

TIMELINE

**Adoption Year
On or prior to**

By the end of
September

1. Superintendent’s designee appoints a Subject Area Subcommittee (SAS) facilitator for each adoption area.
2. SAS facilitators in consultation with the Superintendent’s designee submit a date/time for community input meeting(s) to Office of Communications.
3. Notify parents/community of adoption areas. Begin soliciting parent/community members to serve on Subject Area Subcommittees.
4. Notify each campus/teacher of adoption areas. SAS facilitators begin communicating with schools to solicit SAS members.
5. Any teacher interested in serving as an SAS member submits his/her name to principal, department head, or SAS facilitator.
6. Professional members are appointed to SAS.
7. Instructional material publisher presentations are scheduled for November and coordinated by the Superintendent’s designee and publicized in the District.

By the end of
October

1. Parent/Community members are selected by a drawing.
2. Superintendent’s designee appoints SAS members by issuance of official SAS membership list to each campus.
3. Each person serving on the SAS is informed of the final composition of SAS during initial meeting based on committee requirements.
4. Combined meeting of all SAS members, in which the entire group is addressed as to District procedures and concerns of special populations, is held.
5. SAS members determine how to involve and inform the colleagues they represent.

By the end of
November

1. Instructional Material Publisher/Vendor Hearing is held.
2. Office of Communications publicizes SAS community input meeting.

By the end of
December

1. Community Input Meeting

INSTRUCTIONAL RESOURCES
INSTRUCTIONAL MATERIALS ADOPTION

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| By the end of
January | 1. Individual SAS Meeting(s) are held. |
| By the end of March | <ol style="list-style-type: none">1. Instructional Materials Allotment and Technology Committee meets to review recommendations from the SAS and determine funds available.2. Based on funding availability approved by the IMTA Committee, Subject Area Subcommittees submit their recommendations to the District Educational Improvement Committee (DEIC). Recommendations are communicated to the building principals.3. Board approves the recommendations at regular meeting or sends back to the SAS for review. |
| By the end of April | 1. Any adoption referred to the Subject Area Subcommittee (SAS) for reconsideration is resubmitted to the Board. |