



MEMORANDUM OF UNDERSTANDING Instructional Materials 2026-2027

This Memorandum of Understanding ("MOU") is entered into by and between the School Board of Hillsborough County ("Board" or "District") and the Hillsborough Classroom Teachers Association ("HCTA"), representing the Instructional bargaining unit, collectively referred to as "the Parties."

The Parties share a commitment to ensuring that instructional material selections are informed by the expertise of classroom educators, comprehensive committee review, and meaningful stakeholder feedback in order to provide students with the highest quality resources to support teaching, learning, and student achievement.

Accordingly, the Parties agree to the following:

- A. When a course requiring new instructional materials is identified in accordance with the state instructional materials adoption timeline a county-wide textbook selection committee shall be formed.
- B. The size and makeup of the committee shall be proposed by the appropriate subject area content supervisor based on the specific subject area, program, or grade level and a majority of each committee shall be classroom teachers appointed by the Association President.
- C. The committee, led by the subject area content supervisor and instructional materials supervisor, shall receive training prior to the review process on evaluation techniques, the characteristics of high-quality instructional materials, and alignment to applicable state standards.
- D. Evaluation instruments used by the review committee may include tools developed by the Florida Department of Education (FLDOE) or district-modified versions of such instruments.
- E. The committee shall review available instructional materials in the identified subject area and, using the evaluation criteria provided, select at least two textbooks for teacher review and feedback.
- F. The identified textbooks selected by the committee shall be available in the appropriate work location in sufficient numbers to allow for teacher review.
- G. The subject area content supervisor along with program experts and the instructional materials supervisor will include implementation options and a cost analysis for the top choices selected by the adoption committee.
- H. Teachers shall be provided three (3) weeks to review the materials and submit input through an anonymous feedback form. Feedback will be collected and shared with the subject area content supervisor and instructional materials supervisor.
- I. The subject area content supervisor and instructional materials supervisor shall reconvene the textbook adoption committee to review teacher feedback, cost analysis, implementation documentation, and the committee's original evaluation data and rankings. The committee shall utilize a selection matrix to develop its final recommendation for textbook adoption.
- J. Review documentation may be made available to the Association upon request.

This Memorandum of Understanding shall sunset on June 30, 2027, and shall only continue by mutual agreement of the parties.

Kelly King
Chief Negotiator
Hillsborough County Public Schools

Date

Brittni Wegmann
Chief Negotiator
Hillsborough Classroom Teachers Association

Date