall composition of adoption committees.

- ▶ Race or Ethnicity (optional): _____
- ▶ Gender (optional): _____
- ▶ Primary School Level Served (Elementary, Middle, High, Multiple, N/A):

Acknowledgements

- ▶ I understand that participation on a mathematics instructional materials adoption committee is a public process.
- ▶ I acknowledge that information related to committee service may be subject to Florida public records laws.
- ▶ I agree to evaluate mathematics instructional materials objectively using district provided criteria.

Signature: _____ Date: _____

Sample: Nomination Template

TEACHERS AND DISTRICT STAFF NOMINATION FORM

Thank you for nominating a teacher or staff member to serve on the Instructional Materials Adoption Review Committee for the upcoming [Content Area and Grade Levels] adoption. Nominated individuals should demonstrate strong instructional expertise, professionalism, and the ability to evaluate materials objectively.

Please complete and submit this nomination form by [Due Date and Time] to [District Contact Name and Email]. Nominated staff will be notified of their selection status by [Notification Date].

Committee members are expected to:

- ▶ Attend all required meetings
 - ▷ [Meeting Dates, Locations & Times]
- ▶ Complete an independent review of materials
- ▶ Apply evaluation criteria consistently and objectively
- ▶ Engage in collaborative discussion and decision making

All committee meetings are open to the public. Information submitted through this questionnaire, as well as any information discussed during the review process, may be subject to Florida's public records laws.

If you have any questions or concerns, please contact:

[District Contact Name]

[District Contact Title]

[District Contact Phone Number]

[District Contact Email Address]

Please complete the following information:

- ▶ 1. Nominee Full Name:
- ▶ 2. School or Department Name:
- ▶ 3. Current Position or Role:
- ▶ 4. Grade Level(s) and/or Content Area(s):
- ▶ 5. Years of Experience in Education (approximate):

- ▶ 6. Nominator Name and Title:
- ▶ 7. School or Department Name:
- ▶ 8. Email Address:
- ▶ 9. Does the nominee hold a valid Florida teaching certificate (if applicable)?
☐ Yes ☐ No
- ▶ 10. Describe the nominee's experience with curriculum, instruction, or instructional materials:
- ▶ 11. Has the nominee previously participated in an instructional materials review or adoption process?
☐ Yes ☐ No
If yes, please describe:
- ▶ 12. How does the nominee demonstrate strong instructional practice and understanding of high quality instructional materials?
- ▶ 13. How does the nominee support a range of learners, including students with diverse academic needs?
- ▶ 14. Describe the nominee's ability to engage in collaborative discussion and professional dialogue:
- ▶ 15. How does the nominee demonstrate objectivity and professionalism when evaluating instructional practices or materials?
- ▶ 16. Based on your knowledge, is the nominee able to attend required meetings and complete independent review work within the designated timeline?
☐ Yes ☐ No
- ▶ 17. Will the nominee be supported to participate in required meetings, training, and review activities?
☐ Yes ☐ No
- ▶ 18. Is the nominee comfortable using digital platforms to access and review instructional materials?
☐ Yes ☐ No

- 19. Does the nominee represent a perspective or experience that would add value to the committee (grade-level, content expertise, student population, etc.)?

☐ Yes ☐ No

If yes, please explain:

- 20. Are you aware of any potential conflicts of interest related to publishers, vendors, or instructional materials?

☐ Yes ☐ No

If yes, please describe:

- OPTIONAL QUESTION BASED ON DISTRICT PROCESS: Preferred Committee Assignment:
[District Specific Committee Descriptions or Courses]

I recommend this nominee for participation on the Instructional Materials Adoption Review Committee and confirm that they are able to fulfill the expectations of the role.

Administrator Signature: _____ Date: _____