

# Supplemental Memorandum

**To:** STATE BOARD MEMBERS **Date:** April 1, 2003

**From:** Karen Yamamoto, Chair, Curriculum Development and Supplemental Materials Commission  
Thomas Adams, Acting Executive Secretary, Curriculum Commission, CFIR Division

**Re:** SUPPLEMENTAL ITEM #25

**Subject:** REPORT OF THE CURRICULUM DEVELOPMENT AND SUPPLEMENTAL MATERIALS COMMISSION

[Attachment #1](#): Report of the Curriculum Commission.

This month's report contains:

- 1) Information on the training of reviewers for the Foreign Language Adoption on March 23 through 27
- 2) Information on the Curriculum Commission meeting on March 28
- 3) Action request on the application forms for the Instructional Materials Advisory Panel and the Content Review Panel for the 2004 Health Adoption

Items for action:

[Attachment #2](#): Application for the Instructional Materials Advisory Panel for the 2004 Health Adoption

[Attachment #3](#): Application for the Content Review Panel for the 2004 Health Adoption



State of California

Gray Davis, Governor

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**Curriculum Development and Supplemental Materials Commission**

An advisory body to the California State Board of Education

916-319-0881

April 1, 2003

Reed Hastings, President  
State Board of Education  
1430 N Street, Fifth Floor  
Sacramento, CA 94244-2720

*RE: April 2003 Report of the Curriculum Development and Supplemental Materials Commission*

Dear President Hastings:

On behalf of the Curriculum Development and Supplemental Materials Commission (Curriculum Commission), I am pleased to provide you with an update of its recent activities and to present two items for approval by the State Board of Education.

*2003 K-8 Foreign Language Adoption*

From March 24 to 27, the Curriculum Commission with support from Curriculum Frameworks and Instructional Resources Division conducted the training of the 27 members of the Instructional Materials Advisory Panel (IMAP) and 11 Language Experts (LE). Twenty programs were submitted for review: ten for Spanish, three for French, three for Latin, three for Japanese, and one for German. We are especially grateful for the help of Duarte Silva of the California Foreign Language Project who helped design the training and recruit reviewers. We also would like to acknowledge the work of Jean James of the CFIR Division and Arleen Burns of the Professional Development Division.

The IMAP/LE members will reconvene at the Hilton Sacramento from July 7-10, 2003, to conduct deliberations on each of the submitted programs. The exception will be the German panel members who will meet at the California Department of Education August 6-7, 2003, to conduct deliberations. Following deliberations, the joint IMAP/LE advisory reports on each submitted program will be forwarded to the Curriculum Commission for consideration and action at the September 17-19, 2003, Commission meeting. The Commission will bring the recommendations to the Board in November, 2003, for information and in December, 2003, for action.

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President Reed Hastings  
SBE Meeting, April 2003

### *March 28 Meeting*

In order to make the best use of its time, the Curriculum Commission changed its meeting dates from March 20-21 to March 28. Although the time allotted for the meeting was short, it was still well spent as progress was made in many areas.

### *Mathematics Framework*

The Curriculum Commission has examined the assessment chapter of the Mathematics Framework and found it to be sound. The Commission would like to include a description of assessment terms such as validity and reliability and a section on accountability. We are proposing that the chapter title change from "Assessment" to "Assessment and Accountability." We want to thank Bill Tarr of the Assessment Division for lending his expertise and assisting us in updating the "Assessment" chapter of the framework.

The Commission is compiling a list of scholars to review the framework for content accuracy this summer. We will include those mathematicians who worked on the original framework and the Board's Content Review Panel for the California Standards Test in Mathematics. If you have other mathematicians whom you would like to review the framework, please let us know and we will be glad to include them.

### *Field Review of Draft Visual and Performing Arts Framework*

The Curriculum Commission has delayed the field review of the draft Visual and Performing Arts Framework. The Commission is making the framework more efficient in its presentation and ensuring the visual and performing arts standards are teachable. We will examine another draft of the framework in May and hope to have it ready for public comment later that month. The draft framework and evaluation questionnaire will be available on the CDE website, [www.cde.ca.gov/cfir](http://www.cde.ca.gov/cfir).

### *Science*

The Science Subject Matter Committee will hold a special meeting in April to review materials on environmental education. Under SB 373 (Torlakson), the State Board of Education and California Department of Education are working with the Integrated Waste Management Board in fostering environment education. This meeting will focus on the materials developed by the California Integrated Waste Management Board.

### *History-Social Science*

The Curriculum Commission is pleased to announce the criteria for the 2005 adoption is completed and available on the CFIR website, [www.cde.ca.gov/cfir](http://www.cde.ca.gov/cfir). We wish to thank State Board of Education and CFIR staff for reviewing the editorial changes from CDE Press. The

Page 3  
President Reed Hastings  
*SBE Meeting, April 2003*

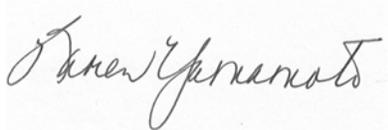
Commission will brief publishers on the evaluation criteria for the 2005 History-Social Science Adoption on May 16. We hope that publishers are beginning their preparation for this adoption.

*Health*

The Curriculum Commission approved the application forms for the Instructional Materials Advisory Panel and the Content Review Panel for the 2004 Health Adoption. The application forms are attached and we request your approval. In coordination with history-social science, the Curriculum Commission will brief publishers on the evaluation criteria for the 2004 Health Adoption on May 16.

This concludes the Curriculum Commission's report for April. As always, we welcome your direction on all matters related to the Curriculum Commission.

Sincerely,



Karen Yamamoto, Chair  
Curriculum Development and Supplemental Materials Commission

Attachments:

- [#2: Health Instructional Materials Advisory Panel Application Form](#)
- [#3: Health Content Review Panel Application Form](#)

KY:tpa

cc: Members, State Board of Education  
Jack O'Connell, State Superintendent of Public Instruction  
Gavin Payne, Chief Deputy Superintendent  
Sue Stickel, Deputy Superintendent, Curriculum and Instruction  
Rae Belisle, Executive Director, State Board of Education  
Members, Curriculum Commission  
Thomas Adams, Acting Executive Secretary, Curriculum Commission

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**Curriculum Development and Supplemental Materials Commission  
Application for Appointment to the  
2004 Health Primary Adoption  
Primary Adoption of Instructional Materials**

***Instructional Materials Advisory Panel (IMAP)***

**What is the role of a Health Instructional Materials Advisory Panel (IMAP) member?**

Participation as a Health IMAP is a tremendous professional opportunity and responsibility. It represents a significant commitment of time and personal energy. The Curriculum Development and Supplemental Materials Commission (Curriculum Commission) serves as an advisory body to the California State Board of Education (State Board) and appoints a panel of content reviewers to study and recommend instructional materials for use in grades K-8 that meet the State Board's Evaluation Criteria for this adoption. Instructional Materials Advisory Panel (IMAP) members play a significant role in the instructional materials adoption process. IMAP members review submitted materials according to State Board-adopted criteria and ensure that the content of materials is in alignment with the curriculum framework. IMAP members review materials for content, as well as program organization, assessment, universal access, and instructional planning and support. IMAP members, in collaboration with subject matter experts, decide whether to recommend instructional materials for adoption to the Curriculum Commission. IMAP members should be primarily teachers that have direct classroom experience in teaching health education.

**What are the important dates for the 2004 Health Primary Adoption of Instructional Materials?**

Individuals appointed to the IMAP will participate in four days of training April 6-9, 2004 and five days of program deliberations July 19-23, 2004. Each IMAP member will conduct an independent review of all the instructional materials submitted for the adoption between April 2004 and July 2004, and will report on his or her findings at the deliberations. Depending on the number of submissions, most panels may not review more than three programs. Each IMAP/CRP panel will produce a joint advisory report to the Curriculum Commission on the reviewed programs.

## Application Instructions

**(Completed applications must be received by Wednesday, August 6, 2003)**

**The complete application must be mailed to:**

Curriculum Frameworks & Instructional Resources Office

California Department of Education

P.O. Box 944272

Sacramento, CA 94244-2720

Attn: Olga C. Uribe, Lead Health Primary Adoption Consultant

FAX (916) 319-0172

**(Please note:** Original signatures are required. If the application is faxed, the original must follow by mail. Incomplete or late applications will not be considered. **E-mailed applications will not be accepted.**

**A completed application includes:**

- Application Parts I-V with required signatures and signed disclosure statement;
- Additional pages in answer to the written response questions (part III);
- Applicant's abbreviated curriculum vitae/resume (2-3 pages)

### Questions?

If you have any questions regarding the application packet, please contact Olga C. Uribe, Education Programs Consultant in the Curriculum Frameworks & Instructional Resources Office (CFIR) at (916) 319-0452, or email at: [ouribe@cde.ca.gov](mailto:ouribe@cde.ca.gov).

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## Curriculum Development and Supplemental Materials Commission

Applications must be received in Sacramento by **Wednesday, August 6, 2003**

Return to: Curriculum Frameworks & Instructional Resources Office  
California Department of Education, P.O. Box 944272  
Sacramento, California 94244-2720  
Contact: Olga C. Uribe, (916) 319-0452

### Application for the 2004 Health Primary Adoption

## *Instructional Materials Advisory Panel*

### Part I: Personal Information

Name \_\_\_\_\_  
(Last) (First) (Middle)

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Business Phone ( ) \_\_\_\_\_

FAX ( ) \_\_\_\_\_ Email \_\_\_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_  
(name of School District, Organization, College or University,  
County Office of Education, other)

Business Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

District Superintendent \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
(or comparable administrator)

Address \_\_\_\_\_  
(if different from above)

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Areas(s) of Expertise: (Check all areas that apply)

\_\_\_\_ Primary (K-3) \_\_\_\_ Middle (4-8) \_\_\_\_ High (9-12) \_\_\_\_ College/University

\_\_ Health Education; \_\_ Physical Education; \_\_ Health Services; \_\_ Nutrition Services; \_\_ Psychological and Counseling Services; \_\_ Health Promotion For Staff; \_\_ Safe and Healthy School Environment; \_\_ Parent/Community Involvement; \_\_\_\_ Other (specify):

**Briefly describe your current (or most recent) responsibilities as they relate to health instruction in the context of a coordinated school health system. Please include references to your grade level expertise.**

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**Previous Experience.** Have you served as an IMAP previously? If so, when? Have you had any recent experience with a formal process involving instructional materials review or adoption at the state or local level?

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**List your Degrees, Professional Licenses, Subject Areas and Higher Education Institutions:**

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**Part II – Acknowledgements**

Under state law, appointees' necessary travel expenses and per diem (i.e., lodging, meals, and incidental expenses) are reimbursable within prescribed limits. ***Individual stipends and employer reimbursements for substitute personnel are NOT available.*** In acknowledgment of the commitment and the financial limitations, the following signatures are required.

Applicant's Acknowledgment
<p>I understand that this application becomes public information when submitted. I also understand that serving as a member of a Health Primary Adoption IMAP is demanding in terms of time and personal energy for a period of about three months. (Please see Attachment B for specific dates). I expressly recognize that, if appointed as an IMAP member, I must:</p> <ul style="list-style-type: none"><li>➤ <b>Participate in the entire training session on responsibilities and procedures of the K-8 IMAP and be present during the formal presentations by publishers submitting materials for adoption consideration during the week of April 6-9, 2004, in Sacramento, CA.</b></li><li>➤ <b>Expect to spend a substantial amount of time conducting my own independent review of the materials submitted for consideration as assigned to me; and</b></li><li>➤ <b>Participate in the entire IMAP deliberations in Sacramento, July 19-23, 2004.</b></li></ul>
Printed Name of Applicant

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<b>Supervisor's/Employer's Acknowledgment</b>			
<ul style="list-style-type: none"> <li>➤ <b>We understand that the evaluation of instructional materials will be personally and professionally demanding on our comprehensive school health system employee.</b></li> <li>➤ <b>We have read the information provided regarding the Health Primary Adoption IMAP process. We believe this applicant is knowledgeable, flexible, responsible, and capable of contributing meaningfully and constructively in this evaluation process.</b></li> <li>➤ <b>We believe this applicant works well with others.</b></li> <li>➤ <b>We recommend this applicant for appointment to an IMAP.</b></li> <li>➤ <b>If this applicant is appointed to the Health Primary Adoption IMAP, our organization will provide release time and other support as mutually agreed to by the organization and the applicant in order to facilitate the applicant's participation.</b></li> </ul>			
Printed Name of Immediate Supervisor (e.g. School Principal)		Printed Name of Authorized Employer Representative (e.g. District Superintendent)	
Signature of Immediate Supervisor	Date	Signature of Authorized Employer Representative	Date

**Part III – Short Written Response Questions**

Please address each of the following questions thoughtfully and concisely. You may use additional sheets if necessary. You are encouraged to fit your answer into the space provided. If you do not have direct experience as an educator, please address the questions based on your personal or professional interest and expertise in health education instruction. The *California Health Framework* is available on our Web site at: [www.cde.ca.gov/cfir](http://www.cde.ca.gov/cfir).

<p>1. According to the <i>Health Framework</i>, there must be a focus on developing lifelong health-related attitudes and behaviors. Describe how you promote this focus in your classroom or in your area of responsibility.</p>
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2. The *Health Framework* features eight different grade level expectations, and nine content areas within health education. How would you expect instructional resources to support these?

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3. The *Health Framework* describes eight components of coordinated school health; health education is one of those components. Please describe how you have successfully integrated two or more components of coordinated school health in your work with students.

**4. Explain why you would like to serve as an IMAP member and how your academic and professional background and preparation would contribute to this process.**

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### Part IV - Professional References

Professional References: Please list three professional references. These should be people unrelated to you who are familiar with your work, background, and talents.

1. Reference's Name	Position	
Address	Phone Number	
City	State	Zip Code

2. Reference's Name	Position	
Address	Phone Number	
City	State	Zip Code

3. Reference's Name	Position	
Address	Phone Number	
City	State	Zip Code

Letter(s) of Recommendation: Letters of recommendation may be attached, but are not required.

Part V  
State of California  
**State Board of Education**

*Advisory Body Disclosure Statement*

First Name	Last Name	( ) Home Phone	( ) Business Phone
Street Address	City	State	Zip

Your answers below will serve as the disclosure of certain information required by California Code of Regulations, Title 5, Division 1, Chapter 20, Subchapter 5, State Board of Education—Conflict of Interest Code, §18600, General Provisions.

According to the State Board of Education Conflict of Interest Code (Attachment A), instructional materials evaluation panel members are considered to be in Disclosure Category I. This requires disclosure of “investments, business positions, and income to the extent that they know or have reason to know that the business entity in which the investment or business position is held or the source of income is a publishers, manufacturer, or vendor of instructional materials, or services offered to educational institutions in the State of California.” Such evaluators are also required to disclose investments, positions of management, and/or income from any private school in the State of California. Applicants accepted for service on an IMAP will be required to fill out a FPPC Form 700, Statement of Economic Interests, disclosing any investments/income in these categories. Applicants should not have worked for a publisher involved in the adoption, prior to a year before appointment by the State Board.

Your candid and complete answers to the following questions will assist in determining your eligibility for appointment if any questions arise.

1. Are you, or your spouse, currently employed by or currently under contract to any person, firm, or organization that has submitted or is likely to submit instructional materials for adoption in the State of California?

Yes     No     Uncertain

If Yes or Uncertain, please explain and provide as much detail as possible. Include when the employment or contract began and ended. (Attach additional sheets if necessary).

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2. Have you, or your spouse, ever been employed by or had any other kind of contractual relationship with any person, firm, or organization that has submitted or is likely to submit instructional materials for adoption in the State of California?

Yes     No     Uncertain

If Yes, or Uncertain, please explain and provide as much detail as possible. Include when the employment or contract began and ended. (Attach additional sheets if necessary).

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3. Do you, or your spouse, expect to receive any royalty payments from any publishers, previous publications, or standby consulting during the period from April 2004 through April 2004?

Yes  No  Uncertain

If Yes, or Uncertain, please explain and provide as much detail as possible. Include when you or your spouse received or will receive payment. (Attach additional sheets if necessary).

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4. Were you, or your spouse, within the past year, an author, contributor, editor of (or consultant on) any textbook, other curriculum material, or project proposal that is likely to be submitted for the 2004 Health Primary Adoption?

Yes  No  Uncertain

If Yes or Uncertain, please explain and provide as much detail as possible. (Attach additional sheets if necessary).

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5. Have you, or your spouse, received compensation within the last year, or do you expect to receive compensation, or do you have, or did you have within the last year, any other kind of contractual relationship with any organization which is either a subsidiary, parent organization, or "sister organization" of any entity that has submitted or will submit instructional material for adoption in the State of California?

Yes  No  Uncertain

If Yes or Uncertain, please explain and provide as much detail as possible. Please include when you or your spouse received or will receive any compensation and the dates when the contractual relationship began and ended. (Attach additional sheets if necessary).

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**Signature**

**Date**

**REMINDER! Completed applications must be received by Wednesday, August 6, 2003, and include:**

- Application Parts I-V with required signatures and signed disclosure statement
- Additional pages in answer to the written response questions (part III)
- Applicant's abbreviated curriculum vitae/resume (2-3 pages)

**Application must be mailed to:**

Curriculum Frameworks & Instructional Resources Office  
California Department of Education  
P.O. Box 944272  
Sacramento, CA 94244-2720  
FAX (916) 319-0172

**Incomplete or late applications will not be considered.**

**ATTACHMENT A**  
**State Board of Education – Conflict of Interest Code**

California Code of Regulations  
TITLE 5. Education  
Division 1. State Department of Education  
Chapter 20. State Board of Education Procedures  
Subchapter 5. State Board of Education--Conflict of Interest Code  
§18600. General Provisions.

The Political Reform Act, Government Code Sections 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regulations Section 18730, which contains the terms of a standard Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings. Therefore, the terms of 2 Cal. Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission, along with the attached Appendix which officials and employees are designated and disclosure categories are set forth, are hereby incorporated by reference and constitute the of Interest Code of the State Board of Education, except as provided below.

Designated employees shall file statements of economic interests with the California Department of Education. Upon receipt of the statements of members of the board, the California Department of Education shall make and retain a copy and forward the original of these statements to the Fair Political Practices Commission.

Exception: As provided in 2 Cal. Code of Regulations Section 18730(b)(1), the definitions contained in the Political Reform Act of 1974 shall apply to the terms used in this Code except that neither the term "investment" nor the term "business entity" shall operate to exclude any private school in California, whether or not such school is operated for profit.

**NOTE**

Authority cited: Sections 87300, 87304, and 87306, Government Code.  
Reference: Sections 87300 et seq., Government Code.

**Appendix**

<b>Designated Employees</b>	<b>Disclosure Category</b>
Members of the State Board of Education .....	I, II
Members of the Curriculum Development and Supplemental Materials Commission and respective instructional materials evaluation panels, the Advisory Commission on Special Education, the Child Nutrition Advisory Council, the Commission on Technology in Learning, and any other commission, committee, council, or similar group which is not solely advisory and which reports to the State Board of Education.....	I

**Disclosure Categories**

**Category I.** Persons in this category shall report investments, business positions, and income to the extent that they know or have reason to know that the business entity in which the investment or business position is held or the source of income is a publisher, manufacturer, or vendor of instructional materials, or services offered to educational institutions in State of California. They shall also report any investments, positions of management and income from any private school in the State of California.

**Category II.** Persons in this category shall report interests in real property in California.

**Attachment B**

**2004 Health Primary Adoption Timeline  
(SBE Adopted December 13, 2002)**

Dates	Key Events
March 6, 2002	State Board adopts Framework and evaluation criteria
November 14-15, 2002	Curriculum Commission recommends timeline to SBE on adoption of instructional materials
December 2002 - January 2003	State Board reviews and approves timeline on K-8 adoption of instructional materials
April 2003	Framework and evaluation criteria briefing for publishers
March 1 – August 1, 2003	Recruit Instructional Materials Advisory Panels (IMAPs) and Content Review Panels (CRPs)
September 2003	Commission votes to recommend IMAPs and CRPs to State Board
October 3, 2003	Notification of Invitation to Submit Meeting sent to producers and publishers of instructional materials.
November 7, 2003	Deadline for publisher response to Invitation to Submit Meeting (ITS).
November 2003	SBE action on IMAP and CRP nominees
December 12, 2003	Invitation to Submit meeting for representatives of publishers/producers.
February 27, 2004	Deadline for receipt by California Department of Education (CDE) of submission diskette, technology requirements, and Publisher's Checklist indicating Alternate Sampling Plan requests. Publishers also provide a short narrative description of the planned submission.
March 12, 2004	Distribution by CDE of requests for price quotations.
March 19, 2004	Deadline for publishers to request written permission from CDE to sample materials in other than final form.
April 6-9, 2004	IMAP & CRP training and publisher presentations.
April 13, 2004	Deadline for instructional resource samples and Standards Maps to be received by designated sites and persons as directed by the Department.
May 20-21, 2004	Legal and Social Compliance Review
May 2004	Materials on display at Learning Resource Display Centers (LRDCs) throughout the state. Forms for public comment are available at the centers.
June 10, 2004	Deadline for receipt by CDE of price quotations, including transportation costs
June 25, 2004	Distribution of notices of noncompliance with social content requirements to publishers/producers
July 8, 2004	Deadline for publishers/producers to withdraw from the adoption
July 19-23, 2004	Deliberations by CRPs and IMAPs
July 30, 2004	Deadline for receipt by CDE of publishers' responses to noncompliance notices (legal compliance)
September 2004	Curriculum Commission Meeting: Public hearings conducted by Subject Matter Committee(s) and full Commission; Commission takes action
September 2004	Notify public regarding LRDC public display of recommended resources for adoption
September-October 2004	Required 30-day public display of recommended resources at LRDCs. Forms for public

Dates	Key Events
	comment are available at the centers.
October 2004	If needed, edits/corrections meeting
November 2004	Curriculum Commission presents recommendations to State Board of Education (SBE)
December 2004	State Board holds public hearing and takes final action
December 2004-January 2005	Finalize SBE Adoption Report – Post on SBE and CDE web site
December 2004-January 2005	Distribution of Price Lists and Order Forms to school Districts
January 2005	Post adoption briefing for all approved publishers
February 9, 2005	Deadline for receipt of final printed resources including legal compliance corrections or change (60 days after SBE action)
February 2005	Deadline for publisher to send materials for Braille Transcription

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**DRAFT DRAFT DRAFT DRAFT DRAFT****Curriculum Development and Supplemental Materials Commission****Application for Appointment to the  
2004 Health Primary Adoption*****Content Review Panel*****What is the function of the Content Review Panel (CRP) and what role do they play in relation to the Instructional Materials Advisory Panel (IMAP)?**

The Curriculum Development and Supplemental Materials Commission (Curriculum Commission) serves as an advisory body to the California State Board of Education (State Board) and appoints a panel of content experts (usually scholars with a doctorate in the subject area) to validate the content accuracy, based on current and confirmed research, of K-8 instructional materials submitted by publishers for adoption. The content review panel in consultation with the instructional materials advisory panel recommend instructional materials that meet the State Board's Evaluation Criteria for a specific adoption for use in grades K-8. The IMAPs and CRPs produce a joint advisory report for each program reviewed by that panel.

*For the 2004 Health Primary Adoption, each IMAP will have available at least two CRP members. The CRP advises the IMAP on issues of health education, physical education, health services, nutrition services, psychological and counseling services, health promotion for staff, safe and healthy school environment, parent and community involvement. These eight components comprise coordinated school health education to support and reinforce instruction on healthy behaviors and health literacy for students. During the independent review each IMAP member conducts, the CRPs are available to answer individual questions. During deliberations and report-writing, the CRPs advise the IMAP on the same issues. The CRP members have college or university level teaching experience and an advance degree in health, or related field.*

In addition to participating in the training and deliberations of the IMAP, the CRP members conduct their own independent review of the materials submitted to the panels. Materials are reviewed for content, program organization, assessment, universal access and instructional planning and support. The CRP members participate fully in the review process, including the training, independent materials review, deliberations, and the joint advisory report writing.

**What are the important dates for the 2004 Health Primary Adoption of Instructional Materials?**

Individuals appointed to the panels will participate in four days of training on April 6-9, 2004, and in five days of program deliberations July 19-23, 2004. IMAPs and CRPs will conduct independent reviews of all instructional materials submitted for the adoption and assigned to the specific panel, between April 2004 and July 2004. Most panels will review no more than two to three programs. Each IMAP/CRP member reports on his or her findings at the deliberations. Each IMAP/CRP panel will produce a joint advisory report to the Curriculum Commission for each program the panel has reviewed.

## Application Instructions

**(Completed applications must be received by Wednesday, August 6, 2003)**

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California Department of Education

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Attn: Olga C. Uribe, Lead Health Adoption Consultant

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- Applicant's abbreviated curriculum vitae/resume (2-3 pages)

### Questions?

If you have any questions regarding the application packet, please contact Olga C. Uribe, Education Programs Consultant in the Curriculum Frameworks & Instructional Resources Office (CFIR) at (916) 319-0452, or email at [ouribe@cde.ca.gov](mailto:ouribe@cde.ca.gov).

Curriculum Development and Supplemental Material Commission

Applications must be received in Sacramento by Wednesday, **August 6, 2003**  
Return to: Curriculum Frameworks & Instructional Resources Office  
California Department of Education, P.O. Box 944272  
Sacramento, California 94244-2720  
Contact: Olga C. Uribe, (916) 319-0452

**Application for the 2004 Health Primary Adoption  
Content Review Panel**

**Part I: Personal Information**

Name \_\_\_\_\_  
(Last) (First) (Middle)

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Business Phone ( ) \_\_\_\_\_

FAX ( ) \_\_\_\_\_ Email \_\_\_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_  
(name of School District, Organization, College or University, County Office of Education, other)

Business Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

District Superintendent \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
(or comparable administrator)

Address \_\_\_\_\_  
(if different from above)

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Area(s) of Expertise:** (Check all areas that apply).

\_\_\_ Primary (K-3) \_\_\_ Middle (4-8) \_\_\_ High (9-12) \_\_\_ College/University

\_\_\_ Health Educator; \_\_\_ Physical Education Educator; \_\_\_ Nutrition Services Educator; \_\_\_ Psychological and Counseling Services Educator; \_\_\_ Other:

**Academic Preparation.** An advanced degree in Health or Health related field is required. Please list degrees, professional licenses, related higher education institutions, and attach Curriculum Vitae.

\_\_\_\_\_  
\_\_\_\_\_

**Briefly describe your current (or most recent) responsibilities as they relate to health (or related field) at the college or university level teaching experience.**

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**Previous Experience.** Have you served as an IMAP or CRP previously? If so, when? Have you had any recent experience with a formal process involving instructional materials review or adoption at the state or local level?

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*The following information is optional but would be helpful to ensure that the advisory body has balanced representation. (Government Code Sections 11140-11141).*

<input type="checkbox"/> Asian	<input type="checkbox"/> Native American	<input type="checkbox"/> Male
<input type="checkbox"/> African American	<input type="checkbox"/> Pacific Islander	<input type="checkbox"/> Female
<input type="checkbox"/> Filipino	<input type="checkbox"/> White	<input type="checkbox"/> Decline to state
<input type="checkbox"/> Hispanic	<input type="checkbox"/> Other (specify)	

**Part II – Acknowledgements**

Under state law, only appointees’ necessary travel expenses and per diem (i.e., lodging, meals, and incidental expenses) are reimbursable within prescribed limits. ***Individual stipends and employer reimbursements for***

*substitute personnel are NOT available.* In acknowledgment of the commitment and the financial limitations, the following signatures are required.

<b>Applicant's Acknowledgment</b>	
<p>I understand that this application becomes public information when submitted. I also understand that serving as a member of a health IMAP/CRP is demanding in terms of time and personal energy for a period of about three months. (Please see Attachment B for specific dates). I expressly recognize that, if appointed as a IMAP/CRP member, I must:</p> <ul style="list-style-type: none"> <li>➤ <b>Participate in the entire training session on responsibilities and procedures and be present during the formal presentations by publishers submitting K-8 instructional materials for adoption consideration during the week of April 6-9, 2004, in Sacramento, CA.</b></li> <li>➤ <b>Expect to spend a substantial amount of time conducting my own independent review of the materials submitted for consideration as assigned to me; and</b></li> <li>➤ <b>Participate in the entire IMAP/CRP deliberations in Sacramento, July 19-23, 2004.</b></li> </ul>	
Printed Name of Applicant	
Signature of Applicant	Date

<b>Supervisor's/Employer's Acknowledgment</b>	
<ul style="list-style-type: none"> <li>➤ We understand that the evaluation of instructional materials is personally and professionally demanding on our health expert employee.</li> <li>➤ We have read the information provided above regarding the health IMAP/CRP processes.</li> <li>➤ We believe this applicant is knowledgeable, flexible, responsible, and capable of contributing meaningfully and constructively in this evaluation process.</li> <li>➤ We believe this applicant works well with others.</li> <li>➤ We recommend this applicant for appointment to an IMAP/CRP.</li> <li>➤ If this applicant is appointed to the health IMAP/CRP <i>our organization will provide release time and other support</i> as mutually agreed to by the organization and the applicant in order to facilitate the applicant's participation.</li> </ul>	
Printed Name of Immediate Supervisor (e.g. School Principal)	Printed Name of Authorized Employer Representative (e.g. District Superintendent)
Signature of Immediate Supervisor	Signature of Authorized Employer Representative
Date	Date

**Part III – Short Written Response Questions**

Please address each of the following questions thoughtfully and concisely. You may use additional sheets if necessary. You are encouraged to fit your answer into the space provided. If you do not have direct experience as an educator, please address the questions based on your personal or professional interest in and expertise in health or in a coordinated school health, particularly health education. The *California Health Framework* is available on our Web site at: [www.cde.ca.gov/cfir](http://www.cde.ca.gov/cfir).

1. According to the *Health Framework*, there must be a focus on developing lifelong health-related attitudes and behaviors. What elements would you look for in (a) student materials and (b) teacher materials to support this focus?

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2. The *Health Framework* features eight different grade level expectations, and nine content areas within health education. How would you expect instructional resources to support these?

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3. The *Health Framework* describes eight components of coordinated school health; health education is one of those components. Please describe how school staff can integrate three or more components of coordinated school health in their work with students.

4. Explain why you would like to serve as a CRP member and how your academic and professional background and preparation would contribute to this process.

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Part IV - Professional References

Professional References: Please list three professional references. These should be people unrelated to you who are familiar with your work, background, and talents.

1. Reference's Name		Position	
Address		Phone Number	
City	State	Zip Code	

2. Reference's Name		Position	
Address		Phone Number	
City	State	Zip Code	

3. Reference's Name		Position	
Address		Phone Number	
City	State	Zip Code	

Letter(s) of Recommendation: Letters of recommendation may be attached, but are not required.

Part V  
State of California  
**State Board of Education**

*Advisory Body Disclosure Statement*

_____	_____	( )	( )
First Name	Last Name	Home Phone	Business Phone
_____		_____	_____
Street Address		City	State Zip

Your answers below will serve as the disclosure of certain information required by California Code of Regulations, Title 5, Division 1, Chapter 20, Subchapter 5, State Board of Education—Conflict of Interest Code, §18600, General Provisions.

According to the State Board of Education Conflict of Interest Code (Attachment A), instructional materials evaluation panel members are considered to be in Disclosure Category I. This requires disclosure of “investments, business positions, and income to the extent that they know or have reason to know that the business entity in which the investment or business position is held or the source of income is a publishers, manufacturer, or vendor of instructional materials, or services offered to educational institutions in the State of California.” Such evaluators are also required to disclose investments, positions of management, and/or income from any private school in the State of California. Applicants accepted for service on an CRP will be required to fill out a FPPC Form 700, Statement of Economic Interests, disclosing any investments/income in these categories. Applicants should not have worked for a publisher, prior to a year before appointment by the State Board.

Your candid and complete answers to the following questions will assist in determining your eligibility for appointment if any questions arise.

2. Are you, or your spouse, currently employed by or currently under contract to any person, firm, or organization that has submitted or is likely to submit instructional materials for adoption in the State of California?

Yes  No  Uncertain

If Yes or Uncertain, please explain and provide as much detail as possible. Include when the employment or contract began and ended. (Attach additional sheets if necessary).

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2. Have you, or your spouse, ever been employed by or had any other kind of contractual relationship with any person, firm, or organization that has submitted or is likely to submit instructional materials for adoption in the State of California?

Yes  No  Uncertain

If Yes, or Uncertain, please explain and provide as much detail as possible. Include when the employment or contract began and ended. (Attach additional sheets if necessary).

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3. Do you, or your spouse, expect to receive any royalty payments from any publishers, previous publications, or standby consulting during the period from April 2004 through April 2004?

Yes  No  Uncertain

If Yes, or Uncertain, please explain and provide as much detail as possible. Include when you or your spouse received or will receive payment. (Attach additional sheets if necessary).

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4. Were you, or your spouse, within the past year, an author, contributor, editor of (or consultant on) any textbook, other curriculum material, or project proposal that is likely to be submitted for the 2004 Health Primary Adoption?

Yes     No     Uncertain

If Yes or Uncertain, please explain and provide as much detail as possible. (Attach additional sheets if necessary).

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5. Have you, or your spouse, received compensation within the last year, or do you expect to receive compensation, or do you have, or did you have within the last year, any other kind of contractual relationship with any organization which is either a subsidiary, parent organization, or "sister organization" of any entity that has submitted or will submit instructional material for adoption in the State of California?

Yes     No     Uncertain

If Yes or Uncertain, please explain and provide as much detail as possible. Please include when you or your spouse received or will receive any compensation and the dates when the contractual relationship began and ended. (Attach additional sheets if necessary).

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**Signature**

**Date**

**REMINDER! Completed applications must be received by Wednesday, August 6, 2003, and include:**

- Application Parts I-V with required signatures and signed disclosure statement
- Additional pages in answer to the written response questions (part III)
- Applicant's abbreviated curriculum vitae/resume (2-3 pages)

**Application must be mailed to:**

Curriculum Frameworks & Instructional Resources Office  
California Department of Education  
P.O. Box 944272  
Sacramento, CA 94244-2720  
FAX (916) 319-0172

**Incomplete or late applications will not be considered.**

**State Board of Education – Conflict of Interest Code**

California Code of Regulations  
TITLE 5. Education  
Division 1. State Department of Education  
Chapter 20. State Board of Education Procedures  
Subchapter 5. State Board of Education--Conflict of Interest Code  
§18600. General Provisions.

The Political Reform Act, Government Code Sections 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regulations Section 18730, which contains the terms of a standard Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings. Therefore, the terms of 2 Cal. Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission, along with the attached Appendix which officials and employees are designated and disclosure categories are set forth, are hereby incorporated by reference and constitute the of Interest Code of the State Board of Education, except as provided below.

Designated employees shall file statements of economic interests with the California Department of Education. Upon receipt of the statements of members of the board, the California Department of Education shall make and retain a copy and forward the original of these statements to the Fair Political Practices Commission.

Exception: As provided in 2 Cal. Code of Regulations Section 18730(b)(1), the definitions contained in the Political Reform Act of 1974 shall apply to the terms used in this Code except that neither the term "investment" nor the term "business entity" shall operate to exclude any private school in California, whether or not such school is operated for profit.

**NOTE**

Authority cited: Sections 87300, 87304, and 87306, Government Code.  
Reference: Sections 87300 et seq., Government Code.

**Appendix**

<b>Designated Employees</b>	<b>Disclosure Category</b>
Members of the State Board of Education .....	I, II
Members of the Curriculum Development and Supplemental Materials Commission and respective instructional materials evaluation panels, the Advisory Commission on Special Education, the Child Nutrition Advisory Council, the Commission on Technology in Learning, and any other commission, committee, council, or similar group which is not solely advisory and which reports to the State Board of Education.....	I

**Disclosure Categories**

**Category I.** Persons in this category shall report investments, business positions, and income to the extent that they know or have reason to know that the business entity in which the investment or business position is held or the source of income is a publisher, manufacturer, or vendor of instructional materials, or services offered to educational institutions in State of California. They shall also report any investments, positions of management and income from any private school in the State of California.

**Category II.** Persons in this category shall report interests in real property in California.

**ATTACHMENT B**

**2004 Health Primary Adoption Timeline  
(SBE Adopted: December 13, 2002)**

Dates	Key Events
March 6, 2002	State Board adopts Framework and evaluation criteria
November 14-15, 2002	Curriculum Commission recommends timeline to SBE on adoption of instructional materials
December 2002 - January 2003	State Board reviews and approves timeline on K-8 adoption of instructional materials
April 2003	Framework and evaluation criteria briefing for publishers
March 1 – August 1, 2003	Recruit Instructional Materials Advisory Panels (IMAPs) and Content Review Panels (CRPs)
September 2003	Commission votes to recommend IMAPs and CRPs to State Board
October 3, 2003	Notification of Invitation to Submit Meeting sent to producers and publishers of instructional materials.
November 7, 2003	Deadline for publisher response to Invitation to Submit Meeting (ITS).
November 2003	SBE action on IMAP and CRP nominees
December 12, 2003	Invitation to Submit meeting for representatives of publishers/producers.
<b>February 27, 2004</b>	Deadline for receipt by California Department of Education (CDE) of submission diskette, technology requirements, and Publisher's Checklist indicating Alternate Sampling Plan requests. Publishers also provide a short narrative description of the planned submission.
<b>March 12, 2004</b>	Distribution by CDE of requests for price quotations.
March 19, 2004	Deadline for publishers to request written permission from CDE to sample materials in other than final form.
April 6-9, 2004	IMAP & CRP training and publisher presentations.
<b>April 13, 2004</b>	Deadline for instructional resource samples and Standards Maps to be received by designated sites and persons as directed by the Department.
May 20-21, 2004	Legal and Social Compliance Review
<b>May 2004</b>	Materials on display at Learning Resource Display Centers (LRDCs) throughout the state. Forms for public comment are available at the centers.
June 10, 2004	Deadline for receipt by CDE of price quotations, including transportation costs
<b>June 25, 2004</b>	Distribution of notices of noncompliance with social content requirements to publishers/producers
July 8, 2004	Deadline for publishers/producers to withdraw from the adoption
<b>July 19-23, 2004</b>	Deliberations by CRPs and IMAPs
July 30, 2004	Deadline for receipt by CDE of publishers' responses to noncompliance notices (legal compliance)

Dates	Key Events
September 2004	Curriculum Commission Meeting: Public hearings conducted by Subject Matter Committee(s) and full Commission; Commission takes action
<b>September 2004</b>	Notify public regarding LRDC public display of recommended resources for adoption
<b>September-October 2004</b>	Required 30-day public display of recommended resources at LRDCs. Forms for public comment are available at the centers.
October 2004	If needed, edits/corrections meeting
November 2004	Curriculum Commission presents recommendations to State Board of Education (SBE)
December 2004	State Board holds public hearing and takes final action
December 2004-January 2005	Finalize SBE Adoption Report – Post on SBE and CDE web site
<b>December 2004-January 2005</b>	Distribution of Price Lists and Order Forms to school Districts
<b>January 2005</b>	Post adoption briefing for all approved publishers
<b>February 9, 2005</b>	Deadline for receipt of final printed resources including legal compliance corrections or change (60 days after SBE action)
<b>February 2005</b>	Deadline for publisher to send materials for Braille Transcription

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