



Janis Jordan, Ed.D.

Deputy
Superintendent
for
Curriculum
& Instruction

TO: Instructional Materials Vendors

FROM: Dr. Janis Jordan, Deputy Superintendent for C&I

SUBJECT: District Instructional Materials Adoption 2018-19

DATE: October 1, 2018

The procedures outlined in this memo are being sent to all instructional materials vendors so that all information is received simultaneously and all have equal opportunities to present their instructional materials to our district. Committee members' names from each school will be sent to you as soon as they are available.

With prior approval from the principal, a brief, no longer than thirty-minute, formal presentation may be conducted at the building/campus level. This presentation may only occur if you have obtained written approval from the campus principal. This presentation should focus on the merits of the instructional materials and not on the ancillary materials. If you wish to have refreshments available, they should be limited to light refreshments.

If other districts are invited to a separate presentation or workshop, you may invite the teachers and the committee members from our district. Teachers or committee members are prohibited from attending purely social functions or accepting awards/door prizes exceeding \$50 in value.

The NISD Instructional Materials Public Forum and Viewing will be held from 9:00 a.m. until 6:30 p.m. on December 18, 2018 at the Northside Activity Center located at 7001 Culebra Road. The actual Public Hearing is from 5:30 p.m. – 6:30 p.m.

In the interest of having a fair, open, and ethical adoption, it is important that these basic rules are followed:

1. Publishers may arrange access to their instructional materials through the district instructional specialists. We are aware that the sample instructional materials are electronic and log-ins may be needed for access.
2. During any presentation, formal or informal, no derogatory remarks or comparisons of programs are to be made by the publishers' representatives, teachers, or committee members.
3. Committee members may meet with publishers' representatives on the campus only if these meetings have been approved in writing by the building principal.

5900 Evers Road
San Antonio, Texas
78238-1606
Tel: 210.397.8635
Fax: 210.706.8564
www.nisd.net

4. Publishers' representatives may display materials on campus and be available for questions, with the principal's approval prior to **December 21, 2018**.
5. Publishers' representatives may not make contact with campuses after **December 21, 2018** but may respond to a committee member's inquiry throughout the remainder of the adoption process.
6. Publishers will have the opportunity to give a formal presentation to the subject-area committee. The district instructional specialists for the subject area instructional materials up for adoption will coordinate these presentations.
7. The subject area committee will convene to vote. All instructional materials decisions will be kept confidential until the Board of Trustees takes formal action on all recommendations.
8. The school district will require a letter from the publisher's district manager describing any services or materials that will be provided if the district adopts the publisher's instructional materials (consultant services, manuals, supplementary materials, etc.) and a firm delivery timeline.

Any party violating these guidelines will be subject to the following consequences:

- a. having the material published by the company disqualified from further consideration by the District;
- b. being disqualified from service on the District Instructional Materials Committee.

cc: School Principals and Vice-Principals

Levinia Lara, Assistant Superintendent for Elementary Administration

Stephen Daniel, Assistant Superintendent for Secondary Administration

Sandra Bonnett, Executive Director of Elementary Administration

Eric Tobias, Executive Director of Secondary Administration

Patricia Sanchez, Executive Director of Elementary Instruction

Deonna Dean, Executive Director of Middle School Instruction

Anthony Jarrett, Executive Director of High School Instruction

Shana Hansen, Director of Elementary Instruction

Jessica Palomares, Director of Elementary Administration

Brian Squyres, NISD Instructional Materials Coordinator

Rosanna Pérez, Instructional Specialist for International Languages