

BOARD AGENDA ITEM

<p>Topic: Proclamation 2020 Textbook Adoption Results for High School Reading Language Arts Textbook</p> <p>Requested By: Lucia Borrego, Assistant Superintendent for Elementary Education</p> <p>Division Approval: José Espinoza, Ed.D. Superintendent of Schools</p>	<p>Board Meeting Date Requested: <u>May 19, 2020</u></p> <p>Approximate Time For: Presentation: _____</p> <p>Discussion: _____</p> <p>Reading Material: Attached _____</p> <p>Not Necessary _____</p>
<p>Action Requested: Board approval</p>	<p>Action Needed by: <u>May 19, 2020</u></p> <p>Information Only: _____</p>
<p>People Participating In Presentation (If Other Than Cabinet Members):</p>	<p>Who Has Been Involved? (List) Two Textbook Adoption Committee Representatives from each SISD High School campuses; Jessica Macias, School Improvement Officer; Instructional Officers: Yvonne Dominguez.</p>
<p>How Will It Benefit The District's Mission/Goals? Proclamation 2020 will allow the District to adopt the textbooks in the areas of:</p> <p>High School- 9th-12th Reading Language Arts</p>	<p>How Will Request Be Financed? Instructional Material Allotment provided by the state allows for the purchase of instructional materials to include digital resources based on the District's recommendation.</p> <p>Cost To District: Additional costs for instructional materials only occur if campuses choose to purchase materials that are not part of the District's Intent to Bid.</p>

Summary of Topic (Need, Program Description, Recommendation, Timeline)

Administration recommends consideration and approval of Proclamation 2020 for Textbook Adoption Results for High School Reading Language Arts Textbook as presented under the Consent Agenda.

Instructional material adopted under this proclamation are scheduled to be implemented beginning in the 2020-2021 school year. Proclamation 2020 focuses on Reading Language Arts for High School grades 9th-12th. The SISD process for instructional materials adoption followed procedures outlined in Administration Regulation EFA. Textbooks serve as resources currently funded by the Instructional Material Allotment provided by the state.

Please see the attached items:

- Administration Regulation EFA-Instructional Resources/Instructional Materials
- 2019-2020 Proclamation Timeline

Attachments (List): Attachments

Action Taken:

Follow-up Responsibility:

Submit Ten (10) Days before Board Meeting

INSTRUCTIONAL RESOURCES
INSTRUCTIONAL MATERIALS

EFA
(REGULATION)

Note: For provisions regarding instructional materials care, accounting, and disposal, see CMD. Resources regarding the required instructional materials certification, access to the Educational Materials System (EMAT), and disbursement requests¹ can be found on the Texas Education Agency website.

INSTRUCTIONAL
MATERIALS
ALLOTMENT TEAMS

Campus-level and District-level instructional materials allotment teams (IMAT) will be established, as needed, to evaluate, select, and recommend instructional materials and technological equipment to be purchased with the District's instructional materials allotment. The district will provide public transparency and access to the local instructional materials throughout the adoption process.

LOCAL ADOPTION
PROCEDURE

At an appropriate time following adoption of the instructional materials by the State Board, the Superintendent shall make recommendations to the Board for appointment of a local instructional materials adoption committee. Members of the committee shall be professional staff and the majority shall be classroom teachers.

Should the Board reject any recommendation, the Superintendent shall present another recommendation. The official minutes of the Board meeting at which the appointment is made shall include names of the persons appointed to serve.

The Districts instructional materials selection coordinator annually shall determine the committee members based on the nature of the subject area and/or grade level adoptions. The teachers will be recommended by campus principals based on their expertise relevant to the adaptations. Teachers of students from special populations will be selected as appropriate. The Superintendent or designee shall be a member and serve as chair of the committee. A quorum, consisting of a majority of the committee members, must be present when selections are made. The local adoption process shall be conducted in accordance with TEA rules and regulations.

The local committee, after examining all instructional materials adopted by the State Board and reflected on the conforming list, shall select materials for use in the District, and recommend the selections to the Board for ratification. In the event the Board does not ratify any of the selections, the reasons shall be recorded in Board minutes. The committee shall make other recommendations for selection until the Board has ratified all selections.

The Superintendent or designee shall be responsible for coordinating the time frame for meetings of the committee and meetings of the Board to assure compliance with the April 1 reporting date.

INSTRUCTIONAL RESOURCES
INSTRUCTIONAL MATERIALS

EFA
(REGULATION)

DISTRICT
INSTRUCTIONAL
MATERIALS
SELECTION
COORDINATOR

The School Improvement Officer shall serve as the District Instructional Materials Selection Coordinator. The District Instructional Materials Selection Coordinator shall determine the number of committee members annually based on the nature of the subject area adoptions. The instructional materials committee shall examine all instructional materials on the conforming list adopted by the State Board of Education. The committee shall then select the instructional materials these lists for use in the District and recommend lists selections to the Board for ratification. For courses currently not offered, the instructional materials committee shall recommend for adoption all materials on the state list. A quorum, consisting of a simple majority of the committee, shall be present for any meeting at which selections are made. Each District member shall coordinate the instructional materials selection process at his or her campus.

CLOSED DISTRICT

Socorro Independent School District will close its campuses to publishers during the district's instructional materials adoption proceedings. Campus administrators and/or the instructional materials campus committee members may contact publishers if needed. Publishers presentations shall not interfere with the instructional day, and the publishers may not contact any employee after the local instructional materials hearings have been held at the District level. The School Improvement Officer or designee will be the District level contact.

DUTIES OF THE
DISTRICT
INSTRUCTIONAL
MATERIALS
SELECTION
COORDINATOR

The duties of the District Instructional Materials Selection Coordinator are to:

1. Ensure delivery of sample instructional materials to campuses.
2. Schedule instructional materials hearings.
3. Prepare instructional materials evaluation criteria.
4. Distribute instructional materials evaluation forms and ballots to committee members.
5. Schedule and coordinate district instructional materials committee meetings.
6. Determine District committee membership based on the nature of the adoption offerings for the year.

INSTRUCTIONAL RESOURCES
INSTRUCTIONAL MATERIALS

EFA
(REGULATION)

DUTIES OF DISTRICT
LEVEL INSTRUCTIONAL
MATERIALS
SELECTION
COMMITTEE
MEMBERS

The duties of the District-level instructional materials selection committee members are to:

1. Ensure that sample instructional materials are available to teachers on campuses.
2. Submit the campus summary ballot at District instructional materials committee meetings for the instructional materials chosen by teachers at the campus level.
3. Distribute instructional materials evaluation forms to campus administrators and teachers.
4. Attend instructional materials hearings and share information with administrators and teachers.
5. Invite parent representatives to the District instructional materials hearings. For the campus-level selection of instructional materials, a teacher shall be eligible to vote if the following conditions are met. The teacher:
 - a. Must be a professional employee of the District;
 - b. Must be teaching the subject area for which the textbook under consideration for adoption is intended; and
 - c. Must complete and submit a instructional materials evaluation form to the campus-level instructional materials committee member.

DISTRIBUTION OF
INSTRUCTIONAL
MATERIALS

The building principal shall be responsible for maintaining accurate records of instructional materials on his or her campus. The following instructional materials record-keeping procedures shall be observed:

1. The District instructional materials staff shall label all instructional materials placing the number on the inside cover each book.
2. By August 1 of each year, instructional materials in excess of projected enrollment shall be shipped to the District instructional materials depository.
3. All instructional materials in excess of campus allotment shall be sent to the District instructional materials depository by freeze date which is to determined annually by the District instructional materials custodian.

4. All instructional materials requests and instructional materials returns are to be conducted through the instructional materials depository using the automated instructional materials web-based program.
5. Teachers shall be issued instructional materials and instructional materials by the first week of school.
6. Campus textbook designees may request and/or return additional instructional materials using the automated instructional materials web-based program.
7. Each Campus administrator shall be responsible for maintaining an accurate record of all instructional materials to be issued to students. Any instructional materials lost due to inaccurate records shall be the responsibility of the campus instructional materials administrator.
8. Each student or his or her parent or guardian shall be responsible for all instructional materials issued to him or her. Pupils failing to return all instructional materials shall forfeit their right to free materials until the materials previously issued but not returned are paid for by the parent or guardian. [see CMD]
9. Campus administration shall assess fines for all lost instructional materials after consulting with the District textbook custodian to determine the amount.
10. Monies collected from assessed fines or payment for lost instructional materials shall be deposited into the textbook fund for each campus.
11. All hard copy instructional materials must be covered by the pupils under the direction of the teacher.

Approved:

Jose Espinoza, Ed. D., Superintendent

November 2, 2017

Board Committee Review:

November 6, 2017



Academic Services

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2020 Proclamation

High School RLA Adoption Timeline

Date	Time	Person/s Responsible	Purpose
October 17 th , 2019	Leadership Meeting	District Instructional Materials Selection Committee	Leadership Presentation on Proclamation 2019-20
October 25 th , 2019	By 4:00 pm	Jessica Macias, District Instructional Materials Selection Coordinator	Electronic Submissions will be due
October 30 th , 2019	8:00 am to 1:00 Conference Room	District Instructional Materials Selection Committee	Vendor Vetting for Proclamation 2019-20
November 13 th , 2019	4:00 to 6:00- Room A	Instructional Materials Selection Committee- Campus	New ELAR TEKS Training
December 7 th , 2019	8:00 to 12:00 Rooms A and B	Instructional Materials Selection Committee	SISD Vendor Showcase
January 6 th -10 th , 2020		Instructional Materials Selection Committee	Delivery of ELAR Adoption Materials to SISD Cam
January 15 th , 2020	4:30-6:30 pm Room A	Instructional Materials Selection Committee	Textbook Adoption Presentations from Top 3 Vendors and Campus Voting procedures
January 25 th , 2020	8:00-12:00 Rooms A and B	All High School ELAR Teachers	SISD Vendor Showcase
February 13 th , 2020	5:00-6:00 pm Project Room	District Instructional Materials Selection Committee	Electronic Submissions will be due
April 30 th , 2020	Microsoft TEAMS	Jessica Macias, District Instructional Materials Selection Coordinator	Present to Textbook Selection Process to SISD Cabinet
May 19 th , 2020	6:00 pm-9:00 pm SISD Board Room	Jessica Macias, District Instructional Materials Selection Coordinator	May Board Meeting Consent Agenda Item



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Items up for Adoption for Proclamation 20202

This proclamation serves as notice to both publishers and the public that the State Board of Education (SBOE) is inviting bids to furnish instructional materials for the following high school courses:

Reading Language Arts (RLA)	
English I	Debate I, II, III
English II	Journalism
English III	Advanced Broadcast Journalism I, II, III
English IV	Photojournalism
Reading I, II, III,	Advanced Journalism: Yearbook I, II, III
College Readiness and Study Skills	Advanced Journalism: Newspaper I, II, III
Visual Media Analysis and Production	Advanced Journalism: Literary Magazine
Contemporary Media	English as a Second Language
Literary Genres	English Learners Language Arts, grade 7
Creative Writing	English Learners Language Arts, grade 8
Research and Technical Writing	English I for Speakers of Other Languages
Practical Writing Skills	English II for Speakers of Other Languages
Humanities	English Language Development and Acquisition (ELSDA)
Public Speaking I, II, III	
Communication Applications	
Oral Interpretation I, II, II	



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