

**INSTRUCTIONAL MATERIAL**  
**ADOPTION 2017**  
**PROCEDURES**  
**Manual**



# INSTRUCTIONAL MATERIAL ADOPTION PROCEDURES

## **STATEMENT:**

The Canutillo ISD does not discriminate in its educational programs or employment practices because of race, color, religion, sex, national origin, age, disability, military status, or on any other basis prohibited by law. Inquiries concerning the application of Title VI, IX, and 504 refer to the district compliance officer; Martha Carrasco at 877-7423 and 504 inquiries regarding students refer to Carey Chambers at 877-7449.

El Distrito Escolar Independiente de Canutillo no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, religión, sexo, origen nacional, edad, incapacidad, estado militar, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, IX, y la Sección 504 pueden ser referidas al oficial del distrito, Martha Carrasco al 877-7423 y preguntas sobre 504 tocante a estudiantes pueden ser referidas a Carey Chambers al 877-7449.

2017-2018

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## OVERVIEW

The [instructional material](#) adoption process in the Canutillo Independent School District is teacher-driven. It begins and ends with teachers directly involved in the decision making process.

Early in the school year, teachers begin the [instructional material](#) adoption process. The Campus Improvement Committee nominates teachers to serve on the Instructional Materials Allotment Team (IMAT), selects the campus-voting delegates, and alternates.

The Superintendent or Warehouse Services Coordinator selects teachers and parent representatives to serve on the IMAT and the Superintendent serves as the chairperson. The Warehouse Services Coordinator serves as the designee. The Superintendent acts throughout the process on an as-needed basis; the designee conducts the day-to-day operation.

Voting delegates and alternates work closely so that the alternates are always prepared to step in. Voting delegates will receive training and provide it to alternates and teachers. Both will work with the principal to formulate the campus action plan. Alternates do not serve at the district voting election unless the delegate is unable to serve.

Before the campus election (announced by the CIC), teachers should have several opportunities to view and evaluate the new [instructional material](#). Teachers are strongly encouraged to discuss the merits of the materials in their grade level/subject level meetings. Throughout the process, instructional facilitators involved in the [instructional material](#) adoption process will work with the teachers. The campus and district election held in January.

Publishers send sample materials so voting delegates and alternates may distribute them for public viewing. Publishers are available during this period for various presentations including on-site presentations arranged through the campus. Invite parents to evaluate the [instructional material](#) and make recommendations. The period from January 1 until the board approves the [instructional material](#) is a **“no-contact”** period for publishers.

No later than the day before the district election, the campus elections take place. Teachers across the district will vote at their respective schools to give direction to their voting delegate. At the district election, voting delegates vote for their campus teachers' choices. Alternates vote only in the absence of delegates. The voting delegate or alternate must be present at the district election or the campus vote is forfeited. The IMAT members and district curriculum writers will then evaluate the top three selections through the district's [instructional material](#) evaluation process and then recommends the [instructional material](#) that meets the standard-based curriculum alignment. In February, the list of [instructional materials](#) submitted to the Board of Trustees for approval.

## TIMELINE FOR INSTRUCTIONAL MATERIAL ADOPTION

ACTION REQUIRED	DEADLINE
CIC may recommend teachers for IMAT and selects campus voting delegate/alternate	September 6
Board of Trustees approves IMAT members	September 27
Training session on <a href="#">instructional material</a> voting procedures for Instructional Materials Adoption and voting delegates	October 3
Campus IMAT and voting delegate/alternate meet with principal to formulate action plan	Oct. 4 – 14
Campus IMAT and voting delegate/alternate provide training on <a href="#">instructional material</a> Adoption Guidelines to campus faculty	Oct. 4 - 14
Instructional Materials Samples made available for evaluation to campuses	Oct. 24 - 28
Proclamation 2015 Publishers Fair held in Central Office Board Room 4:00 PM – 7:00 PM	November 16
Teachers evaluate samples <a href="#">instructional material</a>	October thru December
District becomes a “closed district” to publishers	January 1
IMAT and voting delegate/alternate conduct campus voting and report results to CIC (before district election)	January 5 or 6
Voting delegate submits the Proclamation 2015 Adoption Binder with documentation to Warehouse Service Coordinators	January 9
District election by IMAT and voting delegate held in Boardroom	January 13
IMAT and voting delegates conducts evaluation of top three-ranked <a href="#">instructional material</a>	January 16 - 27
Final recommendation by IMAT and voting delegates submitted to Warehouse Service Coordinator	February 3
IMAT and Voting Delegate recommend instructional materials to Policy/Personnel/Instruction Committee	February 7
Board of Trustees approves <a href="#">instructional material</a> Superintendent/designee submits ratified list to TEA	February 28 April 1

# **JOB DESCRIPTIONS**

## **BOARD OF TRUSTEES**

1. Approves members of the Instructional Materials Allotment Team
2. Does not accept a commission or rebate on any [instructional materials](#) used in the district. An offense is a Class B misdemeanor
3. Shall be notified prior to the ratification vote of any [instructional materials](#) exceeding the maximum cost allowed by the state and all [instructional materials](#) being recommended that are nonconforming
4. May remove from the list recommended by the IMAT and curriculum writers any [instructional materials](#) that in their judgment should not be adopted
5. Ratifies the selections recommended by the IMAT and curriculum writers

## **SUPERINTENDENT/DESIGNEE**

1. Selects members of the Instructional Materials Allotment Team (IMAT) from the list of teachers and parents recommended by the Campus Improvement Committee
2. Serves as the chairperson of the IMAT and curriculum writers
3. Does not accept a commission or rebate on any [instructional materials](#) used in the district. An offense is a Class B misdemeanor
4. Notifies the Board of Trustees of all [instructional materials](#) that are being challenged
5. Notifies the Board of Trustees prior to the ratification vote of any additional costs, implications, or consequences as per TEC 31.101
6. Reports to the Board of Trustees the list of [instructional materials](#) recommend by the IMAT and curriculum writers for adoption
7. Submits the appropriate paperwork to TEA

## WAREHOUSE SERVICES COORDINATOR

1. Serves as the Superintendent's designee to coordinate all [instructional materials](#) activities
2. Informs publishers and other interested participants of district [instructional materials](#) policies and procedures.
3. Does not accept a commission or rebate on any [instructional materials](#) used in the district. An offense is a Class B misdemeanor.
4. Prepares a timeline for the [instructional materials](#) adoption process
5. Received and responds to all correspondences from TEA regarding [instructional materials](#)
6. Disseminates information from TEA to appropriate administrators and personnel
7. Recommends to the Board of Trustees members of the Instructional Materials Allotment Team
8. Trains IMAT members, curriculum writers, and campus voting delegates on the [instructional materials](#) adoption process
9. Contacts publisher representatives when necessary during the adoption process
10. Submits the [instructional materials](#) recommendations to the Board of Trustees for ratification
11. Submits the appropriate paperwork to TEA and places order for newly adopted [instructional materials](#) to TEA.
12. Receives shipments, barcodes [instructional materials](#), and prepares paperwork to send [instructional materials](#) to the campuses.

## PRINCIPAL

1. May submit a nominee for the Instructional Materials Allotment Team
2. Submits a campus voting delegate and alternate for each subject area being adopted on their campus
3. Does not accept a commission or rebate on any [instructional materials](#) used in the school. An offense is a Class B misdemeanor
4. Meets with the voting delegate and alternate to formulate the campus action plan
5. Receives sample [instructional materials](#) and forwards them to the voting delegate/alternate
6. Encourage parents, students, and interested community representatives to visit the school and examine [instructional materials](#) being considered for adoption. These individuals make recommendations, but do not vote
7. Notifies the Warehouse Services Coordinator of any violation or impropriety affecting the [instructional materials](#) adoption process



## IMAT MEMBERS

1. A committee of members nominated by the campus CIC and appointed by the Board of Trustees
2. Abides by all district policies/procedures regarding the [instructional materials](#) adoption process
3. Does not accept a commission or rebate on any [instructional materials](#) used in the school. An offense is a Class B misdemeanor
4. Attends the required training on the [instructional materials](#) adoption process
5. Does not serve as the campus voting delegate, but may vote at the campus level
6. Conducts the district voting in January, but does not vote at the district level
7. Refrains from voting if during the last two years he/she worked or received any money from an author or publishing company if books are on the adoption list
8. Evaluates the top three [instructional materials](#) selections through the district's [instructional materials](#) evaluation process that meets the standards-based curriculum alignment
9. Attends the school board meeting in February when the list of [instructional materials](#) is submitted to the Board of Trustees for approval

## CURRICULUM COORDINATORS

1. Abides by all district policies/procedures regarding the [instructional materials](#) adoption process
2. Does not accept a commission or rebate on any [instructional materials](#) used in the school. An offense is a Class B misdemeanor
3. Attends the required training on the [instructional materials](#) adoption process
4. Does not serve as the campus voting delegate
5. Refrains from voting if during the last two years he/she worked or received any money from an author or publishing company if books are on the adoption list
6. Evaluates the top three [instructional materials](#) selections through the district's [instructional materials](#) evaluation process that meets the standards-based curriculum alignment
7. Attends the school board meeting in February when the list of [instructional materials](#) is submitted to the Board of Trustees for approval

## INFORMATION & TECHNOLOGY MEMBERS

1. Abides by all district policies/procedures regarding the [instructional materials](#) adoption process
2. Does not accept a commission or rebate on any [instructional materials](#) used in the school. An offense is a Class B misdemeanor
3. Attends the required training on the [instructional materials](#) adoption process
4. Does not serve as the campus voting delegate
5. Refrains from voting if during the last two years he/she worked or received any money from an author or publishing company if books are on the adoption list
6. Evaluates the top three [instructional materials](#) selections through the district's [instructional materials](#) evaluation process that meets the standards-based curriculum alignment
7. Attends the school board meeting in February when the list of [instructional materials](#) is submitted to the Board of Trustees for approval

## VOTING DELEGATES/ALTERNATES

1. Abides by all district policies/procedures regarding the [instructional materials](#) adoption process
2. Does not accept a commission or rebate on any [instructional materials](#) used in the school. An offense if a Class B misdemeanor
3. Meets with campus principal to formulate an action plan and monitors the plan.
4. Receives sample [instructional materials](#) and if appropriate, labels sample [instructional materials](#) "conforming" or "nonconforming"
5. Attends the required training for voting delegates
6. Trains teachers on the [instructional materials](#) adoption process
7. Encourages parents to examine [instructional materials](#) being considered for adoption. (A survey will be sent to your campus requesting information on how parents were involved in the [instructional materials](#) adoption.)
8. Conducts the campus voting and reports the results of the campus vote to the CIC.
9. Votes for the [instructional materials](#) or series ranked as number one by the campus teachers (or the [instructional materials](#) or series ranked as number two, if the voting process eliminates the first choice)
10. Casts the campus vote at the district [instructional materials](#) election
11. Returns all voting materials to Warehouse Services

## TEACHERS

1. Abides by all district policies/procedures regarding the [instructional materials](#) adoption process
2. Does not accept a commission or rebate on any [instructional materials](#) used in the school. An offense is a Class B misdemeanor
3. Evaluates [instructional materials](#) being considered for adoption
4. Votes on [instructional materials](#) if currently teaching the subject/course. May vote if taught the course/subject in the last two years
5. Refrains from voting if during the last two years he/she worked or received any money from an author of publishing company if books are on the adoption list

## CIC MEMBERS

1. May recommend a nominee for the Instructional Material Allotment Team
2. Selects a campus voting delegate and alternate for subject area being adopted at the campus
3. Sets the campus voting date
4. Receives the results of the campus election from the voting delegates

## Curriculum & Instruction Coordinator/Executive Director, Curriculum & Instruction

1. Is knowledgeable about all aspects of the adoption process and facilitates the process with teachers
2. Does not accept a commission or rebate on any [instructional materials](#) used in the district. An offense is a Class B misdemeanor
3. Cooperates with the Warehouse Services Coordinator to train voting delegates in the [instructional materials](#) evaluation process
4. Coordinates subject area study group sessions with teachers
5. Disseminates information about the adoption materials, components, and program choices
6. Coordinates the evaluation of the curriculum coordinators and the IMAT members in the district's [instructional materials](#) evaluation process that meets the standards-based curriculum alignment
7. Facilitates the implementation of the adopted materials

## **PUBLISHERS**

1. Abides by all district policies regarding the [instructional materials](#) adoption process
2. Will not offer any gift, favor, or service that might reasonably tend to influence or compromise a campus or school district representative in the official discharge of their duties in the [instructional materials](#) adoption process
3. Ships sample [instructional materials](#) to central warehouse
4. Secures a yearly vendor's permit from the Purchasing Department
5. Refrains from contact with any campus employee during the district "closed period."  
The "closed period" is from January 1 through the ratification of the recommendations of the IMAT and curriculum writers at a Board meeting in February.

# **VOTING PROCEDURES**

When appropriate, campuses with a small number of teachers will be combined with a nearby school to equalize the weight of the campus vote. Teachers from the following campuses must contact the voting delegate at the appropriate campus for scheduled activities.

**Canutillo Independent School District**  
**CAMPUS INSTRUCTIONAL MATERIAL VOTING SEQUENCE**

1. Select and inform all eligible teachers of the voting date and time. (January)
2. Review the campus voting procedures with voting teachers.
3. Arrange for the alternative and/or other teachers to assist with handing out, collecting, and tallying the ballots.
4. Tally the votes on the tally sheet. Total the sums to determine the rank order.
5. Teachers must sign the back of the tally sheet.
6. Complete the Campus [Instructional Materials](#) Voting Delegate Report. All voting teachers must sign this report. Bring a copy with you to the district [instructional materials](#) election.
7. Remind teachers they must refrain from any contact with a publisher or an agent of a publisher during the *closed period*; January 1 through the ratification of the recommendations at a board meeting in February. The vote is confidential until acted on by the Board of Trustees.
8. Return all balloting materials to Warehouse Services.

**Canutillo Independent School District**  
**CAMPUS INSTRUCTIONAL MATERIAL VOTING PROCEDURES**

1. A teacher is eligible to vote if he/she is currently teaching the subject/course or if he/she has taught the course in the last two years
2. A teacher must refrain from voting if during the last two years he/she received any money from an author or publishing company if books are on the adoption list
3. All balloting done on the forms provided, Ballots are not to be signed
4. **Instructional materials** are to be ranked on the ballot by rank number (1, 2, 3 etc.), with one being the highest (first choice). Any ballot showing the same rank for more than one book cannot be counted
5. All ballots must be tallied (counted) in the presence of those voting. Each voting teacher must sign each tally sheet showing the results of the balloting
6. Tally the votes on the tally sheet. Total the sums to determine the rank order
7. The campus-voting delegate is obligated to vote for the **instructional materials** ranked by the campus as long as that **instructional material** has not been eliminated. If the campus number one ranked **instructional materials** has been eliminated the campus vote must be granted to the number two choice, etc.
8. When voting is completed, all materials will be sent to the Warehouse Services
9. On the district-voting day, the voting delegate or alternate (not both) must be present to cast the campus vote or the campus vote is forfeited. If the voting delegate or alternate cannot attend the district's election another representative from the campus may cast the campus vote

Canutillo Independent School District

**CAMPUS INSTRUCTIONAL MATERIALS VOTING DELEGATES REPORT**

Campus \_\_\_\_\_

Subject/Course \_\_\_\_\_

Rank Order of **Instructional Materials**:

- 1<sup>st</sup> \_\_\_\_\_
- 2<sup>nd</sup> \_\_\_\_\_
- 3<sup>rd</sup> \_\_\_\_\_
- 4<sup>th</sup> \_\_\_\_\_
- 5<sup>th</sup> \_\_\_\_\_
- 6<sup>th</sup> \_\_\_\_\_
- 7<sup>th</sup> \_\_\_\_\_
- 8<sup>th</sup> \_\_\_\_\_

**Signature of all voting teacher:** (Continue signatures on the back of this sheet if needed.)

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

Please submit: 1 copy of this report to the Principal.  
Bring 1 copy with you to the district **instructional materials** election.



**Canutillo Independent School District**  
**DISTRICT INSTRUCTIONAL MATERIAL VOTING SEQUENCE**

1. Have all the voting delegates or alternates sign-in. Check the sign-in sheet to determine if more than one representative per campus has signed in. The sign-in sheet will be used to verify how many teachers voted
2. If necessary, review the district voting procedures with voting delegates
3. Arrange for the assistants to help with handing out, collecting, and tallying the ballots
4. Determine the rank order of the other **instructional materials** by adding teacher rankings together and then use the sum to assign a numerical rank
5. Remind teachers they must refrain from any contact with a publisher or an agent of a publisher during the *closed period*, January 1 through the ratification of the recommendation at a board meeting in February. The vote is confidential until acted on by the Board of Trustees
6. Distribute time cards to voting delegates
7. Return all balloting materials to your subject area coordinators or the Warehouse Services Coordinator
8. Complete the District Instructional Materials Allotment Team Certification form. IMAT members will meet with the Superintendent after the district election to verify the election results

## Canutillo Independent School District

### DISTRICT INSTRUCTIONAL MATERIAL VOTING PROCEDURES

1. The campus voting delegate is obligated to vote for the **instructional materials** ranked number one by the campus as long as that **instructional materials** has not been eliminated. If the campus number one ranked **instructional materials** has been eliminated the campus vote must be granted to the number two choice, etc.
2. All balloting is done on the forms provided. Ballots are not to be signed
3. **Instructional materials** are to be ranked on the ballot by rank number (1, 2, 3, etc.), with one being the highest (first choice). All the **instructional materials** must be rank ordered or the ballot will not be counted
4. Any ballot showing the same rank for more than one book cannot be counted
5. All ballots must be tallied (counted) in the presence of those voting. The sign-in sheet will be used to verify the number of voting delegates
6. **Instructional materials** are to be ranked on the ballot by rank order (1, 2, 3, etc.), with one being the highest (first choice). Any ballot showing the same rank for more than one **instructional material** cannot be counted
7. When voting is complete, the IMAT member will place all voting materials in an envelope and deliver to the subject area coordinator or the Warehouse Services Coordinator
8. On the district-voting day, the voting delegate or alternate (not both) must be present to cast the campus vote or the campus vote is forfeited. If both delegates attend the district **instructional materials** voting for the same subject area, only one delegate will be picked. If the voting delegate or alternate cannot attend the district's election another representative from the campus may cast the campus vote

Canutillo Independent School District

DISTRICT INSTRUCTIONAL MATERIAL ALLOTMENT TEAM CERTIFICATION

Subject: \_\_\_\_\_ Date: \_\_\_\_\_

It is the selection of this team that the following instructional materials/learning system be certified for use in the Canutillo Independent School District.

Title: \_\_\_\_\_

Publisher: \_\_\_\_\_

Cost of the IM: \_\_\_\_\_ Maximum amount to be paid by the State: \_\_\_\_\_

Instructional materials

This instructional material is: _____ conforming
_____ nonconforming

This instructional material is: _____ within the maximum cost that will be paid by the state.
_____ over the maximum cost that will be paid by the state.

Rank Order of instructional materials:

1<sup>st</sup> \_\_\_\_\_

2<sup>nd</sup> \_\_\_\_\_

3<sup>rd</sup> \_\_\_\_\_

Signature of IMAT and Curriculum Coordinators:

# REMINDERS

- Teachers may vote only if they are currently teaching or have taught the subject/course in the last two years.
- Teachers must not vote if they were employed or received any money from a publishing company that has an [instructional material](#) on the adoption list.
- All campus personnel must refrain from contact with a publisher during the “closed period.” January 1 through the ratification of the recommendations at a board meeting in February.
- The campus-voting delegate or alternate must be present on the district [instructional materials](#) voting date or the campus vote if forfeited. If the voting delegate or alternate cannot attend the district election, another representative from the campus may cast the campus vote.
- Until the report on the teacher selections has been presented to and ratified by the Board of Trustees, a proposed selection is not final and must remain confidential.

## Campus Parental Involvement Form

Campus: \_\_\_\_\_ Representative: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Please list how parents were involved in the [instructional materials](#) adoption process at your campus:

Please remit to Warehouse Coordinator, Alex Aguilar by January 9, 2017  
Email: [aaguilar@canutillo-isd.org](mailto:aaguilar@canutillo-isd.org)