

Proclamation 2022: Health and Physical Education Adoption

Action	Date
Initial T&L Organization Meeting	September 13, 2021
Sample Request to Publishers for Instructional Materials Warehouse	September 2021-October 2021
Selection of the District Instructional Materials Selection Committee— Final Decision Makers	September 20, 2021
Chair positions will be selected	September 27, 2021
Request Instructional Materials Campus Contacts from Principals	September 30, 2021
Submit Names of District Instructional Materials Selection Committee	October 1, 2021
Submit Board Agenda Information Item to Assistant Superintendent of Teaching and Learning	October 4, 2021
CISD Board of Trustees informed of the Proclamation as a board item for information only.	October 19, 2021
Meeting with Instructional Materials Campus Contacts and District Instructional Materials Selection Committee to Review CISD Procedures	November 8, 2021 4:45 – 5:45 p.m. - ZOOM
Public Review of Instructional Materials notification to be placed in local newspaper	December 16, 2021
Request Campus Materials to be sent to Campus Contacts, Pending State Release of Official List	December 2021
Campuses review materials on campus (publishers eligible for selection are only those who are on the final commissioner’s list)	January 2022– mid February 2022
Check Technology Capability of Top 2/3 Vendors with T. Ross and G. Morrow – Look for leading trends in the status of teacher feedback	
Preview Teacher Instructional Materials Evaluation Forms and Communicate Instructions to Campus Contacts via email	January 10, 2022
Public Review of Instructional Materials and Ancillary Materials Open at Instructional Materials Distribution Center	January 13, 2022 to January 31, 2022
CISD Instructional Materials Showcase (All Teachers, Instructional Materials Campus Contacts, District Instructional Materials Selection Committee Members)	January 13, 2022 4:00 – 6:00 p.m. TBD



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Teacher Instructional Materials Evaluation Forms Send Out Via Email	January 14, 2022 to January 31, 2022
Coordinator of Health and Physical Education presents to the district SHAC committee.	January 26, 2022
Receive Teacher Instructional Materials Evaluation Forms	January 31, 2022
Community Reviews Due to All Subject Department Coordinators. Last day for public review is January 31, 2022. Summit summary of public comment to C&I Department for review by the District Committee.	February 1, 2022
Contact Vendors for District Committee Review Presentations	February 3, 2022
Review and Discuss Financial Status and Ordering Processes @ T&L Meeting	February 7, 2022
District Instructional Materials Selection Committee Meeting <ul style="list-style-type: none"> Review both teacher evaluations Publisher present top selections	February 10, 2022
Request District Projected Enrollment for Planning Purposes from Assistant Superintendent of Teaching and Learning	February 17, 2022
Submit the Board Action Item to the Director of T&L for Review	February 25, 2022
Final Review and Selection to SHAC committee	February 28, 2022 3:30 - 5:00 p.m.
Submit Board Action Item to Assistant Superintendent of Teaching and Learning	March 1, 2022
Submit Proposals of Possible Instructional Materials Purchasing Plans to Superintendents	March 4, 2022
CISD Board of Trustees to Consider Instructional Materials Selection Recommendations District Committee Members Present	March 22, 2022
IMA Committee Meets for Approval of Purchases	March 30, 2022 3:00 – 4:00 p.m. TBD
Verify District Instructional Materials Orders (Quotes will need to be requested again and/or projected enrollment will need to be updated)	April 2022
Order Instructional Materials	May 2022
Material is Delivered to Instructional Materials Warehouse	June/July 2022

