

Sample: Instructional Materials Adoption Review Committee Meeting Minutes

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 & Introduction- [Facilitator]

- a) Comment Cards- available to sign up to provide feedback about the instructional materials in consideration for recommendation for adoption.
- b) District Staff Present
 - i. [Staff Person 1]
 - ii. [Staff Person 2]
- c) Grade Level/Content Area Description] Reviewed
 - i. [Course 1]
 - ii. [Course 2]
 - iii. [Course 3]
- d) Thank committee members for their time and commitment to reviewing the materials [Facilitator]

2. Directions for Proceedings

- a) Opportunities to Provide Feedback
 - i. Community Feedback- [Facilitator]
 - 1. Period was open from [Date] to [Date] and all feedback received was forwarded to the applicable committee members, print copies are also available with the course-specific committee materials.

ii. Public Comment- [Facilitator]

1. Instructions regarding Public Comment portion

b) Release to Committee Discussion- [Facilitator]

c) Each committee identifies a note-taker to complete the minutes of the meeting and a timekeeper.

d) Each committee was provided with the results of the completed Evaluation Tool

e) Each committee member was provided with any public feedback submitted from [Date] to [Date] and a print copy was provided in the meeting room.

f) Committee Discussion of the Materials Submitted in Consideration for Adoption

g) Course-Specific Committee [ranks or selects] materials recommended for adoption by the School Board

h) Identify the time that the meeting ended

i) Return completed meeting minutes to [Facilitator]

3. Public Comment Portion (each speaker can speak for up to [X] minutes)

a) If any speakers were heard, their comment cards are attached and incorporated into these minutes.

4. Release to Committee Discussion

a) Time: _____

Part 2: Committee Discussion

Course: [Course Name]

Note-Taker Name: _____

Timekeeper Name: _____

Committee Discussion Start Time: _____ End Time: _____

Meeting Room Location: [Location]

Committee Members Present:

Name: _____ Role: _____ ☐ Present ☐ Absent

Name: _____ Role: _____ ☐ Present ☐ Absent

Name: _____ Role: _____ ☐ Present ☐ Absent

Materials Considered:

- 1. [Materials 1]
- 2. [Materials 2]
- 3. [Materials 3]

Review and Discussion of Input:

► Evaluation Tool Results

Title	Score 1	Score 2

► Public Feedback or Comments Received:

Discussion of the Materials Submitted in Consideration for Adoption:

Please note that this is a generic template, all bullets do not need to be completed.

Overall Impressions:

-
-
-

Alignment to Standards:

- ▶
- ▶
- ▶

Content:

- ▶
- ▶
- ▶

Presentation:

- ▶
- ▶
- ▶

Learning/Educational Value:

- ▶
- ▶
- ▶

Other:



Course-Specific Materials Recommendation:

Recommendation #1: _____

Recommendation #2: _____

Recommendation #3: _____

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

Meeting Adjourned-Time: _____