



BOARD OF SCHOOL TRUSTEES

KELLER INDEPENDENT SCHOOL DISTRICT

8D. Action

Date: November 27, 2006

SUBJECT: APPROVAL OF TEXTBOOK ADOPTION PROCESS

BOARD GOAL: All students will achieve educational excellence

FISCAL NOTE: N/A

Background Information:

- According to the Texas Administrative Code §66.104: Each local board of trustees of a school district shall adopt a policy for selecting instructional materials. Final selections must be recorded in the minutes of the board of trustees or governing body.
- According to EEFA Local: After examining all instructional materials adopted by the State Board and reflected on the multiple lists, the textbook selection committee shall select materials for use in the District and recommend the selections to the Board for ratification.
- Local Policy EEFA also states that the Superintendent or designee shall be responsible for coordinating the time frame for meetings of the committee and meetings of the Board to ensure compliance with state timelines.

Administrative Considerations:

- To ensure compliance with State timelines and to define local adoption procedures a "The KISD Textbook Adoption Manual" has been developed and is attached.
- The KISD Textbook Adoption Manual includes: procedures for selecting a textbook adoption committee, legal responsibilities of each committee member, a textbook adoption calendar, rubrics to evaluate instructional materials, and the form for final recommendation of textbooks.
- By Local Policy EFAA, the textbook committee members must be professional members, with the majority being teachers. The Superintendent or his designee shall be a member and serve as chair of the committee. The committee is comprised of professional staff that represents the curriculum areas in which textbooks will be adopted this year for implementation in 2007-2008.

- The committee members will organize campus-level subcommittees and help arrange for displays and public viewing of textbooks. Textbooks and supplemental materials will be available for public viewing. The public viewing information will be published in both the Keller Citizen and the Fort Worth Star Telegram. Campuses will also be asked to include the information in campus newsletters.
- The 2004 State Textbook Proclamation lists the math textbooks grades 6-12 to be adopted during the 2006-2007 school year.

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The administration recommends that the Board of Trustees approve the KISD Textbook Adoption Process as submitted.

Respectfully submitted,

Larry Harmon
Executive Director, Curriculum and Instruction