

## ECISD Textbook Adoption/ Instructional Materials Allotment Timeline

Topic:	Timeline:	Person Responsible:
Textbook Samples Requested	Sept. – Nov.	Amy Miller
Team Composition	Sept. – Oct.	Principals and Director of Literacy
Notifications to principals of team selection	Oct. – Nov.	Director of Literacy
Textbook Vetting Training	Oct.- Dec.	Executive Director of Professional Development
Team submitted to the board	Nov.	Overview for information only
Invitation for public viewing is released to the public	Dec.	Director of Literacy
Team meeting ( Rubrics and New TEKS)	Jan. 8 <sup>th</sup> , 15 <sup>th</sup> and 17 <sup>th</sup>	Director of Literacy
Public Viewing hosted by Region 18	Jan. 31 <sup>st</sup>	All IM team members/ open to the public
IM team review adoption materials using rubrics and determine textbook choice for each grade level/ subject	Feb. 4 <sup>th</sup>	IM committee, Director of Literacy and IM Coordinator
Selections presented to the Board	Feb. 12 <sup>th</sup>	Associate Superintendent of C and I, Director of Literacy
Certification letter signed by the board and submitted to TEA	Feb. 19 <sup>th</sup>	Instructional Materials Coordinator
The C and I department will collaborate with the Special Education and Bilingual department to review materials and plan for professional development to occur August of 2019.	March- July	Associate Superintendent of C and I, Executive Directors, Directors, Coordinators and Instructional Coaches
Order approved IM materials	March	IM Coordinator
Receive IM materials	May- June	IM Coordinator
Deliver IM materials to campuses	Aug.	IM Coordinator