

K-12 Mathematics Adoption Timeline

Date	Task	Responsibility
December 8, 2017	Kick off Meeting	All Stakeholders
January 12, 2018	Confirm List of Courses and course numbers that materials will be solicited for review. Provide current student Enrollment and number of Teachers for each course/school; total enrollments for each course.	Mickey Banek, K-5 Mathematics Program Planner Diana Snider, 6-12 Mathematics Program Planner Tina Sparks, Instructional Materials Specialist
January 27, 2018	Letter of Agreement Criteria Determined <i>(Evaluation Forms and Lesson Plan requirements/direction.)</i>	All Stakeholders Tina Sparks, Instructional Materials Specialist
February 1, 2018	Bulletin announcing "Call for Teacher Nominations"	Bill Purtell, K-12 Instructional Materials Manager
February 15, 2018	Send Publisher Letter, Letter of Agreement, Notification to Publishers and course call to publishers whose programs are to be reviewed.	Tina Sparks, Instructional Materials Specialist
February 26, 2018	Teacher nomination forms due to Tina Sparks	Principals All Stakeholders
March 2018	Committee Selections/Notification of teachers selected for the committee	Mickey Banek/Diana Snider, K-12 Mathematics Program Planners Tina Sparks, Instructional Materials Specialist
May 1, 2018	Letters of Agreement and submission entries to be returned to Tina Sparks	Publishing Companies
May 19, 2018	News Release announcing Adoption Reviews	Tina Sparks, Instructional Materials Specialist Debbie Stewart, Engagement Manager
June 1, 2018	Publishers provide: 1. Correlations to the Florida Standards and Access points. 2. Bid list of prices for all components of the program, including "free with order" ratio. 3. Online Access information for Teacher and Student resources. 4. List of all multilingual resources available in submitted programs.	Publishing Companies Tina Sparks, Instructional Materials Specialist

June - July 2018	Publishers set up review samples for K-12 Mathematics for each course being reviewed. Elementary - Thursday, June 7 (10:00AM - 12:00PM) Middle & High- Thursday, July 19 (10:00AM - 12:00PM)	Publishing Companies Tina Sparks, Instructional Materials Specialist
June 8, 2018	Community Nomination Forms due to Tina Sparks	Tina Sparks, Instructional Materials Specialist
June - August 2018	Conduct initial evaluation of programs and recommend 2 finalists for further in-depth evaluation. Elementary Mathematics - June 11-14 Middle & High School Mathematics- July 30-August 2	Tina Sparks, Instructional Materials Specialist Mickey Banek/Diana Snider, K-12 Science Program Planners All Stakeholders/committees
August 2018	Notify publishers of committee recommendations	Tina Sparks, Instructional Materials Specialist
November 2018 to March 2019	Community Review: Public Announcement; Provide digital access to student materials for any parent and/or community member request.	Tina Sparks, Instructional Materials Specialist Mickey Banek/Diana Snider, K-12 Science Program Planners
September 11-14, 2018	Publisher finalists ship samples to each school for teacher input	Publishing Companies
September 17, 2018 to October 19, 2018	Review Window: Teachers will provide input to the District Committee via an online survey	Tina Sparks, Instructional Materials Specialist Mickey Banek/Diana Snider, K-12 Mathematics Program Planners
October 31, 2018	Teacher and Community input will be compiled and sent electronically to Program Planners as applicable for use with committee members and District stakeholders.	Tina Sparks, Instructional Materials Specialist
November 1, 2018 - November 9, 2018	District Curricular staff and committee members convene to review teacher and community input, view publisher presentations, complete final evaluations, and recommend a program for designated K-12 Mathematics Courses. Dates TBD	Tina Sparks, Instructional Materials Specialist Mickey Banek/Diana Snider, K-12 Mathematics Program Planners District Stakeholders Committee Members Publishing Companies

December 13-14, 2019	Administrative negotiations with publishers regarding assessment support, educational technology support and staff development plans.	Nolan Rowell, K-12 Instructional Materials Manager Tina Sparks, Instructional Materials Specialist Program Planners/District Stakeholders
December 18, 2018	Announce recommendations and Public Access to Review for the public.	Nolan Rowell, K-12 Instructional Materials Manager Diana Fedderman, Assistant Superintendent Teaching and Learning
January 23, 2019	Submit recommendations for district adoption to School Board for approval.	Nolan Rowell, K-12 Instructional Materials Manager Diana Fedderman, Assistant Superintendent Teaching and Learning
January 24, 2019 – March 13, 2019	Print samples and online access available at District Support Center for public review of Final Recommendations. Publish public notice on district website Post parent petition to protest on IM website	Nolan Rowell, K-12 Instructional Materials Manager Tina Sparks, Instructional Materials Specialist
March 13, 2019	Public Hearing at Board Meeting on proposed IM adoptions Board Meeting to adopt IM agenda items	Nolan Rowell, K-12 Instructional Materials Manager Diana Fedderman, Assistant Superintendent Teaching and Learning
April 1, 2019	Purchase adopted materials	Nolan Rowell, K-12 Instructional Materials Manager Tina Sparks, Instructional Materials Specialist
April – August 2019	Lesson Plan Delivery, Approval Process and Digital Content Delivery for each program	Mickey Banek/Robin O'Brien, K-12 Mathematics Program Planners Jonathan Decker, Educational Technology Specialist Publishing Teams
April - August 2019	Prepare & present staff development programs Configure and test single sign-on to online resources through Blender and student portals	Mickey Banek/Robin O'Brien, K-12 Mathematics Program Planners Jonathan Decker, Educational Technology Program Specialists

		Adopted publisher
July – August 2019	Distribute Materials to Schools	Vicki Cornman, Instructional Materials Analyst/ Kevin Evans, Warehouse Foreman
August 2019 - June 2020	Full implementation of adopted materials with ongoing staff development	Mickey Banek/Robin O'Brien, K-12 Mathematics Program Planners District Personnel Adopted publishing company