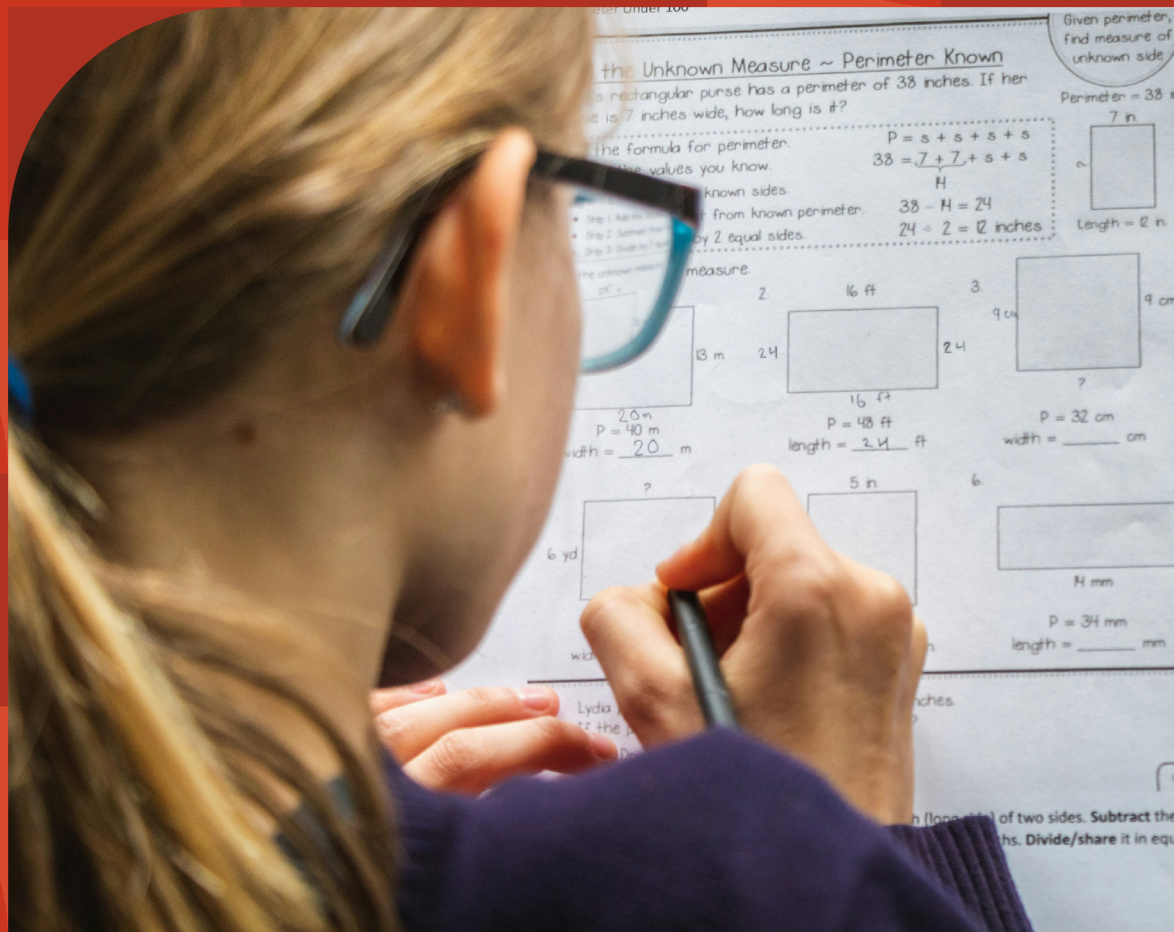


Instructional Materials Recommendation Meeting Facilitation Guide

For District Facilitators



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PURPOSE

Support district facilitators in planning and leading the instructional materials recommendation meeting so committees can review input, discuss materials publicly, and identify materials recommended for School Board consideration.

INTENDED AUDIENCE

This guide is intended for district staff responsible for facilitating the instructional materials recommendation meeting. It is an internal planning and facilitation tool and does not replace district policy, legal guidance, or required public meeting procedures.

MEETING OUTCOMES

- ▶ Committee members understand the purpose and structure of the recommendation meeting.
- ▶ Committee members review evaluation results and stakeholder feedback received during the review period.
- ▶ Committee discussion is grounded in evidence, district criteria, and applicable public meeting expectations.
- ▶ Each committee ranks or selects materials recommended for adoption by the School Board, as determined by the district process.
- ▶ District facilitators collect the documentation needed to support next steps, including minutes, attendance, public comment records, recommendations, and adjournment times.

1. FACILITATOR PREPARATION BEFORE THE MEETING

Use this section to confirm that the recommendation meeting is ready before committee members and the public arrive.

Facilitator Action	What to Confirm
Finalize the agenda	The agenda covers the meeting opening, public comment, committee discussion, recommendation, public review next steps, and adjournment.
Confirm public notice	Public notice is completed and documented for any meeting where materials will be discussed, ranked, selected, eliminated, or recommended.
Prepare public comment process	Comment cards, speaker instructions, time limits, and documentation procedures are ready.
Prepare stakeholder feedback	Stakeholder feedback received during the feedback window is organized and available to the applicable committee members.
Prepare evaluation results	Completed evaluation tool results are compiled, organized, and ready for committee review.
Prepare committee materials	Each committee has the list of materials considered, course information, discussion template, recommendation template, and access to stakeholder feedback.
Assign meeting roles	Each committee identifies or is assigned a note-taker and timekeeper. District staff know who will collect minutes and supporting documentation.
Prepare documentation tools	Minutes templates, attendance records, comment cards, room locations, start times, end times, and recommendation forms are ready.
Confirm logistics	Room assignments, signage, technology, print copies, and facilitator communication plans are in place.

2. SUGGESTED MEETING STRUCTURE

Part 1: Public Opening and Directions for Proceedings

- ▶ Welcome attendees and introduce district facilitators and district staff present.
- ▶ State the purpose of the meeting and identify the grade level, content area, courses, or programs under review.
- ▶ Thank committee members for their time and commitment to reviewing the materials.
- ▶ Explain the meeting process, including public comment, committee discussion, recommendation procedures, documentation, and next steps.
- ▶ Explain how stakeholder feedback received before the meeting was shared with the applicable committees.
- ▶ Facilitate the public comment opportunity according to district procedures.
- ▶ Release committees to begin discussion.

Part 2: Committee Discussion and Recommendation

- ▶ Confirm committee members present and identify the note-taker and timekeeper.
- ▶ Identify the room location, course or grade-level/band, and materials reviewed by publisher, title, and edition.
- ▶ Review evaluation tool results and stakeholder feedback or comments received.
- ▶ Guide discussion using agreed upon categories such as overall impression, alignment to standards, content, presentation, learning or educational value, and other district criteria.
- ▶ Ensure the committee ranks or selects materials recommended for adoption by the School Board according to the district process.
- ▶ Record recommendations clearly and confirm the time the committee discussion ends.
- ▶ Collect completed meeting minutes and any required documentation before adjournment.

3. FACILITATOR TALKING POINTS

Opening

- ▶ This meeting is an important step in moving from individual review to a public, evidence-based recommendation process.
- ▶ The committee will review evaluation results, stakeholder feedback, and the materials submitted for consideration before identifying materials recommended for School Board consideration.
- ▶ The goal is to remain aligned to district criteria, student needs, and the evidence collected during the review process.

Directions for Proceedings

- ▶ Explain the sequence of the meeting before discussion begins.
- ▶ Clarify when public comment will occur and how comments will be documented.
- ▶ Remind committee members that discussion, ranking, selection, elimination, or recommendation of materials must occur during the publicly noticed meeting.
- ▶ Clarify that the note-taker records the discussion and recommendation, while the timekeeper helps the committee stay within the allotted time.

Suggested Facilitator Language

- ▶ Use the evaluation results and stakeholder feedback as inputs to the discussion, not as the only basis for the recommendation.
- ▶ Ground comments in specific evidence from the materials and the district evaluation criteria.
- ▶ If the committee identifies strengths, concerns, or tradeoffs, capture those clearly in the minutes.
- ▶ Before finalizing a recommendation, confirm that the record reflects the rationale for the decision.

4. GUIDING THE COMMITTEE DISCUSSION

District facilitators should help committees move from general reactions to evidence-based discussion. The goal is not to revisit every detail of the independent review, but to use the review results and stakeholder feedback to support a clear recommendation.

Discussion Area	Facilitator Prompt
Evaluation tool results	What patterns do the evaluation results show across the materials reviewed?
Feedback or comments	What feedback was received, and how does it connect to the district-criteria or student needs?
Overall impression	What are the major strengths or concerns that emerged during review?
Alignment to standards	What evidence shows the materials support the required standards and expectations for the course?
Content	How well do the materials support accurate, coherent, and grade appropriate instruction?
Presentation	How usable are the materials for teachers and students, including organization, design, and accessibility?
Learning or educational value	How well do the materials support student engagement, practice, assessment, and learning over time?
Other district criteria	Identify any district-specific criteria or questions.

5. RECOMMENDATION PROCESS GUIDANCE

Facilitators should apply the district-defined process for ranking or selecting materials. The process should be clear before committees begin deliberation.

- ▶ Restate whether the committee is ranking materials or selecting materials for recommendation.
- ▶ Confirm which materials remain under consideration before the recommendation step begins.
- ▶ Remind committee members to base recommendations on evidence, evaluation criteria, stakeholder feedback, and committee discussion.
- ▶ Document the recommendation order or selected materials exactly as determined by the committee.
- ▶ Capture the rationale, including major strengths, concerns, or considerations that informed the recommendation.
- ▶ Clarify that materials recommended for adoption will proceed to the next district step, including public review and School Board consideration as applicable.

6. DOCUMENTATION EXPECTATIONS

Accurate documentation is essential. Facilitators should ensure each committee completes the required records before leaving the meeting.

Discussion Item	What to Capture
Attendance	Committee members present and absent, including role when applicable.
Meeting roles	Name of the note-taker and timekeeper for each committee.
Meeting times	Committee discussion start time, end time, and meeting adjournment time.
Materials considered	Publisher, title, edition, course, grade level, or content area, as applicable.
Evaluation results	Summary or attachment of completed evaluation tool results used during discussion.
Stakeholder Feedback	Stakeholder input received during the feedback window and comments received during the meeting.
Committee discussion	Key discussion points organized by district criteria or the meeting template categories.
Recommendation	Materials ranked or selected for recommendation to the School Board, including rationale when required.
Supporting records	Comment cards, feedback documents, sign-in records, and completed minutes.
Public records note	Include required district or state public records language when applicable.

7. NORMS AND FACILITATION MOVES

- ▶ Keep the discussion grounded in evidence and district criteria.
- ▶ Redirect comments that rely only on preference, familiarity, or vendor claims.
- ▶ Ensure all committee members have an opportunity to contribute.
- ▶ Use neutral facilitation language and avoid signaling a preferred outcome.
- ▶ Pause to summarize points of agreement, unresolved questions, and decision points.
- ▶ Protect the public meeting process by keeping deliberation in the meeting setting.
- ▶ Capture enough detail in the minutes to support transparency and next steps.

8. CLOSING THE MEETING

- ▶ Confirm the committee recommendation before adjournment.
- ▶ State the next step, including when recommended materials will be posted for public review.
- ▶ Collect completed minutes, comment cards, public feedback records, and recommendation documentation.
- ▶ Confirm that start times, end times, attendance, and meeting roles are recorded.
- ▶ Thank committee members and attendees for their participation.

9. POST MEETING FOLLOW-UP

- ▶ Review minutes for completeness and consistency across committees.
- ▶ Confirm that recommendations are accurately recorded by course or content area.
- ▶ Attach or store public comment cards and feedback records according to district procedures.
- ▶ Prepare recommended materials for posting to the district website for public review.
- ▶ Prepare documentation needed for public hearing, School Board agenda items, or next steps in the adoption process.
- ▶ Follow up with committee members or district staff only on procedural or documentation needs.