

## 2017-18 Science Textbook Adoption Timeline (K-12)

TIME FRAME	TASK/DEADLINE	ASSIGNED RESPONSIBILITY
<b>SEPTEMBER 2017</b>	Distribute timeline at Staff Meeting. <ul style="list-style-type: none"> <li>• Agree upon and communicate all deadlines.</li> <li>• Update on new statutory requirements regarding instructional materials.</li> </ul> Meet with Instructional Materials Managers from each school. Date: September 18 <sup>th</sup> -19 <sup>th</sup> Time: 8:00-9:00 Elementary and 2:00-3:00 Secondary  Update adoption information on district website. Assure that textbook lists are updated.	Lori Sandgren Principals Instructional Materials Managers
<b>OCTOBER 2017</b>	Review state bid list for adoption. Ask high school personnel to determine for which courses they need review samples. Communicate with companies to begin obtaining access to online samples, and order sample sets for schools as needed.	Lori Sandgren High School Curriculum
<b>NOVEMBER 2017</b>	Master List of ordered samples goes to each Textbook Manager. Determine any need for publisher presentations. Schedule as necessary. Determine dates for Textbook Review Committees to meet at district office: K-5; 6-8; 9-12. Determine membership of Textbook Review Committees.	Lori Sandgren communicating with Textbook Managers.  Lori Sandgren communicating with Principals and DAC.
<b>DECEMBER 2017</b>	Assure that samples are in schools by the end of the first week of December. Textbook Managers work with principals to ensure that teachers have access to books. Textbook Managers communicate any missing texts to Lori Sandgren.	Textbook Managers communicating with Lori Sandgren.  Textbook Managers communicating with principals and teachers.
<b>JANUARY 2018</b> (REFERENCE PAGES 4-6 IN THE INSTRUCTIONAL MATERIALS HANDBOOK FOR DETAILS ON THE ADOPTION PROCESS)	Ongoing review of texts in schools (Review form is in the Appendix of the Instructional Materials Handbook). Links to all samples available on the district website for public review. Public input process active. District Review Teams meet, if this has not already occurred. Representatives are given time at school sites to share information. School vertical teams meet to compare texts. Grade levels reach consensus. Votes due to Lori Sandgren by end of January	Teachers Textbook Managers      Votes due to Lori Sandgren
<b>FEBRUARY 2018</b>	Recommendation for adoption is presented to the School Board. Meeting advertised on website, in addition to normal advertisement. Date for Public Hearing is set to occur no earlier than 30 days after the initial board meeting. Materials and Petition to Contest available on website. Advertisement of Public Hearing.	Lori Sandgren School Board   Form is in the Appendix of the Instructional Materials Handbook
<b>MARCH 2018</b>	Public Hearing to hear any submitted objections to the adoption. Adoption decision finalized by School Board. Projection of student books to be ordered due to Lori Sandgren no later than March 2018 Report of anticipated number of books to be ordered due to state by April 1, 2018.	School Board   Textbook Managers  Lori Sandgren
<b>APRIL/MAY 2018</b>	Orders completed at schools. Transmitted to Lori Sandgren no later than the end of the first week in May. Professional Development planned and communicated.	Textbook Managers  Lori Sandgren