

**Taylor County District School Board  
Office of the Superintendent  
Agenda Item for School Board Approval**

Date Submitted 11/26/2018 Board Meeting Date 12/04/2018

Date agenda item is due in the Superintendent's Office 11/16/2018

Person submitting the item: Sharon Hathcock - DOI

Name of document placed on agenda: Instructional Materials Timeline

Summary description regarding this action item:  
Please review and approve the attached Instructional

Materials Timeline/ Plan for 2018-2019.

\*Plan was amended due to post Hurricane

Michael rescheduling. **APPROVED**

**DEC 18 2018** **APPROVED**

**By Taylor County School Board**

Signatures Required  
Yes  No

Reviewed by:  
Director of Finance \_\_\_\_\_

The action described above is provided for and is consistent with relevant contract and grant provisions and the Board approved budget as amended.

Director of Personnel \_\_\_\_\_

The action described above is provided for and is consistent with the Board approved staffing plan and collective bargaining agreements.

Director of Instruction Sharon Hathcock

The action described above is provided for and is consistent with relevant Federal programs and the Board approved School Improvement, Instructional and Curriculum Plans.

Superintendent \_\_\_\_\_

## TAYLOR COUNTY SCHOOL DISTRICT Instructional Materials Adoption Process Timeline/Plan

<b>September – February</b>	
<ul style="list-style-type: none"> <li>District Instructional Materials (IM) Review Team is formed with representation from school personnel appropriate to the subject and grade level of the adoption.</li> <li>District IM Review Team meets to review instructional materials from the Draft Short Bid List.</li> <li>Instructional Materials Fair scheduled by PAEC.</li> <li>District IM Review Team makes two/three recommendations.</li> </ul>	
<b>December</b>	
<ul style="list-style-type: none"> <li>Instructional Materials Plan presented to the School Board (SB).</li> </ul>	
<b>February</b>	
<ul style="list-style-type: none"> <li>District IM Review Team choices are presented to school teams and all other appropriate personnel.</li> <li>Schools level teams, parent reviewers, and other interested stakeholders review top two/three IM recommendations</li> </ul>	
<b>March</b>	
<ul style="list-style-type: none"> <li>Vendor presentations are scheduled in county for all interested science teachers and review team members.</li> <li><b>By March 31<sup>st</sup></b> each year the District School Superintendent certifies to FLDOE that all instructional materials for core courses used by the district are aligned with applicable state standards. A list of the core instructional materials that will be used or purchased for use by the school district shall be included in the certification.</li> </ul>	
<b>April</b>	
<ul style="list-style-type: none"> <li><b>1<sup>st</sup> Board Meeting in April: Request Approval to Advertise for Public Hearing (no vote)</b></li> <li><b>Public Stakeholders Meeting: 3<sup>rd</sup> Week of April</b></li> <li><b>20 days before SB hearing and public meeting in May:</b> Provide online public access of student editions of recommended IM to be accessed and viewed by the public; if applicable, set up display in board office of hard copies of student and teacher editions for all recommended IM.</li> </ul>	
<b>May</b>	
<ul style="list-style-type: none"> <li><b>1<sup>st</sup> Board Meeting in May:</b> Submit selected instructional materials for board approval.</li> <li>Following SB approval for adoption, <b>begin 30 calendar day window</b> for parent or resident to contest adopted material.</li> <li>To protest, a parent must file a petition on a form provided by SB</li> <li>Form must be available to public and published on district website. Post parent/resident petition to protest IM on district website.</li> </ul>	
<b>June</b>	
<ul style="list-style-type: none"> <li><b>Within 30 days after protest period ends</b>, if contest is initiated, an open, noticed <b>SB hearing</b> before a Hearing Officer will be held during the regular meeting of the Board. Petitioners will be notified of the date and time of the Public Hearing in writing 7 days in advance.</li> <li>Following public hearing, district School Board will vote on adoption of core material. Decision is final.</li> </ul>	
<b>July</b>	
<ul style="list-style-type: none"> <li>Instructional Material is ordered.</li> <li><b>July 1<sup>st</sup>, FLDOE Certification:</b> certify to the Commissioner of Education that the district school board has approved a comprehensive staff development plan that supports fidelity of implementation of instructional materials programs.</li> </ul>	

# TAYLOR COUNTY SCHOOL DISTRICT Instructional Materials Adoption Process Timeline/Plan

## Suggested Timeline

	PAEC Instructional Materials Review Fair
	IM Plan to the School Board
	Recommended IM to School Board (no vote)
	Post Final Selection on Website for 20 Calendar Days
	Open School Board Hearing / Public comment
	Open Public Meeting to approve IM Plan w/ IM included
	School Board / Public Formal Protest / Approval of recommended materials
	30-day window to contest adoption opens
	30-day window to contest adoption ends
	Public hearing for contested instructional materials w/ hearing Officer

