

California Department of Education

Executive Office

SBE-003(REV. 11/2017)

imb-cfird-jul20item02

# California State Board of Education July 2020 Agenda Item #09

## Subject

2021 World Languages Instructional Materials Adoption: Approval of the Schedule of Significant Events, Reviewer Application, Adoption Notice, Criteria Map, and Standards Maps.

## Type of Action

Action, Information

## Summary of the Issue(s)

California *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, inclusive, in world languages 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), draft Reviewer Application, draft evaluation criteria map, draft standards alignment maps, and a notice of intent to hold an adoption is required.

## Recommendation

The California Department of Education (CDE) and the IQC recommend that the SBE approve the following:

* Draft 2021 California World Languages Adoption of Instructional Materials Schedule of Significant Events
* Draft 2021 World Languages Adoption of Instructional Materials Application to Serve on the Review Panel
* Draft 2021 World Languages Adoption Notice
* Draft 2021 World Languages Adoption Criteria Map
* Draft 2021 World Languages Standards Alignment Maps

## 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 summer, with the IQC recommending reviewers to the SBE in November 2020 and SBE action to appoint them at its January 2021 meeting. The reviewers would be trained in Sacramento in April 2021 and would then review the submitted instructional materials for several months before reconvening in panels in Sacramento in July 2021.

After multiple opportunities for public feedback and comment, the IQC would make its own recommendations on the submitted programs at its September 2021 meeting. The SBE, which has final authority and responsibility to adopt materials, would be expected to take action on the World Languages Adoption at its November 2021 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 world languages 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

**July 11, 2018:** The SBE approved the Schedule of Significant Events for the 2020 Revision of the *World Languages Framework for California Public Schools, Kindergarten Through Grade Twelve* that would include, as part of its anticipated July 2020 SBE adoption, the publisher criteria for the 2021 World Languages Instructional Materials Adoption.

## Fiscal Analysis (as appropriate)

*EC* Section 60213 requires the CDE, prior to conducting the World Languages 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 World Languages Adoption will be $250,000, exclusive of staff costs.

In February 2021, the CDE plans to collect letters of intent to participate from publishers and manufacturers of world languages instructional materials. Pursuant to *EC* Section 60213, the CDE will assess publishers participating in the 2021 World Languages Instructional Materials Adoption a fee for each grade level of each program a publisher submits for consideration of adoption. The proposed participation fee will be $8,000 for each grade level per 5 *CCR* Section 9517.3.

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 2021 California World Languages Adoption of Instructional Materials Schedule of Significant Events (2 pages)

Attachment 2: Draft 2021 World Languages Adoption of Instructional Materials Application to Serve on the Review Panel (9 pages)

Attachment 3: Draft 2021 World Languages Adoption Notice (1 page)

Attachment 4: Draft 2021 World Languages Adoption Criteria Map (available upon request)

Attachment 5: Draft 2021 World Languages Standards Alignment Maps (available upon request)

# 2021 California World Languages Adoption of Instructional Materials 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 15–16, 2020 |
| IQC recommends evaluation criteria map and standards maps (*California Code of Regulations*, Title 5 [5 *CCR*], Section 9510[u]) | May 13–14, 2020 |
| State Board of Education (SBE) adoption of the *World Languages Framework*, including the instructional materials adoption evaluation criteria (*Education Code* [*EC*] Section 60200[b][1])  SBE approves the Schedule of Significant Events (5 *CCR*  Section 9510[s]) and online reviewer application (5 *CCR* Section 9513[a])  SBE approves evaluation criteria map and standards maps (5 *CCR* Section 9510[u]) | July 8–9, 2020 |
| Reviewer application period opens (5 *CCR* Section 9513[a]) | July–September 2020 |
| Small publisher fee waiver requests due (*EC* Section 60213) | November 6, 2020 |
| IQC recommends reviewers (5 *CCR* Section 9512[b]) | November 18–19, 2020 |
| SBE appoints reviewers (5 *CCR* Section 9512[a])  SBE approves small publisher fee waiver requests (*EC* Section 60213[d][1]) | January 13–14, 2021 |
| Publisher Invitation to Submit meeting (5 *CCR* Section 9517) | January 27, 2021 |
| Publisher intent to submit forms due (5 *CCR* Section 9517.3[a][3]) | February 11, 2021 |
| Publisher submission forms due (5 *CCR* Section 9517[c]) | March 9, 2021 |
| Publisher fees due (*EC* Section 60213) | March 25, 2021 |
| Reviewer training week (5 *CCR* Section 9512[h]) | April 26–30, 2021 |
| Publisher complete instructional programs due (5 *CCR* Section 9517[e]) | May 14, 2021 |
| Reviewer deliberations week; review panels make program adoption recommendations (5 *CCR* Section 9519[i]) | July 26–30, 2021 |
| IQC holds public meeting to receive comment (5 *CCR* Section 9524[a][1]) | August 17, 2021 |
| IQC makes program adoption recommendations (5 *CCR* Section 9524[a][5]) | September 22–23, 2021 |
| SBE holds public meeting to receive comment  SBE takes action on program recommendations (*EC* Section 60200) | November 2021 |

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

# 2021 World Languages Adoption of Instructional Materials Application to Serve on the Review Panel

**Applications must be received by 3 p.m. Tuesday, September 15, 2020.**

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 2021 World Languages Adoption of Instructional Materials. Panel members will evaluate instructional materials for use in kindergarten through grade eight, inclusive, that are aligned with the *World Languages 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 world languages or a related discipline.

Panel members will attend four days of training in Sacramento on April 27–30, 2021. They will review instructional materials independently at home and will then reconvene in panels for up to four days of deliberations on July 27–30, 2021, which will conclude 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. Mrs. 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 Email, if applicable:**

### Position on the Panel:

Select one.

* Instructional Materials Reviewer (teachers who hold a valid California K–12 teaching credential and who have a current K–12 classroom assignment, teachers on special assignment, school or district administrators, school board members, parents, community members, or teachers in private or special schools)
* Content Review Expert (a person who possesses a doctoral degree in world languages or a related field)

### Reason for Participation

Please explain why you are interested in conducting a thorough review of world languages instructional materials. (Use 2,000 characters or fewer. NOTE: Any information in excess of 2,000 characters will not be considered.)

### Current Position

Select the option that best applies to your current position.

* Credentialed teacher in a public school with a classroom assignment providing instruction to students in kindergarten through grade twelve
* Credentialed teacher in a private school with a classroom assignment providing instruction to students in kindergarten through grade twelve
* Teacher not providing any direct instruction to students in kindergarten to grade 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

**Do you currently hold a valid California Credential authorizing service in grades K**–**12, issued from the Commission on Teacher Credentialing?**

* Yes
* No

**Are you currently assigned as the primary teacher in a K**–**12 public school classroom?**

* Yes
* No

**In what area of instruction or services is your credential? (select all that apply)**

* Multiple Subject Teaching Credential
* Multiple Subject Teaching Credential with Supplemental Authorization
* Single Subject Teaching Credential
* Single Subject Teaching Credential with Supplemental Authorization
* Single Subject Teaching Credential with Secondary Authorization
* Single Subject Teaching Credential with Special Secondary Authorization
* Standard Elementary Teaching Credential with Supplemental Authorization
* Bilingual, Cross-cultural, Language and Academic Development (BCLAD) certificate or California Teachers of English Learners (CTEL)/Cross-cultural, Language and Academic Development (CLAD), and California Subject Examinations for Teachers: Languages Other Than English (CSET: LOTE)
* Pupil Personnel Services
* Administrative Services
* Special Education
* Not Applicable
* Other
* If other, please specify (Required if “Other” is selected)

### Years Teaching in a K–12 public or private school classroom

* None
* Less than 1
* 1–5
* 6–10
* 10–20
* More than 20

### Experience Teaching English Learners

Have you provided instruction to English learners?

* Yes
* No

### Experience Teaching Students with Disabilities

Have you provided instruction to students with disabilities utilizing Universal Design for Learning strategies to plan your instruction?

* Yes
* No

### Highest Degrees/Certifications

List your four highest academic degrees and/or certifications, including those specific to World Languages, 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:**

### Application of Standards

Please describe your knowledge and use of the *World Languages Content Standards for California Public Schools* and your experience providing effective world languages 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 fewer. NOTE: Any information in excess of 2,000 characters will not be considered.)

**Previous Collaboration Experience**

Describe the collaboration skills and experience that will help you successfully work together with other reviewers to determine whether the instructional program(s) you review meet all review criteria. (Use 2,000 characters or fewer. NOTE: Any information in excess of 2,000 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 to the review panel.

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, 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) Please 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 understand 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 WORLDLANGUAGESADOPTION@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 applied to participate as a panel member for the 2021 World Languages 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 2021 in Sacramento, spend up to three months independently reviewing materials, returning to Sacramento in July 2021 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

**Note:** Attach a current résumé or brief curriculum vitae as it relates to your educational background and world languages instruction 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 indicate any specialized training you have had in world languages instruction in the past five years. Limit your résumé to two or three pages and include your name on each page. (NOTE: Any information beyond three pages will not be considered.)

# Draft 2021 World Languages Adoption Notice

The California State Board of Education (SBE) has scheduled a World Languages Instructional Materials Adoption for 2021. This adoption will consider publisher submissions for instructional materials programs designed for kindergarten through grade eight. Final SBE consideration of submitted programs will occur in November 2021.

## Background

At its July 8–9, 2020, public meeting, the SBE approved the *World Languages Framework for Public Schools, Kindergarten Through Grade Twelve* revision, which includes instructional materials evaluation criteria. At its July 8–9, 2020, meeting, the SBE approved the Schedule of Significant Events for the 2021 World Languages Instructional Materials Adoption. These actions authorize the adoption of instructional materials.

## Publisher Fee

Pursuant to California *Education Code* Section 60213, the California Department of Education (CDE) will assess publishers participating in the 2021 World Languages Instructional Materials Adoption a fee for each grade level of each program a publisher submits for consideration of adoption. The proposed participation fee will be $8,000 for each grade level per the *California Code of Regulations*, Title 5, Section 9517.3. The fee shall be payable by the publisher even if the publisher subsequently chooses to withdraw a program or reduce the number of grade levels submitted for review.

## Additional Information

For additional information, please visit the CDE Instructional Materials web page for world languages at <https://www.cde.ca.gov/ci/fl/im/>. You may also contact the CDE Curriculum Frameworks and Instructional Resources Division at 916-319-0881.