

TIMELINE

Adoption Year
On or prior to

August	Superintendent's designee appoints a Subject Area Subcommittee (SAS) facilitator for each adoption area.
September	SAS facilitators in consultation with the Superintendent's designee submit a date/time for community input meeting(s) to Office of Communications.
September	Notify parents/community of adoption areas. Begin soliciting parent/community members to serve on Subject Area Subcommittees. Notify each campus/teacher of adoption areas. SAS facilitators begin communicating with schools to solicit SAS members.
September	Any teacher interested in serving as an SAS member submits his/her name to principal, department head, or SAS facilitator.
September	Professional members are appointed to SAS.
September	Instructional material publisher presentations are scheduled for November and coordinated by the Superintendent's designee and publicized in the District.
October	Parent/Community members are selected by a drawing.
October	Superintendent's designee appoints SAS members by issuance of official SAS membership list to each campus. Each parent/community member requesting to serve on an SAS is informed of the final composition of SAS.
October	School personnel wishing to have materials considered for adoption that are NOT on the state recommended list must submit a request to the Instructional Materials Coordinator and the SAS Facilitator for that subject area.
October	Combined meeting of <u>all</u> SAS members, in which the entire group is addressed as to District procedures and concerns of special populations, is held.
October	SAS members determine how to involve and inform the colleagues they represent.

November	Instructional Material Publisher/Vendor Hearing is held. Office of Communications publicizes SAS community input meeting.
December	Community Input Meeting
January	Individual SAS Meeting(s) are held.
February	Instructional Materials Allotment Committee meets to review recommendations from the SAS and determine funds available. Based on funding availability approved by the IMA Committee, Subject Area Subcommittees submit their recommendations to the District Educational Improvement Committee (DEIC). Recommendations are communicated to the building principals.
March	Board approves the recommendations at regular meeting or sends back to the SAS for review.
February - May	Any adoption referred to the Subject Area Subcommittee (SAS) for reconsideration is resubmitted to the Board.