

California Department of Education

Executive Office

SBE-003 (REV. 11/2017)

tlsb-cfird-mar19item02

# California State Board of Education March 2019 Agenda Item #09

## Subject

2020 Health Education Instructional Materials Adoption: Approval of the Schedule of Significant Events and Reviewer Application.

## Type of Action

Action, Information

## Summary of the Issue(s)

*Education Code (EC)* sections 60200 and 60212 authorize the State Board of Education (SBE) to adopt instructional materials for kindergarten and grades one through eight (K–8), inclusive, in health education and to charge publishers a fee for their participation in that adoption.

In accordance with statute and regulations, and as recommended by the Instructional Quality Commission (IQC), SBE approval of the draft Schedule of Significant Events (Timeline) and the draft Reviewer Application is required.

## Recommendation

The California Department of Education (CDE) recommends that the SBE approve the draft Timeline (Attachment 1) and the draft online Reviewer Application (Attachment 2) that will be used to recruit applicants to serve as reviewers during the 2020 Health Education Instructional Materials Adoption (Health Adoption).

## Brief History of Key Issues

The dates on the Timeline are largely dictated by the requirements in statute and the *California Code of Regulations*, Title 5 (5 *CCR*). Specific citations are included on the Timeline. If the Timeline is approved by the SBE, the recruitment of reviewers will take place during the spring and summer, with the IQC recommending reviewers to the SBE in September 2019 and SBE action to appoint them at its November 2019 meeting. Contingent on the SBE’s approval of the Timeline, the IQC will recommend, and CDE anticipates that the SBE will approve, the materials that will be used to train those reviewers at the same meetings. The reviewers would be trained in Sacramento in April 2020 and would then review the submitted instructional materials for several months before reconvening in panels in Sacramento in July 2020.

After multiple opportunities for public feedback and comment, the IQC would make its own recommendations on the submitted programs at its September 2020 meeting. The SBE, which has final authority and responsibility to adopt materials, would be expected to take action on the Science Adoption at its November 2020 meeting.

The item also includes an application for two categories of reviewers: Instructional Materials Reviewers (IMRs) and Content Review Experts (CREs). IMRs are typically classroom teachers (5 *CCR* requires that teachers comprise a majority of the reviewers) but also include administrators, teachers on non-classroom assignment, and interested members of the public. CREs are required to have a doctoral degree in a health discipline or a related field and serve as a resource to the panel in their discipline. IMRs and CREs serve together on the panels assigned to review submitted instructional materials programs and jointly prepare a Report of Findings to the IQC.

## Summary of Previous State Board of Education Discussion and Action

**September 9, 2016:** The SBE approved the Schedule of Significant Events for the *2019 Health Education Framework for California Public Schools* that will include, as part of its anticipated May 2019 SBE adoption, the publisher criteria for the 2020 Health Education Instructional Materials Adoption*.*

## Fiscal Analysis (as appropriate)

*EC* Section 60213 requires the CDE, prior to conducting the Health Adoption, to provide public notice to all publishers and manufacturers that they will be assessed a fee to offset the cost of conducting the adoption process. The CDE estimates that the cost of the upcoming Health Adoption will be $250,000, exclusive of staff costs.

In February 2020, the CDE plans to collect letters of intent to participate from publishers and manufacturers of health instructional materials. Thereafter, the CDE will assess fees that will be payable by these entities based upon the number of programs and grade levels that they indicate will be submitted. Following receipt of the assessed fees, the CDE will begin the process of associating costs via its approved accounting systems process.

## Attachment(s)

Attachment 1: Draft California 2020 Health Education Instructional Materials Adoption Schedule of Significant Events (2 pages)

Attachment 2: Draft 2020 Health Education Adoption of Instructional Materials Application to Serve on the Review Panel (8 pages)

# California 2020 Health Education Instructional Materials Adoption Schedule of Significant Events

Draft—pending State Board of Education approval

| **Event** | **Date** |
| --- | --- |
| Instructional Quality Commission (IQC) recommends the Schedule of Significant Events and online reviewer application | January 24–25, 2019 |
| State Board of Education (SBE) approves the Schedule of Significant Events and online reviewer application | March 13–14, 2019 |
| IQC recommends evaluation criteria map and standards maps | March 28–29, 2019 |
| Reviewer application period open | April–July 2019 |
| SBE adoption of the *Health Education Curriculum Framework*, including the instructional materials adoption evaluation criteria  SBE approves evaluation criteria map and standards maps | May 8–9, 2019 |
| IQC recommends reviewers | September 19–20, 2019 |
| SBE appoints reviewers | November 6–7, 2019 |
| Small publisher fee waiver requests due | November 8, 2019 |
| IQC recommends reviewer training materials | November 14–15, 2019 |
| SBE approves training materials  SBE approves small publisher fee waiver requests | January 8–9, 2020 |
| Publisher Invitation to Submit meeting | January 28, 2020 |
| Publisher intent to submit forms due | February 12, 2020 |
| Publisher submission forms due | March 9, 2020 |
| Publisher fees due | March 27, 2020 |
| Reviewer training week | April 20–24, 2020 |
| Publisher complete instructional programs due | May 8, 2020 |
| Independent review | May–July 2020 |
| Reviewer deliberations week; review panels make program adoption recommendations | July 20–24, 2020 |
| IQC holds public meeting to receive comment | August 13, 2020 |
| IQC makes program adoption recommendations | September 16–17, 2020 |
| SBE holds public meeting to receive comment  SBE takes action on program recommendations | November 5–6, 2020 |

This timeline is subject to change. The State Board of Education will only take action on changes to the approved timeline if they affect Instructional Quality Commission or State Board of Education action dates.

DRAFT

# 2020 Health Education Adoption of Instructional Materials Application to Serve on the Review Panel

**Applications must be received by 3 p.m. Wednesday, July 24, 2019.**

The California Constitution, Article 9, Section 7.5, and the California *Education Code* Section 60200 authorize the State Board of Education (SBE) to adopt instructional materials for kindergarten through grade eight.

The SBE and the State Superintendent of Public Instruction are seeking candidates to serve on review panels for the 2020 Health Education Adoption of Instructional Materials. Panel members will evaluate instructional materials for use in kindergarten through grade eight, inclusive, that are aligned with the *Health Education Content Standards for California Public Schools*.

Each panel will consist of multiple instructional materials reviewers (IMRs) and at least one content review expert (CRE). IMRs and CREs serve as advisors to the Instructional Quality Commission (IQC) and the SBE in the review of instructional materials submitted for adoption. A majority of IMRs, as stated in regulation (*California Code of Regulations*, Title 5 [5 *CCR*] Section 9512), shall be teachers who teach students in kindergarten or grades one through twelve, have a professional credential under California law, and who have experience with, and expertise in, standards-based educational programs and practices in the content field under consideration. At least one such teacher shall have experience in providing instruction to English learners, and at least one such teacher shall have experience in providing instruction to students with disabilities. Other IMRs may be administrators, parents, local school board members, teachers not described above, and members of the public. CREs are required to hold a doctoral degree in health or a related discipline.

Panel members will attend a four-day training in Sacramento on April 21–24, 2020. They will review instructional materials independently at home and will then reconvene in panels for up to four days of deliberations on July 21–24, 2020, with the preparation of a report to the IQC. IMRs and CREs will receive their actual and necessary travel expenses for attending the training and deliberation session activities. Travel and per diem costs are reimbursed at standard state rates; however, no stipend or substitute pay is provided.

Following are the instructions and information that will be collected in an online form.

## Instructions

* Answer all questions. The system will notify you if a required field was not completed.
* After answering all the questions on a page, select the “Next” button.
* You must submit a two- to three-page résumé with your application.

## Applicant Information

**Salutation: (Mr. Ms. Dr. [from drop down])**

**First Name:**

**MI:**

**Last Name:**

**Home Street Address:**

**Home City:**

**Home State:**

**Home Zip Code:**

**Home Phone:**

**Home Email:**

**Employer’s Business Name:**

**Current Position Title:**

**Business Street Address:**

**Business City:**

**Business State:**

**Business Zip Code:**

**Business Phone:**

**Business Email:**

### Position on the Panel

Select one.

* Instructional Materials Reviewer
* Content Review Expert (doctoral degree in health or a related field is required)

### Area of Expertise

Select the one that applies to your current position.

* Teacher in public or private school providing instruction to students in kindergarten or grades one to twelve
* Teacher not providing instruction to students in kindergarten or grades one to twelve (e.g., mentor teacher or certificated teacher employed by school districts or county offices of education who is not in a position that requires a service credential with a specialization in administrative services)
* School Principal/Administrator/Vice Principal
* District Administrator
* County Office of Education Administrator
* School Board Member
* College/University Faculty
* Professional Organization Representative/Staff
* Community Member
* Parent/Guardian of Pre-K–12 Student

### Grade Levels of Expertise (select all that apply)

* Pre-K–2
* 3–5
* 6–8
* 9–12
* Post-Secondary

### Years Teaching

* 1–5
* 6–10
* 10–20
* More than 20

### Experience Teaching English Learners

Have you provided instruction to English learners?

* Yes
* No

If yes, at what grade levels and for how many years? List any specialized credential, certificate, or training in this area.

### Experience Teaching Students with Disabilities

Have you provided instruction to students with disabilities?

* Yes
* No

If yes, at what grade levels and for how many years? List any specialized credential, certificate, or training in this area.

### Highest Degrees/Certifications

List your four highest academic degrees and/or certifications, including those specific to health education, and the awarding institution. List your highest achievement first.

**Degree/Certification #1:**

**Institution #1:**

**Degree/Certification #2:**

**Institution #2:**

**Degree/Certification #3:**

**Institution #3:**

**Degree/Certification #4:**

**Institution #4:**

### Standards-Based Instruction Experience

Describe a standards-based activity, lesson, or instructional unit that you have used or would use with a diverse student population, including students who are English learners, students with special needs, and students performing below and above grade level. Explain how you would assess the effectiveness of the instructional example. (Use 2,000 characters or less. NOTE: Any information in excess of 2,000 characters will not be considered.)

### Areas of Expertise and Leadership

Describe how your education and experience prepared you to participate as a review panel member. As part of your response, please describe your knowledge and use of the Health Education Content Standards for California Public Schools and your experience providing effective instruction to all students, including English learners and special education students, developing curriculum or assessments, and/or serving as an instructional leader. (Use 2,000 characters or less. NOTE: Any information in excess of 2,000 characters will not be considered.)

### Previous Committee Experience

Have you ever served on a committee that was engaged in standards or curriculum development or the review of instructional materials? If yes, briefly detail your experience. (Use 1,000 characters or less. NOTE: Any information in excess of 1,000 characters will not be considered.)

### Relationship with Publishers: Conflict of Interest Disclosure Statement

Your answers below will serve as the disclosure of certain information as required by the “Statement of Activities that are Inconsistent, Incompatible, or in Conflict with Duties of a Member of an Educational Policy Advisory Commission or a Committee or Panel Thereof,” as amended January 1978, and 5 *CCR* Section 18600. Your answers will be the basis for an eligibility ruling in the event some activity appears to be inconsistent, incompatible, or in conflict with the duties assigned.

For the questions below, “immediate family” is defined as your spouse and dependent children (California *Government Code* Section 82029).

**Question 1**

Do you or a member of your immediate family have, or have you had, a business relationship at any time over the last 12 months with a publisher that produces instructional materials for California? If YES or UNCERTAIN, list the company(-ies) that you have dealt with and the amount (if any) of remuneration received. (Use 1,000 characters or less. NOTE: Any information in excess of 1,000 characters will not be considered.)

* Yes
* No
* Uncertain

**Question 2**

Are you currently employed by, or under contract to, any person, firm, or organization which will do business with or submit instructional materials to the California Department of Education (CDE)? If YES or UNCERTAIN, please explain and provide as much detail as possible, including name of firm, nature of contract, dates of contract, and compensation. (Use 1,000 characters or less. NOTE: Any information in excess of 1,000 characters will not be considered.)

* Yes
* No
* Uncertain

**Question 3**

Have you ever been employed by or had any other kind of contractual relationship with any person, firm, or organization doing business with, or submitting instructional materials to, the CDE? If YES or UNCERTAIN, please explain and provide as much detail as possible, including name of firm, nature of contract, dates of contract, and compensation. (Use 1,000 characters or less. NOTE: Any information in excess of 1,000 characters will not be considered.)

* Yes
* No
* Uncertain

**Question 4**

Do you expect to receive any royalty payments during your period of service on the advisory committee? If YES or UNCERTAIN, please explain and provide as much detail as possible, including name of firm, nature of contract, dates of contract, and compensation. (Use 1,000 characters or less. NOTE: Any information in excess of 1,000 characters will not be considered.)

* Yes
* No
* Uncertain

**Question 5**

Were you or any member of your immediate family an author, contributor, or editor of (or consultant on) any textbook, other curriculum material, or project proposal that is likely to be submitted to the CDE? If YES or UNCERTAIN, please explain and provide as much detail as possible, including name of firm, nature of contract, dates of contract, and compensation. (Use 1,000 characters or less. NOTE: Any information in excess of 1,000 characters will not be considered.)

* Yes
* No
* Uncertain

**Question 6**

Have you received compensation, do you expect to receive compensation, or do you have any other kind of contractual relationship with any organization that is either a subsidiary, parent organization, or “sister organization” of any entity which will do business with your advisory body or will submit materials to your advisory body? If YES or UNCERTAIN, please explain and provide as much detail as possible, including name of firm, nature of contract, dates of contract, and compensation. (Use 1,000 characters or less. NOTE: Any information in excess of 1,000 characters will not be considered.)

* Yes
* No
* Uncertain

### Gender (optional)

* Male
* Female
* Decline to state
* Other (please specify)

### Ethnicity (optional) (Select all that apply from below.)

* Hispanic/Latino
* American Indian or Alaska Native
* Asian
* Black or African American
* Native Hawaiian or Other Pacific Islander
* White
* Decline to state
* Other (please specify)

### Applicant Acknowledgement

* I understand that this application becomes public information when submitted.

### Applicant Certification

* The answers to the questions under Relationship to Publisher: Conflict of Interest Disclosure Statement are true and correct to the best of my knowledge and belief.
* My supervisor and I are aware that, while travel and per diem costs will be reimbursed at standard state rates, no stipend is provided to members of the advisory committee and no substitute reimbursement is provided to the local education agency.
* I have discussed this application with my supervisor and have received approval for release time to participate in all related activities.

### Supervisor/Employer Information

**First Name:**

**Last Name:**

**Position Title:**

**Phone:**

**Email: (generates email message to employer)**

When you submit your application form, a message will be automatically sent to the employer’s email address you enter above.

[sent from HEALTHADOPTION@cde.ca.gov]

Dear <First Name> <Last Name>:

This message is being sent to notify you that <First Name> <Last Name> (<email address>), a member of your staff, has submitted an application to participate as a panel member for the 2020 Health Adoption of Instructional Materials. If appointed by the State Board of Education, the candidate is committing to attend a sequence of meetings and to perform a review of the materials as part of the adoption. Panel members will first participate in a four-day training session in April 2020 in Sacramento, then spend up to three months independently reviewing materials, returning to Sacramento in July 2020 for up to four days of deliberations. Travel and per diem costs are reimbursed at standard state rates; however, no stipend or substitute pay is provided.

### Professional References

Please provide the names and contact information for at least one and up to three professional references.

**First Name:**

**Last Name:**

**Position Title:**

**Institution:**

**Street Address:**

**City:**

**State:**

**Zip Code:**

**Phone:**

**Email:**

**First Name:**

**Last Name:**

**Position Title:**

**Institution:**

**Street Address:**

**City:**

**State:**

**Zip Code:**

**Phone:**

**Email:**

**First Name:**

**Last Name:**

**Position Title:**

**Institution:**

**Street Address:**

**City:**

**State:**

**Zip Code:**

**Phone:**

**Email:**

### Upload a Résumé/Vitae

**Note:** Please attach a current résumé or brief curriculum vitae as it relates to your educational background and health education in K–12 and/or higher education. If you are a classroom teacher, list the classes you are currently teaching, the grade level(s), and the language of instruction, if other than English. Also, please indicate any specialized training you have had in health instruction in the past five years. Please limit your résumé/vitae to two or three pages and include your name on each page. (NOTE: Any information beyond three pages will not be considered.)