



2019 - 2020 INSTRUCTIONAL MATERIALS ADOPTION TIMELINE:
World Language, Computer Science, Career and Technical Education (CTE)

| Event | Date | Description | Contact |
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| Instructional Materials Committee Formed | Aug. 28 - Sept. 11, 2019 | Steps 1-3 of the <i>Procedure for Instructional Materials Adoption</i> : All principals and teachers in this year's adoption content areas informed of Adoption and invited to make committee recommendations. K. Baysura & C. Lord select committee members and selects Chairs. | Kelly Baysura/ Dr. Colleen Lord |
| Committee Meeting #1 | Sept. 23, 2019 Location – TEC 3:30 p.m. | Step 4 of the <i>Procedure for Instructional Materials Adoption</i> : Meetings to review timeline, establish protocol and procedures. Committee Chair selected | Kelly Baysura/ Dr. Colleen Lord |
| Hearing Officers | September 24, 2019 | List of Hearing Officers approved by the board | Kelly Baysura/ Dr. Colleen Lord |
| Contact Publishers | Sept. 24 – Oct. 11, 2019 Specialists | Step 5 of the <i>Procedure for Instructional Materials Adoption</i> : Specialists contact publishers & set appointments for Overview Presentations to the Committee. Plan Extravaganza. | Kelly Baysura/ Dr. Colleen Lord |
| Committee Meeting #2 | Oct. 21, 2019 Location – TEC 3:30 p.m. | Publisher Presentations to Committee | Kelly Baysura/ Dr. Colleen Lord |
| Textbook Extravaganza | Oct. 28, 2019 Location – TEC 4:00-7:00 p.m. | Publishers display materials. All teachers in this year's adoption content areas and parents may preview materials and talk with publishing company representatives. | Kelly Baysura/ Dr. Colleen Lord |
| Instructional Materials Review | Oct. 31 –Dec. 5, 2019 | Step 6 of the <i>Procedure for Instructional Materials Adoption</i> : Committee Members facilitate review of instructional materials at each school site using Evaluation Rubric provided by SDIRC. | Kelly Baysura/ Dr. Colleen Lord |
| Committee Meeting #3 | Dec. 10, 2019 Location: LICR 3:30p.m. | Steps 7-8 of the <i>Procedure for Instructional Materials Adoption</i> : Committee meets to collect and analyze data from each school's rubric submission. Committee works to achieve consensus and then makes recommendation to the Superintendent for materials to be adopted. | Kelly Baysura/ Dr. Colleen Lord |
| 20 - Calendar day Public Review of Recommended Instructional Materials | Dec. 12, 2019 Jan. 16, 2020 | Step 9 of the <i>Procedure for Instructional Materials Adoption</i> : Read-only editions of the recommended instructional materials will be posted on the SDIRC website and student editions will be displayed at the District Office. Parents will be notified via SDIRC website, Ed-Connect call, and a flyer. Residents will be notified via SDIRC website. | Kelly Baysura/ Dr. Colleen Lord AND Lori Webb (772-564-3044) |
| Presentation to School Board Members | Feb 11, 2020 During Workshop | Presentation to the School Board of recommended materials | Pamela Dampier, Kelly Baysura/ Dr. Colleen Lord |
| Notice of Public Hearing | Feb. 11, 2020 | Step 10 of the <i>Procedure for Instructional Materials Adoption</i> : <i>Notice of Public Hearing posted, including a list of materials recommended for adoption.</i> | Nancy Esplen, Executive Assistant to the School Board (772) 564-3200 |



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| School Board Hearing | Feb. 25, 2020 During Board Meeting | Step 10 + 11 of the <i>Procedure for Instructional Materials Adoption</i> : School Board conducts public hearing to receive public comments about instructional materials recommended. After the Public Hearing and the Superintendent presents his recommendations, the School Board votes on the recommended instructional materials for the specified subject areas. | SDIRC School Board and Superintendent |
| 30- Calendar Day Contest Period | Feb. 26 – Mar. 26, 2020 | Step 12 of the <i>Procedure for Instructional Materials Adoption</i> : A parent of an enrolled student or resident will have 30 calendar days from the date of the Board’s adoption to file a petition. Links to the materials and petition forms will be available on the district website https://www.indianriverschools.org/curriculum-adoption-documents and available by visiting any school in person. Please email completed forms to: Kelly.Baysura@indianriverschools.org | Judy Smith, Administrative Assist., Dept. of Curriculum & Instruction (772-564-3100) |
| Notice to Petitioners | March 30, 2020 | Step 12 of the <i>Procedure for Instructional Materials Adoption</i> : Written notice will be provided to the petitioners (parents or residents) of the date and time of the hearing on petitions filed by the March 26, 2020 deadline contesting purchase of the recommended instructional materials. | Nancy Esplen, Executive Assistant to the School Board (772) 564-3200 |
| Hearing Officer Hearing | Week of April 13, 2020 | Step 12 of the <i>Procedure for Instructional Materials Adoption</i> : The hearing officer will conduct a public hearing on all petitions, and has 14 days from the date of the hearing to submit a recommendation to the School Board. | Nancy Esplen, Executive Assistant to the School Board (772) 564-3200 |
| School Board Meeting | May 12, 2020 | Step 12 of the <i>Procedure for Instructional Materials Adoption</i> : The School Board will make a final decision on parent/resident petitions, which decision is not subject to further review. SDIRC Board votes to approve the purchase of Instructional Materials for this year’s adoption content areas for use beginning in the 2020-2021 school year. | SDIRC School Board |
| Instructional Materials removed from Website and District Office | May 13, 2020 | Step 13 of the <i>Procedure for Instructional Materials Adoption</i> : The instructional materials for the specific adoptions will be removed from the website after the public hearing. | Judy Smith, Administrative Assist., Dept. of Curriculum & Instruction (772-564-3100) |