

SARASOTA COUNTY SCHOOLS: STEPS FOR ADOPTING INSTRUCTIONAL MATERIALS

State

- State provides vendor specification for adoption
- State reviews materials, creates short bid list

District

- Local selection of 3-5 state selected programs for review
- Publishers invited to present to local adoption committee & district support staff

Schools

- All principals (including Charter schools) assemble school-based adoption committee members

District

- Website updated with relevant information
 - Digital samples for community review
 - Invitations for community member participation and feedback

District

- Publisher presentations are conducted
- Committee members review materials using state aligned, district created rubric
- Committees select products for school-based, in-depth review

Schools

- Samples are sent to schools
- Principals school-based stake holders review materials
- School-based committee members compile feedback

District

- District level committee reconvenes to discuss all feedback
- Committee reaches consensus
- Decision is shared with school-based and district level administrators, as well as School Board Members and the Superintendent

District

- Purchasing process begins
- Initial professional development is scheduled
- Ongoing professional development is provided based on teacher need