

# ADMINISTRATIVE PROCEDURES OF THE MILWAUKEE PUBLIC SCHOOLS

## ADMINISTRATIVE PROCEDURE 7.26 TEXTBOOKS/INSTRUCTIONAL MATERIALS ADOPTION

The following procedures shall be employed relative to textbooks/instructional materials adoptions.

### **(1) OPENING SUBJECT AREAS FOR TEXTBOOKS/INSTRUCTIONAL MATERIALS ADOPTION**

(a) In order to provide for a systematic re-evaluation of current textbooks/instructional materials needs as adoptions near expiration, the Superintendent shall report the subject areas, along with the titles of the textbooks/instructional materials for which adopted textbooks/instructional materials have been in use seven years or more and may be discontinued at the end of the following school year. The Superintendent's report shall include recommendations for each of the subject areas listed with respect to the budget process and:

1. subject areas to be opened for textbooks/instructional materials adoption
2. subject areas in which textbooks/instructional materials adoption is to be discontinued at the end of the following school year and no new adoption made.

(b) In addition to the recommendations concerning textbooks/instructional materials currently in use, the Superintendent may recommend opening for adoption study any subject areas in which no textbooks/instructional materials adoption is in effect but in which an adoption is considered desirable.

(c) Immediately following the Board's action, the Superintendent or his or her designee shall notify each principal of the action taken. Principals shall notify all teachers concerned which subject areas are open for textbooks/instructional materials adoption.

(d) Also following the Board action, a designated member of the Superintendent's staff shall notify the publishers of textbooks/instructional materials in the subject areas opened for adoption by the Board and through this official correspondence invite publishers to file samples of texts and related instructional materials with the Department of Curriculum and Instruction.

### **(2) NOMINATION OF TEXTBOOKS/INSTRUCTIONAL MATERIALS EVALUATION COMMITTEES**

(a) Upon notification of the opening of a subject area for textbooks/instructional materials adoption, there shall be ample opportunity for teachers and other staff members to be nominated for, or to express interest in serving on, the textbooks/instructional materials evaluation committee for the subject area.

(b) Nominations for and expressions of interest in serving on textbooks/instructional materials evaluation committees will be obtained through a form provided by the designated member of the Superintendent's staff.

(c) In elementary schools, a faculty may nominate members of its own group or staff members from other schools, or it may offer no nominations if it so chooses.

(d) In secondary schools, the same provisions will apply at the departmental level.

(e) Principals and supervisors may submit nominations.

(f) Individual staff members may express an interest in serving on textbooks/instructional materials evaluation committees.

(g) All committees must include **bilingual, immersion, English as a Second Language, and** special education teachers.

### **(3) APPOINTMENT OF TEXTBOOKS/INSTRUCTIONAL MATERIALS EVALUATION COMMITTEES**

(a) Textbooks/instructional materials evaluation committees shall be appointed by the Superintendent or his or her designee. In making the appointments, the Superintendent shall be guided by, but not limited to, the list of nominations for, and individual expressions of interest in serving on, the textbooks/instructional materials evaluation committee. In appointing textbooks/instructional materials evaluation committees, the Superintendent shall be guided by the following factors:

1. Relative to nominees: experience, appointment to the professional staff, qualifications in subject area and/or grade level, and recommendations.
2. Relative to composition of the committee: city-wide representation, **charter school representation**, representation of all levels concerned, including **bilingual, immersion, English as a Second Language, and** special education representation, when a series is under consideration, and gender and ethnic balance on each committee as far as possible.

(b) Optimally, a textbooks/instructional materials evaluation committee will comprise approximately 12 members, at least three-fourths of whom will be teachers.

### **(4) RESPONSIBILITIES AND PROCEDURES OF THE TEXTBOOKS/INSTRUCTIONAL MATERIALS EVALUATION COMMITTEES**

(a) The textbooks/instructional materials evaluation committee shall study and evaluate available materials and make recommendations to the Superintendent concerning the subject area concerned.

(b) Each textbooks/instructional materials subject committee shall elect its own chairperson and shall determine its own methods of procedure, except as herein stated.

(c) The **curriculum specialists** ~~textbooks/instructional materials evaluation committee~~ shall establish criteria by which the available materials are evaluated. A written copy of these criteria shall be placed on file in the Department of Curriculum and Instruction. The criteria used for selection should be made known to the publishers' representatives.

**(d) Evaluation criteria must include the following items in addition to culturally responsive and content-specific descriptors.**

1. **Instructional materials are differentiated to support English Learners who are on a range of English proficiency.**
2. **Materials attend to oral language development.**
3. **All components (100% parity) of materials are available in Spanish (e.g., student edition, teacher edition, assessments, graphic organizers, videos, online interactive games and activities, additional resources, etc.).**
4. **The Spanish used is free of errors and reflects authentic Spanish language usage.**

(e) The **curriculum specialists** ~~textbooks/instructional materials evaluation committee~~ shall solicit reactions and assistance regarding the subject areas under consideration from staff personnel concerned through appropriate avenues, such as:

1. announcements to all schools, inviting written reactions and suggestions;
2. meetings with department chairpersons concerned as a staff group;
3. meetings with various curriculum committees concerned;
4. meetings with curriculum councils;
5. meetings with various subject-matter consultants as desired, including reading specialists;
6. meetings with publishers' representatives;
7. open meetings with personnel concerned; and
8. balloting by teachers concerned on a city-wide basis.

(f) It is the responsibility of every member of the committee to collectively ensure that the evaluation is conducted in an impartial, objective and professional manner, and that the same level of effort is extended to the evaluation of all proposals being reviewed. Therefore, the textbooks/instructional materials evaluation committee is bound by the district's ethics policy and abides by the responsibilities outlined below.

1. Committee members should independently and thoroughly review the materials prior to an evaluation team committee meeting. Each member must preliminarily score the proposals in all areas prior to the committee meeting.
2. At the evaluation team committee meeting, all members are to have a robust discussion about the proposals to ensure they are fully evaluated from many perspectives. Each committee's chair must ensure that each committee member participates in the discussions. The committee must discuss all areas to be evaluated. Once full discussion has taken place, individuals may adjust their preliminary scores based on the discussion.
3. To preserve the integrity of the evaluation process, the following rules of confidentiality must be observed:
  - Committee members must not communicate with others outside of the evaluation committee on the nature or content of the materials, deliberations, vendor presentations, or individual opinions about the vendor.
  - Committee members must not communicate with vendors about this project outside of any scheduled and sanctioned evaluation activity.
4. Individuals may not participate as a member of this committee if:
  - they, or a member of their immediate family has, a financial interest pertaining to this procurement;
  - they received a gift or gratuity of a value over \$25.00 from any vendor in the last year; and
  - they, or a member of their immediate family has, received payment from any vendor for work performed in the last 18 months.

(g) After the textbooks/instructional materials evaluation committee has studied and evaluated the available materials as indicated above, the committee shall determine ~~by secret ballot of its membership~~ the recommendations to be made to the Superintendent. The textbooks/instructional materials evaluation committee may exercise the following options in its recommendations to the Superintendent:

1. Recommend single, dual, or multiple adoptions to meet the varying needs of students and the needs of the instructional program;
2. Recommend no adoption for a designated subject area if the instructional program would be served better by listing acceptable s textbooks/instructional materials on an open list for selection and use by the various schools;
3. Recommend the use of other materials and media in addition to, or in lieu of, a regularly adopted text.

(h) Each textbooks/instructional materials evaluation committee shall keep a record (file) of proceedings and communications involved in the adoption process. This record, which shall include written analyses of the available material given consideration in the adoption and the basis for recommendations made to the Superintendent, shall be forwarded to the Superintendent together with the recommendations for the subject areas.

(i) Each textbooks/instructional materials evaluation committee shall be provided with sufficient opportunities to accomplish the evaluation and recommendation for selection of a textbooks/instructional materials adoption. These opportunities may include credit for work performed outside of the regular school day or the regular school year and/or released time in certain instances.

**(5) RECOMMENDATIONS FOR TEXTBOOKS/INSTRUCTIONAL MATERIALS ADOPTIONS**

(a) The textbooks/instructional materials evaluation committees shall present the recommendations for textbooks/instructional materials adoptions to the Superintendent in confidential reports.

(b) After considering the confidential report and recommendation from each textbooks/instructional materials evaluation committee, the Superintendent shall make his/her recommendations to the Board at a regular meeting of the Board. Final action on textbooks/instructional materials adoption shall be taken within a timeframe that allows the adoption of the textbooks/instructional materials to be implemented at the beginning of the following school year.

**(6) COMMUNICATIONS WITH PUBLISHERS**

(a) As per Administrative Policy 3.09, the purchase of professional services or goods valued at \$50,000 or more, where performance of the services require creative and individual talents, scientific knowledge, special skills or training, artistic or professional skills, or is of a technical or experimental nature, the method of source selection shall be a competitive sealed proposal ("RFP" or "RFB") whose procedural formality may consider the anticipated amount, with less formality at lower dollar amounts, and higher formality at higher dollar amounts. The process is handled through the MPS Procurement Department in conjunction with the sponsoring department.

(b) From the time a bid or RFP is issued until a final award is made, vendors or their lobbyists are not permitted to have any communications with any District employees, officials, or members of the Board of School Directors regarding any bid or RFP other than through the designated contact person identified in the bid or RFP, or through testimony at public hearings.

(c) Vendors are expressly prohibited from offering gratuities of any kind, including meals, gifts, and trips, to officers, employees, or agents of MPS. Vendor incentives should be expressed in terms of quality, service, and price in their quotations. Violation of these conditions will constitute immediate disqualification from contract award.

(d) All procurements must fully comply with Administrative Policies 3.10, Historically Underutilized Business Program, and 3.13, Communities in Need initiative, which ensure competitive price quotations and participation by certified Historically Underutilized Businesses, COIN-certified individuals, and MPS students.

(e) During the time in which the textbooks/instructional materials evaluation committees are being nominated, appointed, and organized, ~~a designated member of the Superintendent's staff~~ the Procurement Department shall communicate with the various publishers for the purpose of gathering all materials, price quotations, etc. for use by the textbooks/instructional materials evaluation committees. These materials, quotations, and correspondence are to be held on file by the Department of Procurement Curriculum and Instruction for use by the textbooks/instructional materials evaluation committees.

(f) Publishers' representatives shall not be permitted to solicit individual teachers, school leaders or other district administrative staff concerning a textbooks/instructional materials adoption in any school during the period of time a subject is opened for adoption, or to invite any teacher to a publisher-sponsored social event. ~~This rule does not apply to presentations of reference or library books.~~

(g) During preliminary screening, Sponsors, in collaboration with Procurement, confirm that vendors have not expressed disagreement with Spanish language requirements outlined in Administrative Policy 7.26. Vendors who are not in agreement with this requirement are to be disqualified and will not move forward to the committee for evaluation. Vendors moving forward to committees understand that they will be held to one of the statements below which will be included in their contract. The bilingual curriculum specialist is to be informed about vendors moving forward to committee.

1. For materials in the areas of math, science, and social studies: All components, at 100% parity and not through a Google translation, must be digitally and physically available in Spanish (e.g., student edition, teacher edition, graphic organizers, videos, assessments,

online interactive games and activities, additional resources, etc.) by the end of the school year in which the adoption is set to begin.

2. For vendors who submit materials in Spanish within areas of literacy: All components must be digitally and physically available authentically in Spanish (e.g., student edition, teacher edition, graphic organizers, videos, assessments, online interactive games and activities, additional resources, etc.) at the time of submission.

(h) After preliminary screening of the materials submitted by all publishers, the publishers' representatives of companies whose books are to be given further consideration by a textbooks/instructional materials evaluation committee may be given an opportunity to present their materials before a scheduled meeting of the committee concerned. Procurement shall coordinate any presentations for committees.

### **(7) ALTERATIONS OR REVISIONS TO TEXTBOOKS/INSTRUCTIONAL MATERIALS**

(a) When any alterations or revisions shall have been made in any textbooks/instructional materials adopted in the Milwaukee Public Schools, the publishers shall send the Superintendent two copies of the altered or revised textbooks/instructional materials with marginal notes for approval if the publisher desires to furnish it in place of the adopted edition without an increase in price. In the event that the Superintendent approves, the revised textbooks/instructional materials may be used. Full credit allowance shall be given by the publisher if the old and the new books/instructional material(s) cannot be used side by side.

(b) No substitutions or revisions not in the nature of mere corrections shall be permitted, except by vote of the Board, and any unauthorized substitutions in the future shall, when discovered, give cause for either cancellation of the adoption by the Board or the return of such substituted textbooks/instructional materials, whether used or unused, to the publishers with a debit memo for the full cost of the books/instructional materials. In no event shall the use of a revised textbook/instructional material be considered as a new adoption or in any way extend the original adoption period.

### **(8) PRINTING, MAILING, AND OTHER EXPENSES**

Any expenses incurred by textbooks/instructional materials adoption committees (printing, mailing of forms, and other necessary expenditures) shall be borne by the Board.

### ~~**(9) TEXTBOOKS/INSTRUCTIONAL MATERIALS EVALUATION CRITERIA**~~

~~(a) General criteria for textbooks/instructional materials evaluation are provided to the textbooks/instructional materials evaluation committees. These criteria are:~~

- ~~1. consistency with K-12 teaching and learning goals;~~
- ~~2. appropriate career information;~~
- ~~3. promotion of critical thinking;~~
- ~~4. recency of edition;~~
- ~~5. absence of sexism;~~
- ~~6. quality of binding;~~
- ~~7. multi-ethnic approach, including aligned materials for use in Spanish/bilingual classrooms that are comparable in content, quality, and rigor to those materials produced in English;~~
- ~~8. quality of cover;~~
- ~~9. freedom from bias;~~
- ~~10. clarity of format;~~
- ~~11. relevancy to curriculum;~~
- ~~12. durability of paper;~~
- ~~13. currency of material;~~
- ~~14. cost;~~

- ~~15. accuracy of material;~~
- ~~16. organization;~~
- ~~17. readability;~~
- ~~18. teaching aids;~~
- ~~19. author's qualifications; and~~
- ~~20. bibliography~~

~~(b) In addition, each textbooks/instructional materials evaluation committee will develop its own specific criteria applicable to the subject area under consideration.~~

**History:** Revised 1984; 5-28-86, 1-28-10, 12-16-10, 02-25-16  
**Legal Ref.:** W.S. 118.03, 119.16, 119.18(5),  
**Contract Ref.:** MTEA Contract (Teachers)  
**Cross Ref.:** Admin. Policy 7.26 Textbooks/Instructional Materials Adoption  
9.10 Public Complaints about the Curriculum or Instructional Materials

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