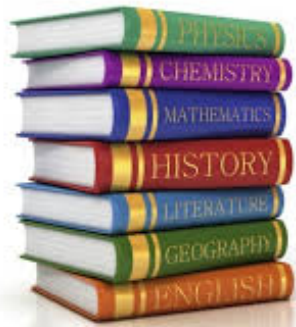


# INSTRUCTIONAL MATERIAL ADOPTION PROCEDURES



**STATEMENT:**

The Canutillo ISD does not discriminate in its educational programs or employment practices because of race, color, religion, sex, national origin, age, disability, military status, or on any other basis prohibited by law. Inquiries concerning the application of Title VI, IX, and 504 refer to the district compliance officer; Martha Carrasco at 877-7423 and 504 inquiries regarding students refer to Carey Chambers at 877-7449.

El Distrito Escolar Independiente de Canutillo no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, religión, sexo, origen nacional, edad, incapacidad, estado militar, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, IX, y la Sección 504 pueden ser referidas al oficial del distrito, Martha Carrasco al 877-7423 y preguntas sobre 504 tocante a estudiantes pueden ser referidas a Carey Chambers al 877-7449.

**2019-2020**

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## OVERVIEW

The [instructional material](#) adoption process in the Canutillo Independent School District is teacher-driven. It begins and ends with teachers directly involved in the decision making process.

Early in the school year, teachers begin the [instructional material](#) adoption process. The Campus Improvement Committee nominates teachers to serve on the Instructional Materials Allotment Team (IMAT), selects the campus-voting delegates, and alternates.

The Superintendent or his designee and the Warehouse Services Coordinator selects teachers and parent representatives to serve on the IMAT. The Superintendent or his designee serves as the chairperson. The Executive Director of C&I will serve as the Superintendent's designee. The Superintendent works on an as-needed basis; the designee conducts the day-to-day operation.

Voting delegates work closely with alternates so they are always prepared to step in when required. Voting delegates will receive training and provide it to alternates and teachers. Both will work with the principal to formulate the campus action plan. *Alternates do not serve at the district voting election unless the delegate is unable to serve.*

Before the campus election to determine their choice of textbooks and resources (announced by the CIC), teachers should have several opportunities to view and evaluate the new [instructional material](#). Teachers are strongly encouraged to discuss the merits of the materials in their grade level/subject level meetings. Throughout the process, instructional coaches or the subject curriculum coordinator involved in the [instructional material](#) adoption process will work with the teachers. The campus and district election is held in January.

Publishers send sample materials to the Warehouse Coordinator for distribution. The Warehouse Coordinator keeps track of all materials sent to ensure every school is given the same materials to view. The Warehouse Coordinator will ensure that publishers send enough materials for every school to view. The voting delegates and alternates may distribute them for public viewing. **Publishers are available during this period for various presentations including on-site presentations arranged through the campus principal.** Campuses are encouraged to invite parents to evaluate the [instructional material](#) and make recommendations. **The period from January 1 until the board approves the [instructional material](#) is a "no-contact" period for publishers.**

No later than the day before the district election, the campus elections take place. Teachers will vote at their respective schools and give direction to their voting delegate. At the district election, voting delegates vote for their campus teachers' choices. The voting delegate or alternate must be present at the district election or the campus vote is forfeited. The IMAT members and district curriculum coordinator will then evaluate the top three selections through the district's [instructional material](#) evaluation process and then recommends the [instructional material](#) that

meets the standard-based curriculum alignment. In February, the list of [instructional materials](#) submitted to the Board of Trustees for approval.

**TIMELINE FOR INSTRUCTIONAL MATERIAL ADOPTION**

ACTION REQUIRED	DEADLINE
CIC recommend teachers for IMAT and selects campus voting delegate and alternate	September 6
Board of Trustees approves IMAT members	September 24
Training session on <a href="#">instructional material</a> voting procedures for Instructional Materials Adoption and voting delegates	October 3
Campus IMAT and voting delegate/alternate meet with principal to formulate action plan	Oct. 7– 18
Campus IMAT and voting delegate/alternate provide training on <a href="#">instructional material</a> Adoption Guidelines to campus faculty (face to face and online)	Oct. 7 - 18
Instructional Materials Samples made available for evaluation to campuses	Oct. 21- 30
Warehouse Services confirms all schools have received materials from all publishers.	Nov. 1
Proclamation 2019 Publishers Fair held in Central Office Board Room from 4:00 PM – 7:00 PM	Nov. 6
Teachers review samples <a href="#">instructional material</a> . Rubrics will be available in December for teachers to evaluate them.	October thru December
District becomes a “closed district” to publishers. <b>NO CAMPUS VISITS BY PUBLISHERS ALLOWED!</b>	January 1
IMAT and voting delegate/alternate conduct campus voting and report results to CIC (before district election)	January 10
Voting delegate submits the Proclamation 2019 Adoption Binder with documentation to Warehouse Service Coordinator.	January 17
District election by IMAT and voting delegate held in Boardroom	January 21
IMAT and voting delegates conducts evaluation of top three-ranked <a href="#">instructional material</a>	January 21-24
Final recommendation by IMAT and voting delegates submitted	February 3

to Warehouse Service Coordinator

IMAT and Voting Delegate recommend instructional materials to Superintendent's Cabinet and Board Members

By February 28

Board of Trustees approves [instructional material](#)

February 28

Superintendent/designee submits ratified list to TEA

April 1

Revised: July 2019

# **ROLES & RESPONSIBILITIES**

## BOARD OF TRUSTEES

1. Approves members of the Instructional Materials Allotment Team
2. Does not accept a commission or rebate on any [instructional materials](#) used in the district (*offense is a Class B misdemeanor*).
3. Shall be notified prior to the ratification vote of any [instructional materials](#) exceeding the maximum cost allowed by the state and all [instructional materials](#) being recommended that are nonconforming.
4. May remove from the list recommended by the IMAT and curriculum coordinators any [instructional materials](#) that in their judgment should not be adopted by showing good cause.
5. Ratifies the selections recommended by the IMAT and curriculum coordinators.

## SUPERINTENDENT OR DESIGNEE (EXECUTIVE DIRECTOR OF C&I)

1. Is knowledgeable about all aspects of the adoption process and facilitates the process with teachers.
2. Selects members of the Instructional Materials Allotment Team (IMAT) from the list of teachers and parents recommended by the Campus Improvement Committee.
3. Recommends to the Board of Trustees members of the Instructional Materials Allotment Team.
4. Serves as the chairperson of the IMAT and curriculum coordinators.
5. Does not accept a commission or rebate on any [instructional materials](#) used in the district (*offense is a Class B misdemeanor*).
6. Prepares a timeline for the [instructional materials](#) adoption process.
7. Trains IMAT members, curriculum coordinators, and campus voting delegates on the [instructional materials](#) adoption process.
8. Notifies the Board of Trustees of all [instructional materials](#) that are being challenged.
9. Notifies the Board of Trustees prior to the ratification vote of any additional costs, implications, or consequences as per TEC 31.101.
10. Reports to the Board of Trustees the list of [instructional materials](#) recommended by the IMAT and curriculum coordinator for adoption.
11. Submits the [instructional materials](#) recommendations to the Board of Trustees for ratification.
12. Works in tandem with Warehouse Supervisor to ensure appropriate paperwork is sent to TEA.



## WAREHOUSE SUPERVISOR

1. Informs publishers and other interested participants of district [instructional materials](#) policies and procedures.
2. Works in tandem with Superintendent's designee to ensure timelines are met, guidelines followed, trouble-shoot problems, and ensure the process runs smoothly
3. Ensures delivery and receipt that sample instructional materials were delivered to all campuses.
4. Does not accept a commission or rebate on any [instructional materials](#) used in the district (*offense is a Class B misdemeanor*).
5. Received and responds to all correspondences from TEA regarding [instructional materials](#).
6. Disseminates information from TEA to Superintendent's Designee and appropriate other administrators and personnel.
7. Contacts publisher representatives when necessary during the adoption process.
8. Submits the appropriate paperwork to TEA and places order for newly adopted [instructional materials](#) to TEA.
9. Receives shipments barcodes [instructional materials](#), and prepares paperwork to send [instructional materials](#) to the campuses.

## PRINCIPAL

1. Submits a nominee for the Instructional Materials Allotment Team.
2. Submits a campus voting delegate and alternate for each subject area being adopted on their campus.
3. Does not accept a commission or rebate on any [instructional materials](#) used in the school (*offense is a Class B misdemeanor*).
4. Meets with the voting delegate and alternate to formulate the campus action plan.
5. Receives sample [instructional materials](#) and forwards them to the voting delegate/alternate.
6. Arranges and approves all publisher visits to his/her campus.
7. Encourage parents, students, and interested community representatives to visit the school and examine [instructional materials](#) being considered for adoption. These individuals make recommendations, but do not vote.
8. Notifies the Executive Director of Curriculum and Instruction of any violation or impropriety affecting the [instructional materials](#) adoption process.

## CIC MEMBERS

1. Recommends a nominee for the Instructional Material Allotment Tea.
2. Selects a campus voting delegate and alternate for subject area being adopted at the campus.
3. Sets the campus voting date.
4. Receives the results of the campus election from the voting delegates

## IMAT MEMBERS

1. A committee of members nominated by the campus CIC and appointed by the Board of Trustees.
2. Abides by all district policies/procedures regarding the [instructional materials](#) adoption process.
3. Does not accept a commission or rebate on any [instructional materials](#) used in the school (*offense is a Class B misdemeanor*).
4. Attends the required training on the [instructional materials](#) adoption process.
5. Does not serve as the campus voting delegate, but may vote at the campus level.
6. Conducts the campus voting in January, but does not vote at the district level.
7. Refrains from voting if during the last two years he/she worked or received any money from an author or publishing company if books are on the adoption list.
8. Evaluates the top three [instructional materials](#) selections through the district's [instructional materials](#) evaluation process to ensure materials meets the standards-based curriculum alignment.
9. Attends the school board meeting in February when the list of [instructional materials](#) is submitted to the Board of Trustees for approval.

## CURRICULUM COORDINATORS

1. Abides by all district policies/procedures regarding the [instructional materials](#) adoption process
2. Does not accept a commission or rebate on any [instructional materials](#) used in the school (*offense is a Class B misdemeanor*)
3. Facilitates the required training on the [instructional materials](#) adoption process
4. Works with the Superintendent's Designee and Warehouse Services Coordinator to
5. train voting delegates in the instructional [materials](#) evaluation process
6. Disseminates information about the adoption materials, components, and program choices
7. Coordinates the evaluation of the curriculum coordinators and the IMAT members in the district's [instructional materials](#) evaluation process that meets the standards-based curriculum alignment
8. Does not serve as the campus voting delegate
9. Refrains from voting if during the last two years he/she worked or received any money from an author or publishing company if books are on the adoption list

10. Evaluates the top three [instructional materials](#) selections through the district's [instructional materials](#) evaluation process that meets the standards-based curriculum alignment
11. Attends the school board meeting in February when the list of [instructional materials](#) is submitted to the Board of Trustees for approval
12. Facilitates the implementation of the adopted materials.

### **INFORMATION & TECHNOLOGY MEMBERS**

1. Abides by all district policies/procedures regarding the [instructional materials](#) adoption process
2. Does not accept a commission or rebate on any [instructional materials](#) used in the school (*offense is a Class B misdemeanor*)
3. Attends the required training on the [instructional materials](#) adoption process
4. Does not serve as the campus voting delegate
5. Refrains from voting if during the last two years he/she worked or received any money from an author or publishing company if books are on the adoption list
6. Evaluates the top three [instructional materials](#) selections through the district's [instructional materials](#) evaluation process that meets the standards-based curriculum alignment
7. Attends the school board meeting in February when the list of [instructional materials](#) is submitted to the Board of Trustees for approval

### **VOTING DELEGATES/ALTERNATES**

1. Abides by all district policies/procedures regarding the adoption process.
2. Does not accept a commission or rebate on any [instructional materials](#) used in the school (*offense if a Class B misdemeanor*).
3. Meets with campus principal to formulate an action plan and monitors the plan.
4. Receives sample [instructional materials](#) and if appropriate, labels sample [instructional materials](#) "conforming" or "nonconforming".
5. Attends the required training for voting delegates.
6. Trains teachers on the [instructional materials](#) adoption process.
7. Encourages parents to examine [instructional materials](#) being considered for adoption. (*A survey will be sent to your campus requesting information on how parents were involved in the [instructional materials](#) adoption.*)
8. Conducts the campus voting and reports the results of the campus vote to the CIC.
9. Votes for the [instructional materials](#) or series ranked as number one by the campus teachers (or the [instructional materials](#) or series ranked as number two, if the voting process eliminates the first choice).
10. Casts the campus vote at the district [instructional materials](#) election.
11. Returns all voting materials to Warehouse Services.

## TEACHERS

1. Abides by all district policies/procedures regarding the **instructional materials** adoption process “Guidelines for Teachers”.
2. Does not accept a commission or rebate on any **instructional materials** used in the school (*offense is a Class B misdemeanor*).
3. Reviews **instructional materials** being considered for adoption and evaluates them using the district rubric.
4. Votes on **instructional materials** if currently teaching the subject/course. May vote if taught the course/subject in the last two years.
5. Refrains from voting if during the last two years he/she worked or received any money from an author of publishing company if books are on the adoption list.

### Guidelines for Teachers

***Canutillo ISD is pleased to allow teachers more opportunities to visit with publishers. Please review and practice the guidelines for teachers in its entirety before attending any events.***

1. All teachers are invited to the Publishers Fair scheduled at the Central Office Board Room.
2. Teachers may ONLY visit with publishers at the scheduled time arranged by the campus principal. A teacher may not invite a publisher into their classroom at any time.
3. Campus visits will ONLY be scheduled by your principal at lunch, during PLC time, or afterschool.
4. All publisher events are strictly to learn more about instructional materials being showcased.
5. Publishers may ONLY provide a light snack or box lunch for teachers when visiting schools.
6. Teachers may attend **off-campus publisher events** which may include refreshments or meals. *However, you must inform your principal or IMAT representative in an email about your attendance.*
7. Sample instructional materials given to teachers **MUST NOT BE USED IN THE CLASSROOM!**
8. Teacher votes shall not be influenced by publisher visits.
9. No Canutillo employee may accept a commission or rebate on any instructional materials used in the school. **THIS IS A CLASS B MISDEMEANOR OFFENSE!**

***Failure to abide by these guidelines may result in a publisher or teacher being revoked from the IMAT voting process.***

## PUBLISHERS

1. Abides by all district policies regarding the [instructional materials](#) adoption process “Guidelines for Publishers”
2. Will not offer any gift, favor, or service that might reasonably tend to influence or compromise a campus or school district representative in the official discharge of their duties in the [instructional materials](#) adoption process
3. Ships sample [instructional materials](#) to central warehouse for campus distribution.
4. Secures a yearly vendor’s permit from the Purchasing Department
5. **Refrains from contact with any campus employee during the district “closed period.” The “closed period” is from January 1 through the ratification of the recommendations of the IMAT and curriculum writers at a Board meeting in February.**

### Guidelines for Publishers

*Canutillo ISD is pleased to allow publishers to showcase their materials. Please review the guidelines for publishers in its entirety.*

1. All publishers are invited to the Publishers Fair scheduled at the Central Office Board Room.
2. Publishers may ONLY visit campuses by setting up a time with the **campus principal**. These scheduled visits can take place during lunch, PLC time, or afterschool.
3. A publisher may not enter a classroom at ANY time. Any interruption of instructional time is strictly forbidden.
4. All publisher events are strictly to learn more about instructional materials being showcased.
5. Publishers may ONLY provide a light snack or box lunch for teachers when visiting schools.
6. Teachers may ONLY visit with publishers at the scheduled time arranged by the campus principal or IMAT campus administrator.
7. Teachers may attend **off-campus publisher events** which may include refreshments or meals.
8. Publishers may not offer any Canutillo employee a commission or rebate on any instructional materials used at their school. **THIS IS A CLASS B MISDEMEANOR OFFENSE!**

***Failure to abide by these guidelines may result in a publisher or teacher being revoked from the IMAT voting process.***

# **VOTING PROCEDURES**

When appropriate, campuses with a small number of teachers will be combined with a nearby school to equalize the weight of the campus vote. Teachers from the following campuses must contact the voting delegate at the appropriate campus for scheduled activities.

**Canutillo Independent School District  
CAMPUS VOTING SEQUENCE**

1. Select and inform all eligible teachers of the voting date and time. (January)
2. Review the campus voting procedures with voting teachers.
3. Arrange for the alternative and/or other teachers to assist with handing out, collecting, and tallying the ballots.
4. Tally the votes on the tally sheet. Total the sums to determine the rank order.
5. Teachers must sign the back of the tally sheet.
6. Complete the Campus [Instructional Materials](#) Voting Delegate Report. All voting teachers must sign this report. Bring a copy with you to the district [instructional materials](#) election.
7. **Remind teachers they must refrain from any contact with a publisher or an agent of a publisher during the closed period; January 1 through the ratification of the recommendations at a board meeting in February. The vote is confidential until acted on by the Board of Trustees.**
8. Return all balloting materials to Warehouse Services.

**Canutillo Independent School District**  
**CAMPUS VOTING PROCEDURES**

1. A teacher is eligible to vote if he/she is currently teaching the subject/course or if he/she has taught the course in the last two years.
2. A teacher must refrain from voting if during the last two years he/she received any money from an author or publishing company if books are on the adoption list.
3. All balloting done on the forms provided, **ballots are not to be signed.**
4. **Instructional materials** are to be ranked on the ballot by rank number (1, 2, 3 etc.), with one being the highest (first choice). Any ballot showing the same rank for more than one book cannot be counted. The number zero is not an option for ranking.
5. All ballots must be tallied (counted) in the presence of those voting. Each voting teacher must sign each tally sheet showing the results of the balloting.
6. Tally the votes on the tally sheet. Please total the sums to determine the rank order.
7. When voting is completed, all materials will be sent to the Curriculum and Instruction.
8. The campus-voting delegate is obligated to vote for the **instructional materials** ranked by the campus as long as that **instructional material** has not been eliminated. If the campus number one ranked **instructional materials** has been eliminated the campus vote must be granted to the number two choice, etc.
9. On the district-voting day, the voting delegate or alternate (not both) must be present to cast the campus vote or the campus vote is forfeited. If the voting delegate or alternate cannot attend the district's election another representative from the campus may cast the campus vote.



Canutillo Independent School District  
**CAMPUS INSTRUCTIONAL MATERIALS**  
**TEACHER BALLOT**

Campus \_\_\_\_\_

Subject/Course \_\_\_\_\_

Rank Order of **Instructional Materials**:

1<sup>st</sup> \_\_\_\_\_

2<sup>nd</sup> \_\_\_\_\_

3<sup>rd</sup> \_\_\_\_\_

4<sup>th</sup> \_\_\_\_\_

5<sup>th</sup> \_\_\_\_\_

Canutillo Independent School District  
**CAMPUS INSTRUCTIONAL MATERIALS**  
**TALLY WORKSHEET FOR CAMPUS VOTE**

Campus \_\_\_\_\_

	PUBLISHER Name	PUBLISHER Name	PUBLISHER Name	PUBLISHER Name	PUBLISHER Name	PUBLISHER Name	PUBLISHER Name
Ballot 1							
Ballot 2							
Ballot 3							
Ballot 4							
Ballot 5							
Ballot 6							
Ballot 7							
Ballot 8							
Ballot 9							
Ballot 10							
Ballot 11							
Ballot 12							
Ballot 13							
Total Points							

**Publisher with lowest points is ranked first.**

Canutillo Independent School District

**CAMPUS INSTRUCTIONAL MATERIALS**  
**VOTING DELEGATES REPORT – CAMPUS CHOICE**

Campus \_\_\_\_\_

Subject/Course \_\_\_\_\_

Rank Order of [Instructional Materials](#):

1<sup>st</sup> \_\_\_\_\_

2<sup>nd</sup> \_\_\_\_\_

3<sup>rd</sup> \_\_\_\_\_

4<sup>th</sup> \_\_\_\_\_

5<sup>th</sup> \_\_\_\_\_

**Signature of all voting teachers:** (Continue signatures on the back of this sheet if needed.)

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

Please submit:      1 copy of this report to the Principal.  
Bring 1 copy with you to the district [instructional materials](#)  
election.

**Canutillo Independent School District**  
**DISTRICT VOTING SEQUENCE**

1. Have all the voting delegates or alternates sign-in. Check the sign-in sheet to determine if more than one representative per campus has signed in. The sign-in sheet will be used to verify how many teachers voted.
2. If necessary, review the district voting procedures with voting delegates.
3. Arrange for the assistants to help with handing out, collecting, and tallying the ballots
4. Determine the rank order of the other [instructional materials](#) by adding campus rankings together and then use the sum to assign a numerical rank
5. **Remind teachers they must refrain from any contact with a publisher or an agent of a publisher during the *closed period*, January 1 through the ratification of the recommendation at a board meeting in February. The vote is confidential until acted on by the Board of Trustees.**
6. Distribute time cards to voting delegates.
7. Return all balloting materials to your subject area coordinators or the Warehouse Services Coordinator
8. Complete the District Instructional Materials Allotment Team Certification form. IMAT members will meet with the Superintendent after the district election to verify the election results

**Canutillo Independent School District**  
**CAMPUS VOTING PROCEDURES**

1. The campus voting delegate is obligated to vote for the [instructional materials](#) ranked number one by the campus as long as that [instructional materials](#) has not been eliminated. If the campus number one ranked [instructional materials](#) has been eliminated the campus vote must be granted to the number two choice, etc.
2. All balloting is done on the forms provided. Ballots are not to be signed.
3. [Instructional materials](#) are to be ranked on the ballot by rank number (1, 2, 3, etc.), with one being the highest (first choice). All the [instructional materials](#) must be rank ordered or the ballot will not be counted
4. Any ballot showing the same rank for more than one book cannot be counted.
5. All ballots must be tallied (counted) in the presence of those voting. The sign-in sheet will be used to verify the number of voting delegates
6. [Instructional materials](#) are to be ranked on the ballot by rank order (1, 2, 3, etc.), with one being the highest (first choice). Any ballot showing the same rank for more than one [instructional material](#) cannot be counted
7. When voting is complete, the IMAT member will place all voting materials in an envelope and deliver to the subject area coordinator or the Warehouse Services Coordinator
8. On the district-voting day, the voting delegate or alternate (not both) must be present to cast the campus vote or the campus vote is forfeited. If both delegates attend the district [instructional materials](#) voting for the same subject area, only one delegate will be picked. If the voting delegate or alternate cannot attend the district's election another representative from the campus may cast the campus vote.

Canutillo Independent School District  
**DISTRICT INSTRUCTIONAL MATERIALS**  
**SCHOOL BALLOT**

Campus \_\_\_\_\_

Subject/Course \_\_\_\_\_

Rank Order of **Instructional Materials**:

1<sup>st</sup> \_\_\_\_\_

2<sup>nd</sup> \_\_\_\_\_

3<sup>rd</sup> \_\_\_\_\_

4<sup>th</sup> \_\_\_\_\_

5<sup>th</sup> \_\_\_\_\_

Canutillo Independent School District  
**INSTRUCTIONAL MATERIALS**  
**DISTRICT TALLY WORKSHEET**

Campus \_\_\_\_\_

Subject/Course \_\_\_\_\_

Rank Order of **Instructional Materials**:

	PUBLISHER	PUBLISHER	PUBLISHER	PUBLISHER	PUBLISHER	PUBLISHER	PUBLISHER
BCE							
CES							
DDE							
GES							
JDE							
RES							

PUBLISHER WITH THE LOWEST NUMBER IS 1<sup>ST</sup> CHOICE, PUBLISHER WITH SECOND LOWEST NUMBER IS 2<sup>ND</sup> CHOICE AND SO ON.

Canutillo Independent School District  
**INSTRUCTIONAL MATERIALS**  
**DISTRICT BALLOT SHEET**

Campus \_\_\_\_\_

Subject/Course \_\_\_\_\_

Rank Order of **Instructional Materials**:

	PUBLISHER	PUBLISHER	PUBLISHER	PUBLISHER	PUBLISHER	PUBLISHER	PUBLISHER
AMS							
CMS							

PUBLISHER WITH THE LOWEST NUMBER IS 1<sup>ST</sup> CHOICE, PUBLISHER WITH SECOND LOWEST NUMBER IS 2<sup>ND</sup> CHOICE AND SO ON.



Canutillo Independent School District

**DISTRICT INSTRUCTIONAL MATERIAL ALLOTMENT  
TEAM CERTIFICATION**

Subject: \_\_\_\_\_ Date: \_\_\_\_\_

It is the selection of this team that the following [instructional materials](#)/learning system be certified for use in the Canutillo Independent School District.

Title: \_\_\_\_\_

Publisher: \_\_\_\_\_

Cost of the IM: \_\_\_\_\_ Maximum amount paid by the State: \_\_\_\_\_

[Instructional materials](#)

This <a href="#">instructional material</a> is:	_____ conforming
	_____ nonconforming

This <a href="#">instructional material</a> is:	_____ within the maximum cost that will be paid by the state.
	_____ over the maximum cost that will be paid by the state.

Rank Order of [instructional materials](#):

1<sup>st</sup> \_\_\_\_\_

2<sup>nd</sup> \_\_\_\_\_

3<sup>rd</sup> \_\_\_\_\_

Signature of IMAT and Curriculum Coordinators:

# REMINDERS

- Teachers may vote only if they are currently teaching or have taught the subject/course in the last two years.
- Teachers must not vote if they were employed or received any money from a publishing company that has an [instructional material](#) on the adoption list.
- ***All campus personnel must refrain from contact with a publisher during the “closed period.” January 1 through the ratification of the recommendations at a board meeting in February.***
- The campus-voting delegate or alternate must be present on the district [instructional materials](#) voting date or the campus vote if forfeited. If the voting delegate or alternate cannot attend the district election, another representative from the campus may cast the campus vote.
- Until the report on the teacher selections has been presented to and ratified by the Board of Trustees, a proposed selection is not final and must remain confidential.

## Campus Parental Involvement Form

Campus: \_\_\_\_\_ Representative: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Please list how parents were involved in the [instructional materials](#) adoption process at your campus:

Please remit to Warehouse Coordinator, Alex Aguilar by January 10, 2020  
Email: [aaguilar@canutillo-isd.org](mailto:aaguilar@canutillo-isd.org)

**Canutillo Independent School District**  
**Notification of Personnel Selection for Instructional Materials Adoption**

**Campus:** \_\_\_\_\_

**Instructional Materials Adoption Committee Representative:** \_\_\_\_\_

**Textbook Voting Delegate:** \_\_\_\_\_

**Alternate Textbook Voting Delegate:** \_\_\_\_\_

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

**Campus Improvement Committee Signatures**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

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Print Name

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Signature

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Print Name

\_\_\_\_\_  
Signature

Please submit: Original to Curriculum and Instruction, ATTN: Natalie Spalloni

# Campus Instructional Materials Adoption Plan

*The completion of this plan is the responsibility of the IMAT representative. The representative must meet with the campus principal to determine dates for campus trainings and voting. All documentation must be in the campus IMAT notebook.*

Due date for plan: \_\_\_\_\_

Proclamation \_\_\_\_\_

Campus Name: \_\_\_\_\_

Campus Principal: \_\_\_\_\_ Date Trained: \_\_\_\_\_

IMAT Representative: \_\_\_\_\_ Date Trained: \_\_\_\_\_

Voting Delegate: \_\_\_\_\_ Date Trained: \_\_\_\_\_

Alternate Delegate: \_\_\_\_\_ Date Trained: \_\_\_\_\_

Instructional Materials Room Number: \_\_\_\_\_

Teacher Training Date: \_\_\_\_\_ *(Sign-in sheet turned into C&I)*  
*(may be done at the same time as CIC training)*

CIC Training Date: \_\_\_\_\_ *(Sign-in sheet turned into C&I)*  
*(may be done at same time as teacher training)*

Evaluation Rubrics Due Date: \_\_\_\_\_ *(Rubrics turned into C&I)*

Campus Voting Date: \_\_\_\_\_ *(Sign-in sheet turned into C&I)*  
*(must be completed prior to district voting date)*

# Campus Publisher Presentation Log

Campus: \_\_\_\_\_

Date of Event	Publisher/Presenter	Time: Lunch, PLC, afterschool

\_\_\_\_\_  
*IMAT Representative Signature*