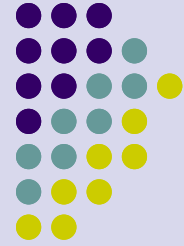


# PROCLAMATION 2017

## Instructional Materials Adoption Process



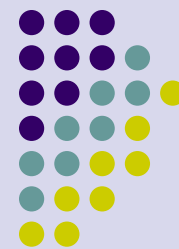
Friday, October 3, 2016

Presenter:

Alex Aguilar, Warehouse Coordinator

# AGENDA

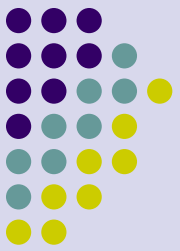
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- Proclamation 2017
- Requirements
- Roles in Proclamation 2017
- Campus Voting Sequence
- District Voting Sequence
- Evaluation Rubrics

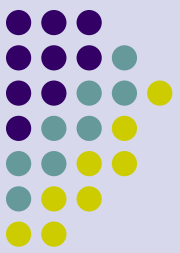
# PROCLAMATION 2017

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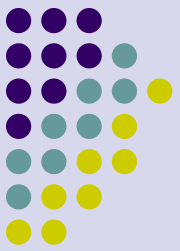
- State Adoption 2017
- Implementation 2017-2018 school year

Career and Technical Education  
Languages Other than English  
Special Topic in Social Studies



# REQUIREMENTS

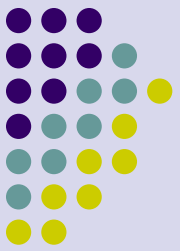
- All District Employees must abide by all policies/procedures regarding the Instructional Materials Adoption process.
- Employees cannot accept a commission or rebate on any instructional materials used in the school.
  - The offense is a Class B Misdemeanor.
- Instructional Materials Adoption Team (IMAT), Voting Delegates, CIC Members, Campus Teachers, Curriculum Coordinators, and Principals are required to attend training on the adoption process.
- Keep record and documentation of all events in the Instructional Materials Adoption Process.



# ROLES

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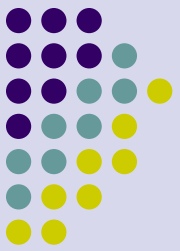
- Board of Trustees
- Superintendent/Designee
- Warehouse Services Coordinator
- Principal
- Instructional Materials Adoption Team (IMAT)
- Voting Delegates
- CIC Member
- Teachers
- C&I Coordinators and Executive Director
- Publishers



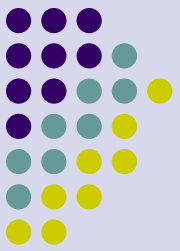
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# **CAMPUS VOTING SEQUENCE**

# CAMPUS VOTING SEQUENCE



- Voting Delegate and IMAT provide training on voting procedures.
- Select and inform all eligible teachers of Proclamation 2017.
  - **Currently teaching subject/course or taught the course/subject in the last two school years.**
  - **Must refrain from voting if worked or received any money from an author or publishing company if instructional materials are on the adoption list.**
- Training must be held between October 4<sup>th</sup> – 14<sup>th</sup> , 2016.
  - Training will be accessed on Eduphoria and Certification provided.
- Evaluation Rubric Forms must be provided to voting teachers.
- **Proclamation 2017 Publisher Fair – November 14<sup>th</sup> from 4 – 7 p.m.**
- Review of instructional material samples at campus – Nov. & Dec.

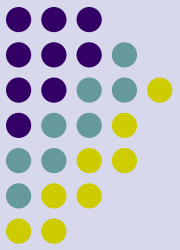


# CAMPUS VOTING SEQUENCE

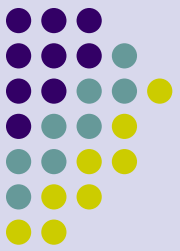
- Select voting date for the campus – January 5<sup>th</sup> – 6<sup>th</sup> , 2017.
- Eligible voting teachers must:
  - Use the Instructional Materials Teacher Ballot (Pg. 17)
  - Sign the Instructional Materials Voting Teacher Signature Sheet (Pg. 18)
- Votes are tallied and ranking list is created.
- Once the ranking of instructional materials is finalized, the voting delegate must complete the Campus Instructional Materials Voting Delegate Report (Pg. 19).
- The Adoption Documentation must be submitted to the Warehouse Services Coordinator on January 9, 2017. Items to be included in binder:
  - Evaluation Rubric Forms used by voting teachers;
  - Instructional Materials Teacher Ballots
  - Voting Teacher Signature Sheets
  - Campus Tally Sheet with Signatures
  - Campus Instructional Material Voting Delegate Report



# CAMPUS VOTING SEQUENCE

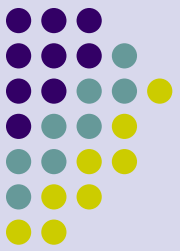


- The Campus Voting Delegate is obligated to vote for the instructional materials ranked by the campus.
- On the District voting day the Voting Delegate must be present to cast the campus vote or the campus vote is forfeited.
- If the Voting Delegate cannot attend the district election another IMAT representative from the campus may cast the campus vote.



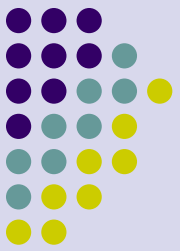
# Campus Parental Involvement Form

- Parental involvement is encouraged.
- Parents must be able to review the instructional materials available at the campus.
- May not participate in the voting process.
- Document the dates of participation, refer to Pg. 29 in manual.
- All documentation must be included in the adoption binder.



# CAMPUS VOTING REMINDERS

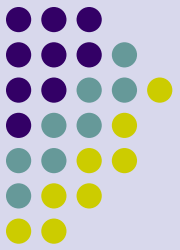
- **Campus visits by vendors is not allowed.**
- **All communication from publishers must be through the Warehouse Coordinator.**
- Effective January 1, 2017 – all communications with publisher or agent of publisher must seize.
- All balloting is done on the forms provided.
  - Teacher Ballots are not to be signed teachers, but
  - Must sign the Voting Teacher Signature Sheet
- All ballots must be tallied in the presence of those voting.
- Voting teachers and Principal must sign the Voting Delegates Report.
- All documentation must be submitted in the adoption binder provided, no later than January 9, 2017.



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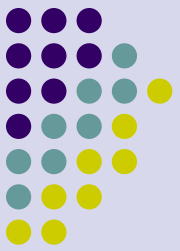
# DISTRICT VOTING SEQUENCE

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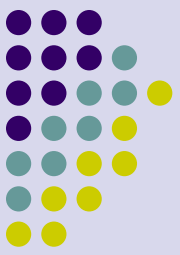


- On the voting day at the district office (Jan 13, 2017), all voting delegates or alternates must sign-in.
- Voting delegates will review all voting delegate reports by subject to determine the rank order. The District IMAT Ballot (Pg. 23) will be used to summarize the ranking of the instructional materials selection.
- The District IMAT Voter Signature Sheet (Pg. 24) must be signed by individuals in attendance.
- The Voting Delegates and IMAT conduct the final evaluation of the top three ranked instructional materials on January 16<sup>th</sup> - 27<sup>th</sup> , 2017.
  - Full day substitutes will be called in for the evaluation process.
- Final recommendation is submitted to Warehouse Services Coordinator on February 3, 2014.
- The District Instructional Materials Adoption Team Certification Form (Pg. 25) must be completed in order to certify the District's recommendation.

# DISTRICT VOTING SEQUENCE



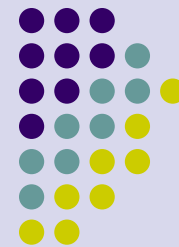
- IMAT and Voting Delegates will make the final recommendation to the Policy/Personnel/Instruction Committee, the week of Feb 7th , 2017  
Board of Trustees will review and consider approval of selection on February 18, 2017.  
**The vote is confidential until acted on by the Board of Trustees.**
- Superintendent/Designee submits ratified list to TEA on April 1, 2017.



# DISTRICT VOTING REMINDERS

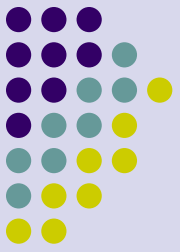
- **Campus visits by vendors is not allowed.**
- **All communication from publishers must be through the Warehouse Coordinator.**
- Effective January 1, 2017 – all communications with publisher or agent of publisher must seize.
- Any ballot showing the same rank for more than one book cannot be counted.
- 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.
- On the districts 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 cannot attend an IMAT representative from the campus may cast the campus vote.

# IMPORTANT



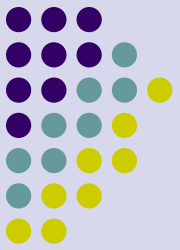
- Teachers may vote only if they are currently teaching or have taught the subject/course in the last two years.
- Teachers must not vote if they were employed or received any money from a publishing company that has a textbook on the adoption list.
- All campus personnel must refrain from contact with 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 voting date or the campus vote is forfeited.
- Until the report on the teachers selections has been presented to and ratified by the Board of Trustees, a proposed selection is not final and must remain confidential.





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# **EVALUATION RUBRIC DISCUSSION**



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# QUESTIONS