

Snohomish School District No. 201  
Curriculum and Instruction

Instructional Materials Committee Procedural Checklist for  
Basic Curricular Materials Within the Adoption Cycle

This form is to be completed by the Executive Director for Teaching and Learning Services or designee for the purposes of recommending basic curriculum/curricular materials during the regularly scheduled adoption rotation cycle. Please complete this form by placing date to the left of each activity and returning it to Teaching and Learning Services two weeks prior to the curriculum materials committee meeting when the basic curriculum/curricular materials will be presented. Additional information may be attached.

1. The Executive Director of Teaching and Learning Services assisted planning task forces chaired by district resource specialists to:
  - \_\_\_ a. Conduct a needs assessment including but not limited to a review of: the research; recent literature; national and state standards; practices nationwide; and input from staff, parents, and community at large to gain insight into changes needed.
  - \_\_\_ b. Review the existing philosophical statement and rationale in light of that information gathered and the district vision and essential learning requirements and revise as needed.
  - \_\_\_ c. Review the existing goals and objectives; develop outcome statements learning expectations and assessment standards and indicators.
  - \_\_\_ d. Identify appropriate instructional strategies to support newly developed outcomes and assessment standards.
  - \_\_\_ e. Solicit and/or develop curriculum materials (print, technology), equipment and resources to support newly developed expectations and assessment standards.
  - \_\_\_ f. Develop an implementation time line including staff development needs.
  - \_\_\_ g. Establish a preliminary budget; if the budget covers more than one school year, develop a preliminary overview to be presented by the superintendent to the board of directors for tentative approval of the project.
  
2. The Executive Director for Teaching and Learning Services assisted the building program specialists in working with building principal to:
  - \_\_\_ a. Provide staff of affected schools/grade levels with an overview of the proposed curriculum (i.e., present information and receive feedback on: philosophical statement; rationale; expectations assessment and evaluation instruments with standards and performance indicators; instructional strategies; and curriculum materials, equipment, and resources).
  - \_\_\_ b. Provide parents/community of affected schools/grade levels with an opportunity to hear information about the proposed curriculum and review curriculum materials at a school based parent/community meeting or a district wide forum.

The Executive Director for Teaching and Learning Services assisted the planning task force(s) chaired by district resource specialists to:

- \_\_\_ a. Review input from staff and parents; make changes as needed.
- \_\_\_ b. Recommend curriculum to curriculum materials committee based on 1 and 2 above.