
DIVISION OF LEARNING

Cheryl LaPorta Edwards, Ed.S.
Assistant Superintendent



Laura Blunier, Director -Professional Development
Brian Granstra, Director -CTE & Career Readiness
Kristy Johnson, Director -ESE
Carmel Kisiday Director -Elementary Learning
Lisa Oberdier, Director -Secondary Learning
Kim Gilliland, Asst. Director -ESE

**K-12 Social Studies Instructional
Materials Adoption
Advisory Committee
Training Workshop
November 8, 2023
5:00-7:00 p.m.
Minutes**



Members in Attendance:

- See sign-in sheets

Meeting Called to Order:

I. Welcome and Introductions

- Welcome from our Superintendent-Thank you to all for participation in this process
 - The work that the group is doing by choosing the Social Studies curriculum directly relates to one of our pillars of success for the district strategic plan, preparing students to be good citizens and also to our priority of engaging the community in student success.
- Welcome from our Assistant Superintendent of Learning- thank you all for your participation. It is very important for us to choose good sound curriculum for our students as a collaborative team that includes all our stakeholders.
- Welcome from our Curriculum leader- we appreciate your time and willingness to serve on this committee.
 - Review of Agenda and packet of materials provided to each participant.

1. Agenda, Letter from Superintendent, Affidavit, course description, state content standards, evaluation rubric, EdCredible “How To” document
- ii. Participants nominated by school committees (SAC, PTO, etc) to create a diverse Instructional Materials committee representative of CCPS staff.
- iii. Committee will reconvene in January to provide recommendations
- iv. This is a training workshop and participants will be trained in FLDOE Instructional Materials Review as well as the digital platform EdCredible
 1. CCPS adopts materials from the approved FL state adopted list.
- v. Overview of Instructional Materials Adoption flow map to inform participants

II. Florida Law & the Instructional Materials Adoption Process

a. Open Meetings Laws in FL- School Board Attorney Presentation

- i. All discussions, activities and work need to be done in an open meeting
- ii. Avoid public discussions and responding to emails about the work of the committee
- iii. Notarized Affidavit is required by state law to ensure no committee member is employed by a text book company
- iv. Open Notice Meetings- this means that all meetings of this committee are open to the public to attend and listen to the discussion of materials
 1. Public may attend, but not participate. Public comment is collected through various other opportunities

III. Affidavit Signing

- a. All participants must sign and receive notary stamp prior to the start of the meeting.
- b. Time was provided to participants to complete notarization
- c. Copies will be sent to each participant at the conclusion of the meeting

IV. FL DOE Library, Media, Instructional Materials Reviewer Training-Part 4

- a. Committee viewed Instructional Materials Reviewers PowerPoint from FLDOE.

V. Review the Standards and FL DOE Core Rubric

- a. Each participant's folder is specific to the courses/curriculum for which they will be reviewing.
- b. Core rubric has 4 categories- submitted in EdCredible
 - i. Content-alignment to standards (21 indicators)
 - ii. Presentation- how information is presented to students (7 indicators)
 - iii. Learning- instructional strategies used (14 indicators)
 - iv. Special Topics- FL statutes and SBE rules (6 indicators)
 1. Indicators are scored on 4-point rubric
 2. All 1-ratings require a comment
 - v. Rubrics are viewable by all committee members

VI. EdCredible Training

- a. Accounts already created for all committee members
 - i. Login with CCPS email for staff, self-provided email for non-staff
- b. EdCredible training recorded for repeat viewings
 - i. Overview of Evaluation dashboard and functions
 1. Click "Save" often during evaluation
 - a. If save is not available, "Export Evaluation"
 2. Once evaluation is complete, click "Submit"
 - a. If unable to submit, you must complete required sections
 - b. Click "Unsubmit" to edit evaluation after submission
 3. For technical issues, please email support@edcredible.com
 4. Publisher introduction video presentations can be found by selecting "Product Detail", scrolling to "Supporting Documentation", and clicking the link under "Video URL"

VII. Distribution of Print Materials & Training Conclusion

- a. Helpful hint from 2nd time reviewers:

1445 Education Way, Port Charlotte, FL 33948 • (941) 255-0808 • fax (941) 255-7571 • yourcharlotteschools.net

- i. **Make sure you have completed all required sections prior to submitting**
- b. **Reviews completed by January 15, 2024 at 11:59PM**
- c. **Reminder: In adherence to Sunshine Law, you may not discuss outside of open notice committee meetings**
- d. **Each committee member will receive print and digital copies to conduct review**
- e. **Reviews must be completed independently**

VIII. Questions from attendees:

- a. **Is what we are choosing going to be effective next year?**
 - i. **YES. Materials adopted through the 2023-24 adoption cycle will be implemented with students in the 2024-25 school year.**

Meeting Adjourned: Meeting concluded at 6:31PM

Respectfully submitted: Ashley Monier