

## Summary of WCSD Instructional Materials Evaluation Process

Instructional Materials (IM) Evaluation Process	Date & Time*	Summary of Process
Teacher and Community Administrator and Parent Committee Training	December 4, 2025	Committee members are trained on either the teacher evaluation rubric or the community, administrator & parent evaluation rubric. Members participate in a mock review to calibrate scoring and evidence gathering.
Evaluation Period - virtual or by appointment	February 7, 2026 – March 2, 2026	Committee members independently review instructional materials submitted under RFP and evaluate them using the appropriate WCSD evaluation rubric
Standards Alignment – NDE requirement	February 24, 2026,	Committee members perform a standards alignment reviewing the print and digital materials and recording evidence in the NDE Standards Course Alignment form. Materials that meet the standards alignment requirements are then evaluated using the NDE IM-02 HQIM rubric. Materials that do not meet the standards alignment requirements are no longer included in the evaluation process.
Semi-finalist Discussion and Selection Meeting	March 5, 2026,	Committee members norm rubrics and come to consensus scores for evaluated materials. The committee discusses and puts forward materials as semifinalists for field testing.
Field-testing Semifinalist	March 9 – March 20, 2026	Teacher committee members select lesson(s) to field-test with their students. Students and teachers provide feedback based on their experience.
Public Comment Period	March 23 – April 3, 2026 (virtual)	Members of the public are invited to preview the semifinalist instructional materials digitally. The preview is hosted on the WCSD website.
Finalist Discussion/Selection	April 7, 2026, 4:00 – 7:00pm	Committee members review teacher and student field-testing feedback and public comments. Members discuss and complete a final ranking of the semifinalists. Members motion to recommend an IM for adoption and vote on the motion. The selected materials are recommended to the board of trustees for adoption.