

Adoption Committee Recommendations

Bringing together a collaborative team of educators in an adoption committee is an essential component of your adoption process. An adoption committee that represents the voices of diverse stakeholders will build support for and investment in your work and ensure the perspectives of those affected by an adoption decision inform your process. Throughout the process, the committee will learn about the various products considered as well as share and consider the specific needs of the local community, including teachers and students, which can position them as advocates for the process and the final decision made.

What is this resource?

This resource provides recommendations about the composition of the adoption committee.

How should this resource be used?

As part of the launch of an adoption process, we recommend districts look carefully at local policies and guidelines governing adoption committees and their make-up. If your district has guidelines or policies, use these recommendations in conjunction with that local guidance to develop your committee. If you do not have local guidance, this resource provides recommendations as you bring together this important committee.

Committee Composition: We recommend districts consider the following in their adoption committee composition.

- **Effective committees are often composed of five to eight individuals.** To ensure ownership of the new materials and a commitment to successful implementation of the materials, districts will need to convene a committee of educators to weigh in on the decision. The membership of the committee should represent a variety of stakeholders.
- **Membership consists of those who are knowledgeable about best instructional practices for the grade levels and courses being considered as well as the content area.** Committee members need to bring to the table their expertise and knowledge in order to assist in making a decision rooted in district context and quality instruction. Committee members should also possess:
 - Knowledge of district goals and expectations for teaching and learning, including state and district-adopted standards
 - An understanding of data and its use for continuous improvement
 - A willingness to engage in inquiry, meaningful dialogue, and collaboration
- **Membership should include multiple perspectives from the system,** including (but not limited to):
 - **Teachers:** Teacher representation is crucial for your adoption. Including teachers increases transparency in the process, prepares teacher leaders who can be champions of the work and materials, and builds teacher knowledge of and experience with the adopted materials. Teachers also bring a practical perspective to the decision-making process, and having their input early will provide a lens of what actually works in the classroom.
 - **Site leaders:** Principals and other building-level administrators have a broad picture of student and teacher needs across a grade band. They bring a unique perspective on the instructional needs and what works

when implementing across multiple classrooms. Leaders included early in the process can be champions of the work with their peers and gain in-depth knowledge of the adopted materials, which will be important as they support teachers with implementation.

- **Content expert and/or instructional coach:** These team members bring deep content expertise to the adoption process and are critical to articulating a vision for instruction and helping to translate that into how the vision shows up in materials. Like a site leader, they can also think about student and teacher needs as well as implementation across teachers and grade levels and potentially across sites, depending on their role. These leaders will be critical to supporting implementation of new materials, so bringing at least one representative in early will help them develop in-depth knowledge of the adopted materials.
- **District curriculum leader:** District leaders have a big picture view of district priorities around teaching and learning as well as curriculum. They will bring a perspective on capacity for implementation support as well as deep knowledge of the school system as a whole. As a key leader in procurement and implementation, they are a critical member of the adoption committee.
- **Subgroup expert:** It is important to have experts who deeply understand the needs of diverse learners, including students who are learning English and students with IEPs, and can view curriculum materials from the perspective of those students' specific needs.
- **Other stakeholders:** When appropriate, committees may include other district leadership representatives from finance or assessment departments. In addition, members of community advocacy groups, parents, school board members, and students may serve as thoughtful partners on your committee.

Committee Responsibilities: It is important that adoption committees have a clear charge for their work and that individual members are clear in their responsibilities throughout the process.

- **Responsibilities:** These team members will not only weigh in on the decision but will be tasked with investigating the materials and reporting to those stakeholders not part of the committee.
- **Commitment to the entire process.** It's important that committee members understand their responsibility in ensuring this process is comprehensive and transparent. Comprehensive means participation in committee meetings, work between meetings, and commitment to investigating the materials thoroughly. Transparent means a commitment to understanding the needs of the district, contributing to messaging, and championing the materials in implementation.