

## Superintendent Yturralde and GISD Board Members:

Below is a general outline of the 2013-14 Textbook adoption process for GISD. In the 2014 – 2015 school year, the state of New Mexico is scheduled to adopt textbooks for Career Technical Education (CTE).

### Fall 2013:

- Each school submitted a list of teacher names to serve on instructional materials adoption committees.
- Publishers began to send samples to the Instructional Materials Department for the schools to review and evaluate.
- Each school was sent the available materials for adoption.
- Each school received a packet of evaluation forms and a school enrollment form to be completed by the campus administrator.

### Spring 2014:

- All evaluation forms were returned to the Instructional Materials Department, and the results were collated to determine which textbooks would be adopted by GISD.
- Cost analysis done by the Instructional Materials Department.
- Spring Budget Workshop in April. Instructional materials Budget amounts will be made available to the district. Depending on the allocation amount that the Instructional Resources department receives, we will utilize the funds to complete all or part of the requests shown in the proposal.
- Board Discussion item set for April 24, 2014 to be presented by Mrs. Susan Yturralde.
- Board Action Item slated for May 8, 2014.
- May 2014 – Textbook orders submitted to the state depository.

