

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

Date Submitted 07/24/2024 Board Meeting Date 08/06/2024

Date agenda item is due in the Superintendent's Office 07/26/2024

Person submitting the item: Jill Rudd

Name of document placed on agenda: Instructional Materials Timeline

Summary description regarding this action item:  
Please review and approve the 2024-2025 Instructional  
Materials Timeline

**APPROVED**  
**AUG 06 2024**  
**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 Jill Rudd  
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 \_\_\_\_\_

2024-2025

TAYLOR COUNTY SCHOOL DISTRICT Instructional Materials Adoption Process  
Timeline/Plan

**July - September**

- Review of the state adoption cycle with specific plans for the upcoming adoption/s
- Specific timeline distributed to administrators and shared with teachers. Preparation for subject specific survey, as needed.
- Teachers complete the survey as deemed appropriate for baseline information

**October - February**

- District Instructional Materials Review Team is formed with representation from school personnel appropriate to the subject and grade level of the adoption.
- District instructional materials Review Team meets to review instructional materials from the Draft Short Bid List.
- Instructional Materials Fair scheduled by PAEC.
- District instructional materials Review Team makes two/three recommendations.
- District instructional materials Review Team choices are presented to school teams and all other appropriate personnel.
- Schools level teams, parent reviewers, and other interested stakeholders review top two/three instructional materials recommendations

**February- March**

Vendor presentations are scheduled in county for all interested Social Studies teachers and review team members.

**March**

- 1<sup>st</sup> Board Meeting in March: Request Approval to Advertise for Public Hearing (no vote)
- Public Stakeholders Meeting: 3<sup>rd</sup> Week of March
- 20 days before SB hearing and public meeting in April: Provide online public access of student editions of recommended instructional materials 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 instructional materials.
- By March 31<sup>st</sup> 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.

**April**

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- 1<sup>st</sup> Board Meeting in April: Submit selected instructional materials for board approval.
- Following SB approval for adoption, begin 30 calendar day window for parent or resident to contest adopted material.
- To protest, a parent must file a petition on a form provided by SB
- Form must be available to public and published on district website. Post parent/resident petition to protest 1M on district website.

### May

- Within 30 days after the protest period ends, if contest is initiated, an open, noticed SB hearing 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.
- Following a public hearing, the district School Board will vote on adoption of core material. The decision is final.

### June-July

- Instructional Material is ordered by June 1st.
- July 1<sup>st</sup>, FLDOE Certification: 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.

APPROVED

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