

Sample: Instructional Materials Adoption Review Committee Meeting Agenda

20XX-20XX [Grade Level/Content Area] Adoption

[Grade Level/Content Area Description]

[Date and Time]

[Location]

[Address]

Part 1: [Grade Level/Content Area Description] Adoption Review Committee Meeting

1. Welcome & Introductions
 - a) [Facilitator 1]
 - b) [Facilitator 2]
2. Directions for Proceedings
3. Public Comment Opportunity
 - a) Maximum of [X]-minutes per speaker
4. Release to Committee Discussion

Part 2: Committee Discussion

1. Introduction of Committee Members
 - a) Identification of Note-taker and Timekeeper
 - b) Identification of Room Location
 - c) Committee Member Name and Role (Teacher, District Employee, Parent, Community Member)
2. Identification of the Materials that the Committee Members Reviewed (Publisher, Title and Edition)
3. Review and Discussion of Input
 - a) Evaluation Tool Results
 - b) Public Feedback or Comments Received

4. Discussion of the Materials Submitted in Consideration for Adoption

- a) Overall Impression
- b) Alignment to Standards
- c) Content
- d) Presentation
- e) Learning/Educational Value
- f) Other

5. Committee to [rank or select] materials recommended for adoption by the School Board

6. Materials recommended for adoption by the School Board will be posted to the [District] website [Time Period] for Public Review

7. Meeting Adjourned

NOTE: All information collected is subject to the public record laws of Florida.