



2017-2018 INSTRUCTIONAL MATERIALS ADOPTION TIMELINE:

Science K-12

Event	Date	Description	Contact
Instructional Materials Committees Formed	Aug. 31-Sept. 14, 2017	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/Dr. Jones selects committee members and selects Chairs.	Kelly Baysura/ Dr. Peggy Jones
Committee Meetings #1	Sept. 25, 2017 Location – TEC 3:30p.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. Peggy Jones
Contact Publishers	Sept. 26 – Oct. 12, 2017 Specialists	Step 5 of the <i>Procedure for Instructional Materials Adoption</i> : Specialists contact publishers & set appointments for Overview Presentations to the Committees. Plan Extravaganza.	Kelly Baysura/ Dr. Peggy Jones
Committee Meetings #2	Oct. 23, 2017 Location – TEC 3:30p.m	Publisher Presentations to Committees	Kelly Baysura/ Dr. Peggy Jones
Textbook Extravaganza	Oct. 30, 2017 Location – TEC 4:00-7:00p.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. Peggy Jones
Instructional Materials Review	Nov. 02–Dec. 18, 2017	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. Peggy Jones
Committee Meetings #3	Dec. 19, 2017 Location: LICR 3:30p.m	Steps 7-8 of the <i>Procedure for Instructional Materials Adoption</i> : Committees meet 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. Peggy Jones
20 - Calendar day Public Review of Recommended Instructional Materials	Dec. 21, 2017 – Jan. 22, 2018	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.	D Kelly Baysura/ Dr. Peggy Jones AND Ravi Annam, Webmaster (772-564-3210)
Presentation to School Board Members	Feb 13, 2018 During Workshop	Presentation to the School Board of recommended materials	Pamela Dampier/ Kelly Baysura or Dr. Peggy Jones
Notice of Public Hearing	Feb. 19, 2018	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. 27, 2018 During Board Meeting	<p>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.</p> <p>After the Public Hearing and the Superintendent presents his recommendations, the School Board votes on the recommended instructional materials for the specified subject areas.</p>	SDIRC School Board and Superintendent
30- Calendar Day Contest Period	Feb. 28 – Mar. 29, 2018	<p>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</p> <p style="text-align: center;"><u>Petition.Regarding.Instructional.Materials</u></p> <p style="text-align: center;">Please email completed forms to: <u>Peggy.Jones@indianriverschools.org</u></p>	Judy Smith, Administrative Assist., Dept. of Curriculum & Instruction (772-564-3100)
Notice to Petitioners	April 2, 2018	<p>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 29, 2018 deadline contesting purchase of the recommended instructional materials.</p>	Nancy Esplen, Executive Assistant to the School Board (772) 564-3200
Hearing Officer Hearing	Week of April 9, 2018	<p>Step 12 of the <i>Procedure for Instructional Materials Adoption</i>: The hearing officer will conduct a public hearing on all petitions timely received, and provide a recommendation to the School Board.</p>	Nancy Esplen, Executive Assistant to the School Board (772) 564-3200
School Board Meeting	April 24, 2018	<p>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 2018-2019 school year.</p>	SDIRC School Board
Instructional Materials removed from Website and District Office	April 25, 2018	<p>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.</p>	Judy Smith, Administrative Assist., Dept. of Curriculum & Instruction (772-564-3100)