

	Division:	Curriculum and Instruction
	Unit:	Educational Media and Instructional Resources
	Function:	Resource Review and Purchase
	Effective Date:	September 2021
	Revision Date:	January 11, 2022
	Developed by:	Instructional Review SOP Team
	Revised by:	Mrs. Michelle Bateman, Mrs. Lummie Baker, Dr. Kimberlynn Weston

Instructional Resource Review and Purchase Standard Operating Procedures

For each content area review and purchase of instructional resources, the following guidelines and expectations must be adhered to:

CENTRAL OFFICE ACTIONS

The purchase of instructional materials or programs must be selected in accordance with the listed board policies. Adhering to the board policies allows for the review and purchase of instructional materials as an exception to competitive selection (Board Policy DJE.D.g.1).

[DJEG – Purchase Orders and Contracts](#)

[DJE – Purchasing](#)

[IFA – Instructional Materials and Content](#)

Based upon the board approved schedule under the leadership of the Instructional Resources Committee, textbooks, instructional resources, and print/digital materials will be selected for purchase following a comprehensive review process. The review process will include:

- Parents and patrons – invited to review materials under consideration by the committee and provide input into the decision-making process.
- Instructional Resource Review Committee – selected to invite vendors for instructional resource review, rate the product, and prioritize a recommendation for approval by the Superintendent.

DEPARTMENT OF CURRICULUM & INSTRUCTION ACTIONS

Coordinators for the review area will facilitate the formation of selection committees by the predetermined deadline. The lead coordinator(s) in collaboration with the Department of Educational Media & Instructional Resources will develop a timeline for review and approval from the Chief Academic Officer.

Content Coordinator (or personnel leading adoption process) Actions

The Coordinator will:

- I. Recruit certified teachers as members via NewsFlash and [form submission](#).
- II. Review applications and select members with goal of establishing a diverse group of highly-qualified educators. *(group should be diverse based on the following criteria: age, gender, ethnicity, reg ed, sp ed, EL, magnet, gifted, yrs experience, certifications)*
- III. Notify members for each sub-committee (e.g. K-5, 6-8, specific HS courses).

- IV. Conduct training with the Instructional Resource Review committee to review:
 - a. Protocols and responsibilities
 - b. School district's academic goals
 - c. Selection process and timeline
 - d. Rubrics to be used in assessment of materials
- V. Secure locations for physical review of materials.
- VI. Create and distribute links for virtual review of materials.
- VII. Receive and calculate committee rubric responses.
- VIII. Share review committee top contenders with Instructional Resource Coordinator.
- IX. Work with the Instructional Resources Coordinator to determine schedule for top contender presentations. ([Sample schedule](#))

Instructional Resource Coordinator Actions

The Instructional Resources Coordinator will:

- I. Serve as the point of contact for all vendor related questions regarding the instructional resources review and top contender presentations including determining the location and schedule for final review presentations.
- II. Send a standard letter /email inviting vendors to participate in the review process. The standard letter will include alignment to:
 - a. DCSD Information Technology specifications
 - b. state, national, and international standards
 - c. culturally responsiveness
 - d. literacy focused across all content areas
- III. Establish the instructional review location
- IV. Collaborate with the Operations Department to set up tables for vendor review
- V. Provide vendors with a schedule to set up resources for the review
- VI. Receive top contender names from content coordinators.
- VII. Collaborate to create and share the schedule with vendors and review committee members for the final vendor presentations. ([Sample schedule](#))
- VIII. Contact the top contenders by letter and/or email to invite the vendor(s) on a designated day and time to make a final presentation of the selected resource.
- IX. Invite community to review top contenders using various media outlets (i.e. [DCSD Newsflash](#), school district's website, local community newspaper, etc.) at least two weeks in advance. The community review should include:
 - a. Digital access via DCSD website
 - b. Evening and weekend hours for review
 - c. An input box for public comment
- X. Collaborate with the Content Coordinator to include review team and public comments in the final board presentation.

Top Contender Presentation Review Guidelines

- I. The top contenders will participate in a second round of reviews to include a pilot of the resources for 2 weeks in the classrooms of all committee members.
- II. Presentations will consist of a 45-minute presentation, which includes time for questions and answers.
- III. Each vendor will conduct a presentation (face to face and/or virtually) and provide physical and digital resources for participants to review as applicable.
- IV. Coordinators will provide committee members with the rubrics to evaluate the instructional materials.
- V. At the conclusion of the presentations, the Instructional Resource & Content Coordinators will gather the feedback and compile the results from the evaluation forms submitted by review committee members.
- VI. The review teams will submit their reports to the Department of Educational Media & Instructional Resources to present to the Chief Academic Officer. The Chief Academic Office will present the selection committee's recommendation to the Superintendent and the DCSD Board of Education.