

10-3-2014

Dear Board,

I have had time to reflect on the events of the last two weeks as well as Director Newkirk's draft proposal for consideration this evening under Item 6.01, Curriculum Review Committee (Ends, 1-5, GP-13):

[https://www.boarddocs.com/co/jeffco/Board.nsf/files/9PEJC94C7ADA/\\$file/DRAFT%20PROPOSAL%20JJN-Rev2b-Markup-JW%20PROPOSAL%20Board%20Committee%20for%20Curriculum%20Review.pdf.pdf](https://www.boarddocs.com/co/jeffco/Board.nsf/files/9PEJC94C7ADA/$file/DRAFT%20PROPOSAL%20JJN-Rev2b-Markup-JW%20PROPOSAL%20Board%20Committee%20for%20Curriculum%20Review.pdf.pdf)

I would respectfully request that the Curriculum Committee be formed under the guidance of Policy IJ and IJ-R, (attached). I believe this policy meets the needs of various points of view with a few minor adjustments embedded (in red) below.

Here is my rationale:

### **From Policy IJ**

1. The Board has the legal responsibility for the selection and adoption of all instructional resources (textbooks, related classroom materials, and library media materials). But the responsibility for evaluating, recommending, selecting, and discarding instructional resources is delegated to the superintendent and the professional staff employed by the district.
2. The district believes that the viewpoints of citizens and staff **and students** should be considered in the review/recommendation process. The regulation developed to support this policy shall make provision for such participation in this process.

### **From Policy IJ-R**

1. The purpose of the district learning resource review is to ensure Jeffco students have access to resources that are aligned to the Colorado Academic Standards (CAS) and that these resources support an academically rigorous learning environment.
2. The district resource review shall include a multi-step process in which textbooks are evaluated by two committees: Content Review Committee, and Resource Review Committee. Prior to a school piloting textbook or instructional materials, the Content Review Committee shall ensure resources align to Jeffco's guaranteed and viable curriculum which included Colorado Academic Standards. The Resource Review Committee shall ensure resources are challenging, accessible to students, and usable within schools. The Resource Review Committee will make final recommendations to the board based on a body of evidence collected through the pilot process.
3. **Content Review Committee**  
This committee will include a balance between content specialists and teachers **(add community members)**. The committee will include a district facilitator. The Content Review Committee determines if a resource is aligned to CAS and Jeffco's curriculum.

### **Membership**

Content Review Committee members will be identified by the **Chief Academic Officer**, curriculum coordinator or identified content specialist, **(as well as nominations from the Board and student nominations)**. Committee membership shall include the following persons:

- a. Teachers and/or instructional coaches with strong content knowledge and instructional practice in the pilot resource
- b. ~~One member from a school requesting a pilot of the resource~~ **(\*this could be one of the two members selected by each Board Member for a total of 5 people)**
- c. Content specialist(s)
- d. One facilitator who may or may not be from the above groups **(Chief Academic Officer)**
- e. **\*\*Consider adding students that have taken the class to this group.**

**\*In Director Newkirk's proposal, one of the two people nominated by each Board member could serve on this committee for a total of 5 community members involved, see "b" above.**

**\*\*Students in our community have asked to be able to provide their voice to the curriculum that affects them.**

Task: Utilizing a rubric approved by the Chief Academic Officer or designee, the content review committee will ensure instructional resources and materials meet instructional needs as determined by Colorado Academic Standards and Jeffco curriculum documents. Alignment to Board's ends policies will be ensured. If resource is aligned the committee will recommend the text proceeds to the pilot phase. All information from the Content Review Committee will become part of the body of evidence for use by the Resource Review Committee.

#### 4. **Resource Review Committee**

The committee will include a balance between citizens and educators **and students**. The committee will include a district facilitator **(Chief Academic Officer or designee)**. To be considered for Board approval and adoption, the Resource Review Committee will determine a resource's suitability.

##### **Membership**

The resource review committee members shall include a balance of the following persons:

- a minimum of one administrator
- one facilitator **(Chief Academic Officer or designee)**
- teachers
- community members **(\*the other one of the two members nominated by each Board member)**
- **students**

##### **Selection of participants**

Committee members shall be selected by the Chief Academic Officer or designee and district leadership.

- Community members may include persons from school accountability committees. It may also include PTA members from the pilot school(s) or other involved citizen group members.
  - **(\*the other one of the two members nominated by each Board member)**
- The administrator(s) will be identified by the Chief Academic Officer or designee. Membership shall be approved by the achievement director supervising those administrators.
- The facilitator shall be either a director or content specialist. **(or Chief Academic Officer/designee)**
- The teacher(s) shall be identified by **the Chief Academic Officer**, a curriculum coordinator or identified content specialist. These teachers may be instructional leaders or instructional coaches who have a strong understanding of the content being considered.

- The students shall be identified from nominations by building administration/staff.

### **Roles and Responsibilities**

Utilizing a rubric approved by the chief academic officer or designee, the resource review committee will ensure suitable resources. The committee shall consider the following criteria for the resource:

- Developmentally appropriate concepts which are challenging and accessible for all students.
- Various opportunities for application and transfer of student learning.
- Opportunities to enhance the quality of instruction.
- Assessments that measure what students understand, know and are able to do.
- Extensions of the original text to meet diverse needs of a wide variety of students (including ELL, G/T, SPED).
- The quality of language, illustrations, and photographs which ensure materials are non-discriminatory and age appropriate.

The committee will also consider the body of evidence put forth by the content review committee, any available student performance data from use in pilot schools, and completed rubrics to determine suitability.

### **Process**

After completing the evaluation process including completing the rubric, discussion of each resource, and consideration of data, the committee shall vote on each resource. An attempt at consensus will be made; however, a simple majority shall be needed to recommend any resource to the board for inclusion on the approved list. In case of a tie vote, the facilitator shall vote to break the tie. Both majority and minority reports will be generated and included in final recommendation as necessary.

### **Following the Work of the Committee:**

The print learning resources recommended for adoption by the committee will be placed in branches of the Jefferson County public library for review by the public for two weeks. The learning resources technician will arrange for the pickup and delivery of the displays and communication to the public for these displays. Non-print learning resources recommended for adoption will be placed with available equipment in a public place for review by the public for two weeks. Comment forms will be available at all displays. Copies of the public comments will be available in the Educational Research and Design.

The chairperson (director) of the Resource Review Committee shall review citizen comments to determine if the committee should be reconvened to reconsider citizen concerns. If the committee is reconvened then, the additional data shall be considered and new vote shall be taken.

### **Board Consideration and Approval**

After receiving the titles of recommended learning resources as determined in the process described above, the identified Content Specialist will prepare the lists of new additions of recommended learning resources to be submitted to the chief academic officer or designee for presentation to the Board for consideration and approval. The committee shall add a brief statement relating to strengths of the materials and provide the Board of Education a reason for recommending approval.

Thank you for your consideration, see you this evening,

Dan McMinimee  
Superintendent