

Procedure of Textbook Adoption

September	<ul style="list-style-type: none"> • Principal/site-based decision making committees on each campus select teachers to serve on textbook advisory committee for content area with textbooks up for adoption. • Instructional Material Allotment (IMA) committee is formed consisting of Director of Teaching and Learning, Director of Purchasing, Director of Business, Director of Enterprise Solutions, appropriate Coordinator, Textbook Specialist. • Board of Trustees approves proposed membership of advisory committee(s) and IMA committee.
October	<ul style="list-style-type: none"> • Director of Teaching and Learning notifies publishing companies of where to send textbook samples. • Teaching and Learning staff meets with members of the advisory committees. Advisory committee signs the form regarding policy about accepting no gifts and conflict of interest. • Advisory Textbook committees outline procedure for selection process. Committee members receive appropriate sections of textbook proclamation and other evaluative materials to assist them in the study of textbooks.
November - December	<ul style="list-style-type: none"> • Committee members begin reviewing electronic communication that provides examples of student editions for content area they are representing. • Sample copies and teacher support/ancillary materials are received and displayed at a local district site to be determined. • Interested citizens, including Board of Trustees, are informed that textbooks are available for citizen input and written comments are submitted by a predetermined date in early January. • Advisory committee members begin study/awareness sessions with other teachers and administrators at local campuses. • Study of textbooks/instructional materials, including media systems, continues at local campus level.
January	<ul style="list-style-type: none"> • Teachers and coordinators refine the list of textbooks to establish those for final consideration. These lists are limited to three publishers. • Teaching and Learning staff conducts Textbook Hearings to give each publisher remaining in consideration the opportunity to present its program to advisory committee members and the technology department. Include Technology. • Advisory committees for various content areas hold interim process meeting to assess response to eligible textbooks under consideration. Written comments from interested citizens are shared with committee members for consideration. • Advisory committees for various content areas meet to assess textbooks under consideration and reach consensus on recommendation to the IMA committee for final review.
February	<ul style="list-style-type: none"> • Content area advisory committees select textbooks/systems, detail reasons for selection, and sign selection statement. • Director of Teaching and Learning presents original signed reports and summary memorandum to Associate Superintendent for Curriculum and Instruction. • IMA committee votes to recommend textbooks/systems for adoption by the Board of trustees. • Associate Superintendent for Curriculum and Instruction presents textbook recommendations to the Board of Trustees.
March	<ul style="list-style-type: none"> • Board of Trustees accepts or amends textbook recommendations.
April	<ul style="list-style-type: none"> • Director of Purchasing and Textbook Specialist place orders for textbooks/systems. • Director of Purchasing, Director of Teaching and Learning, and Coordinator(s) meet with selected publishers to negotiate final purchase contract(s).