

# 2018-2019 INSTRUCTIONAL MATERIALS ADOPTION TIMELINE

Division of Curriculum & Instruction  
(District Instructional Materials Office, Northside ISD)

## September 2018

- Informational packet sent via e-mail to publishers concerning rules and regulations for adoptions with Northside ISD.
- Instructional Specialists will provide the names of the Subject Committee member to various publishers for sampling purposes. Publishers will not call on the teachers at school for the purpose of marketing without the permission of the principal. Publishers will be provided with ample opportunities to market their instructional materials at scheduled Subject Committee meetings.
- Instructional Specialists finalize all meetings, sites, times, etc.

## October 2018

- NISD Subject Committees begin to meet to discuss voting. All meetings are open to parents and community members.
- The Official District Instructional Materials Committee includes the Instructional Specialist and one teacher representative from each Subject Area Committee. Instructional Specialists and elementary and secondary instruction executive directors are resource members. The Director of Library Services and Instructional Materials and the District Instructional Materials Coordinator serve as facilitators.
- **October 24** - Instructional Specialists report to Division of Instruction the names of their Grade/Subject Level Committee members and the name of their selected representative for the Official District Instructional Materials Committee. Instructional Specialists will also provide their schedules of Subject Committee meetings, times and locations to the Division of Instruction.

## NOVEMBER/DECEMBER 2018

- **November 13** – School Board Meeting – School Board approves Official District Instructional Materials Committee members.
- **Week of November 19** – Committee member information will be posted on the Instructional Materials website for review.
- **November 27** – MS ELA Adoption Showcase - 4:30 – 8:00 @ Northside Activity Center – 7001 Culebra, San Antonio 78238
- **November 30** – Publishers must file Publisher Agreement Forms with the District Instructional Materials office to be considered for adoption.
- **Week of December 5** – NISD website will advertise the Instructional Materials Forum and Viewing.
- **December 18, 2018** – Instructional Materials Forum and Viewing at Northside Activity Center from 9 a.m. to 6:30 p.m. Staff will monitor the forum on a rotating basis during the day from 9 a.m. – 5 p.m.

- **Actual public Hearing begins at 5:30 p.m. All Official District Instructional Materials Committee members are to be present from 5:00 - 6:30 p.m.**
- **December 21, 2018** – Last day for publishers’ representatives to display materials on campus and be available for questions, with the principal’s written approval.

### **January 2019**

- NISD Subject Committees continue to meet. All meetings are open to the public.

### **February 2019**

- **February 5** – Instructional Materials Grade Level / Subject Area Committees cast initial vote for instructional materials selection. Results will be verified by District personnel.
- **February 14** – Instructional Materials Subject Area Committees hold run-off if needed.

### **March 2019**

- **Week of March 4 -8** - Meet with top selected publisher reps to discuss offerings and pricing
- **March 26 - Official School Board action to adopt Official District Instructional Materials Committee recommendations.** All Official District Instructional Materials Committee members, including Instructional Specialists, must attend Board meeting.

### **SUMMER 2019**

- Out of adoption materials removed from campuses.
- District Instructional Materials Warehouse receives instructional materials from State.
- District Instructional Materials Warehouse distributes new instructional materials to schools.

For more information, call Brian Squyres at 210-397-8132.