

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 instructional material 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 instructional material 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 instructional material	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 instructional material	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 instructional material Superintendent/designee submits ratified list to TEA	February 28 April 1