

TIME LINE
2009-2010 TEXTBOOK ADOPTION
Division of Curriculum & Instruction
(District Textbook Office, Northside ISD)

AUGUST 2009

- August 12** –The textbook Publisher Informational Meeting will be at 12:00 a.m. until 1:00 p.m. in the Board Room at 5900 Evers Rd.

SEPTEMBER 2009

- Instructional Specialists will provide the names of Subject Committee members to various publishers for sampling purposes. Publishers will not call on the teachers at school for the purpose of marketing without the express permission of the principal. Publishers will be provided with ample opportunities to market their materials at scheduled Subject Committee meetings.
- Instructional Specialists finalize all meetings, sites, times, etc.
- NISD Subject Committees begin to meet. All meetings are open to parents and community members.
- The Official District Textbook Committee includes the Instructional Specialist and one teacher representative from each Subject Area Committee. Instructional Specialists and elementary and secondary instruction executive directors are resource members. The Director of Library and Textbook Services and District Textbook Manager serve as facilitators.
- September 30** - Publishers must file Publisher Agreement Forms with the District Textbook Office to be considered for adoption.

OCTOBER 2009

- Beginning of October** - Instructional Specialists report to Division of Instruction the names of their Grade/Subject Level Committee members and the name of their selected representative to the Official District Textbook Committee. Instructional Specialists will also provide their schedules of Subject Committee meetings, times and locations to the Division of Instruction.
- NISD Subject Committees continue to meet. All meetings are open to parents and community members.
- October 27 - School Board Meeting - School Board approves Official District Textbook Committee members**
- Week of October 26, 2009** – Division of Instruction prepares copy of above information for print shop to mass duplicate. Once complete, Division of Instruction distributes copies to campuses, Instructional Specialists, Communications Office and all other necessary staff and offices.

NOVEMBER/DECEMBER 2009

- NISD Subject Committees continue to meet. All meetings are open to parents and community members.
- Final month for publishers to provide each school with samples or information that fully describes adopted instructional material.

JANUARY 2010

- NISD Subject Committees continue to meet. All meetings are open to the public.
- District Textbook Office announces Open Public Forum and Viewing to community organizations, schools, PTA, homeowners associations, etc. Post announcements, etc.
- Week of January 3** - Community newspapers run ads advertising the Open Textbook Forum and Viewing.
- January 5, 2010**, Open Textbook Forum and Viewing at Northside Activity Center from 8 a.m. to 6:30 p.m.
- Staff will cover the forums on a rotating basis during the day from 8 a.m. – 5 p.m.
- Actual Public Hearing begins at 5:30 p.m. All Official District Textbook Committee members are to be present from 5:00 – 6:30 p.m.**
- January 11-January 15** -Textbook Grade Level / Subject Area Committees cast initial vote for textbook selection. Results will be verified by District personnel.
- Last week of January** - Textbook Subject Area Committees hold run-off voting if needed.

FEBRUARY 2010

- February 23 - Official School Board action to adopt Official District Textbook Committee recommendations. All Official District Textbook Committee members, including Instructional Specialists, must attend Board meeting.**

APRIL 2010

- April 1** - Deadline to notify TEA which books NISD adopted and report course and Grade Level enrollments.

SUMMER 2010

- Removal of out of adoption books from campuses.
- District Textbook Warehouse receives textbooks from State.
- District Textbook Warehouse distributes new textbooks to schools.

(For more information, call Brian Squyres at 397-8132.)