

**Philosophy**

The District selects instructional materials for every subject area that will best meet the needs of students and the demands of course curricula. In this regulation, “instructional materials” may include textbooks, supplementary resources for classroom use, and any other instructional materials, including electronic resources, used for formal or informal teaching and learning purposes. [See EF(LOCAL)] District procedures allow opportunity for input from all employees and patrons in order to represent all stakeholders. In choosing District instructional materials, first consideration is always given to titles on the Texas Education Agency High Quality Instructional Materials (HQIM) list, however; other alternatives will be considered if they best align with the content of the course and the District’s adopted instructional practices and cover 100% of the Texas Essential Standards (TEKS) of the intended course.

**General**

Instructional materials selection within each subject area are recommended by a Subject Area Committee and then presented to the Instructional Materials and Technology Allotment (IMTA) Committee for approval and funding. The decision of the IMTA is then presented to the CCISD Board of Trustees for final approval.

**Instructional  
Materials and  
Technology  
Allotment (IMTA)  
Committee**

The IMTA Committee meets at least three times a year in order to consider requests for instructional materials, technological equipment, and professional learning. The IMTA Committee is also charged with ensuring that the district has instructional materials that cover all elements of the TEKS of the required curriculum, with the exception of P.E.

**Composition of IMTA  
Committee**

The IMTA Committee is composed of the following members:

Standing Members:

- Assistant Superintendent of Teaching and Learning
- Director of Professional Learning
- Executive Director of Special Education
- Chief Technology Officer
- Director of Purchasing
- Instructional Materials and Distribution Coordinator

Rotating Members: Two Year Rotations

- Two Elementary Principals
- Intermediate Principal
- High School Principal or Dean

**Subject Area  
Committee**

Every Subject Area Committee includes representative teachers and/or administrators from each grade level/course affected by the adoption. Other committee member(s) are included to represent special student populations, technology, and at least one parent/community member. Subject Area Committee members are selected to represent all District constituencies that have an interest in their respective adoptions; and members are obligated to study all appropriate options before recommending District adoptions. Within their committees, members attempt to reach consensus in their selection by considering the quality of the student materials, as the primary criterion. Final instructional resource selection is determined by committee vote. In voting, each member acts on behalf of the best interest of the entire District (district as a whole).

**Composition of  
Subject Area  
Committee (SAS)**

The membership of the Subject Area Committee shall be composed of the following:

1. At least 80 percent shall be classroom teachers, representing all feeder patterns.
2. At least one member will represent instructional technology.
3. At least one member, but no more than 10 percent, shall be parents/community member.
4. At least one member, but no more than 10 percent, shall be an administrator.

**Selection of Parents**

Prior to the convening of a Subject Area Committee, the Superintendent's designee shall request parents/community members to submit their names if they wish to serve on the committee. After receiving the names of the parents/community members, a drawing will be held to select the representative(s).

**Subject Area  
Subcommittees  
(SAS) Facilitators**

The Superintendent's designee appoints a facilitator for each Committee. In most cases, the facilitator will be the director or coordinator who oversees the subject area. The facilitator receives committee membership recommendations from principals, and other District personnel. The facilitator will ensure that membership on each committee includes representatives from all schools' feeder patterns.

Responsibilities of a Subject Area Committee facilitator are to:

1. Communicate District instructional materials adoption procedures to committee members.
2. Provide liaison between the Subject Area Committee and IMTA Committee.

3. Compile list of Subject Area Committee Representatives and ensure proper make-up.
4. Present selection to the IMTA Committee.
5. Organize and oversee committee activity according to procedures outlined.
6. Preside as Committee chairperson. In either case, the Subject Area Committee facilitator is not a voting member of any committee.

### **Subject Area Committee Members**

Members of the Subject Area Committee are appointed by the Superintendent's designee based upon the recommendations of committee facilitators. Committee members are selected from lists of teachers and administrator volunteers who submit their names to principals, district representatives, or to the Superintendent's designee.

Subject Area Committee member responsibilities include:

1. Attending meetings.
2. Abiding by District instructional resource adoption/selection guidelines and policies.
3. Involving colleagues through:
  - a. Regular reports of committee findings and actions.
  - b. Solicitations of ideas and opinions regarding adoption.
4. Utilizing the Texas Education Agency developed, the CCISD developed, or a combination thereof, rubric to review materials.
5. Reviewing samples of all instructional materials /electronic media systems under consideration.
6. Voting as an informed committee member who represents the best interest of the District in the adoption process.

### **Approval Process**

After reaching a decision regarding the selection of instructional materials, the Subject Area Committee facilitator will present the selection to the IMTA Committee for funding and final approval. Based on available funding, the IMTA Committee Chairperson will present the recommendation(s) to the District Education Improvement Committee (DEIC), supported by the Committee Facilitator. Upon DEIC reaching consensus on the recommendation(s), the Superintendent or his designee will present the selection to the CCISD Board of Trustees for final approval.

UPDATED: 04/22/2025

REVIEWED: 04/02/2025