

Plano ISD

Textbook Adoption Process

HAVE QUESTIONS?

Please contact Susan Hayes at 469-752-8198 or by email at Susan.Hayes@pisd.edu

PLANO ISD'S TEXTBOOK ADOPTION PROCESS

Teamwork for Excellence



PLANO
Independent School District

The 1997 legislature removed all state guidelines for districts to use in adopting their textbooks. Plano ISD will continue to use the following process for our district to promote community and district input. This process involves establishing two textbook review committees and allowing the Plano community/parents to review and provide feedback for the textbooks up for adoption.

1. Parent Input

Parents may review the textbooks up for adoption in each subject area to determine if there is any material in the textbooks that their school/community might find objectionable. If a parent does find objectionable material in a textbook up for adoption, the parent may complete the Textbook Adoption Comment Form. [This form can be submitted electronically](#) or by submitting a hardcopy of the form. The form is given to the coordinator for that subject area to take to the committee considering that specific textbook up for adoption. The committee can make the decision whether or not to drop that textbook from consideration.

2. District Textbook Adoption Committee (This committee must be approved by the Board of Trustees.)

Teachers and administrators compose this committee. The coordinators and teachers on this committee are selected to represent the subject areas/grade levels of the textbooks up for adoption. The purpose of this committee is to review the recommendations of each subcommittee and to officially recommend a textbook to the Board of Trustees from each subject area in which there are textbooks up for adoption.

3. Textbook Subcommittees

Each coordinator, who has textbooks up for adoption, selects experienced teachers to thoroughly study all of the textbooks that the State Board of Education has approved and/or other open source materials for their subject area/course. Each coordinator serves as the chairperson of his/her subject area committee. Textbook Adoption Comment Forms collected from the parents or PTA council members are given to the subject area coordinator. The coordinator gives the forms to the

committee to use in their recommendation process. The purpose of each subject area subcommittee is to recommend the textbook to the District Textbook Adoption Committee that they believe to be the best for the district's students.

4. Textbook Viewing by the Public

Textbooks up for adoption are available for electronic review by visiting the TEA website: <http://tea4avcastro.tea.state.tx.us/imet/agreement.html>

DISTRICT TEXTBOOK ADOPTION COMMITTEE, 2018-2019

- **Dr. Katrina Hasley**, Academic Services
- **Laurie Taylor**, Elementary, Academic Services
- **Dr. Lisa Thibodeaux**, Secondary Academic Services
- **Margaret Dyer**, Elementary Academic Services
- **Kathleen Jones-Powell**, Daffron Elementary School
- **Yomaida England**, Barron Elementary School
- **Michelle Arnold**, Mitchell Elementary School
- **Jacqueline Rosenquist**, Hughston Elementary School
- **Cathy Ledsome**, Barksdale Elementary School
- **Lorie Lyon**, Sigler Elementary School
- **Talle Gomez**, Multilingual Education
- **Tita Matamoros**, Multilingual Education
- **Delmy Ewing**, Multilingual Education
- **Jeanette Aguirre**, Multilingual Education
- **Deborah Brannon**, Secondary Academic Services
- **Tina Zaman**, Schimelpfenig Middle School
- **Jennifer Penny**, Rice Middle School
- **Kelly Bailey**, Frankford Middle School
- **Shelley Lytle**, Bowman Middle School
- **Stephany Sipes**, Secondary Academic Services
- **Molly Pipak**, Secondary Academic Services
- **Cathy Diggs**, Armstrong Middle School
- **Kristy Logan**, Vines High School
- **Susan Hayes**, Secondary Academic Services

TEXTBOOKS UP FOR ADOPTION

For use in Schools in 2019 – 2020

Proclamation 2019

- English Language Arts and Reading, K – 8
- Spanish Language Arts and Reading, K - 6
- Handwriting K – 5 (English and Spanish)
- Spelling 1 – 6 (English and Spanish)



TEXTBOOK ADOPTION COMMENT FORM
Plano Independent School District
2700 West 15th Street, Plano, TX 75075

Name: _____

Address: _____

Phone: _____ Name of textbook reviewed _____

Publisher's Name: _____

Page #	Comments

[This form is also available electronically](#). Your written comments will be sent to the appropriate textbook committee. Your comments need to be reported electronically or given to Susan Hayes on or before January 31, 2018. Thank you.

CONDENSED DISTRICT TEXTBOOK ADOPTION PROCESS

Date Activity

November 6, 2018:

Plano ISD Board of Trustees is asked to approve the recommended members for the District Textbook Adoption Committee for 2018 – 2019.

November 2018 - February 2019:

Subject area coordinators meet with their subject area textbook committees.

November 2018 - February 2019:

If needed, publishers make textbook presentations to the subject area committees.

December 1, 2018 - January 31, 2019:

Individuals may review sample materials by visiting <http://tea4avcastro.tea.state.tx.us/imet/agreement.html> or at Region 10 ESC, 400 East Spring Valley Road, Richardson, Texas.

March 8, 2019:

All committee recommendations and forms for the textbooks up for adoption must be turned in to the Textbook Adoption Coordinator.

April 9, 2019:

Approval requested from the Plano ISD Board of Trustees for the 2019 – 2020 school year textbook recommendations from the District Textbook Adoption Committee 2018-2019.

April/May 2019:

The EMAT system opens and the textbook coordinator begins to place orders for the newly adopted textbooks based upon the district enrollment numbers plus a percentage for growth.

Summer 2019:

Newly adopted textbooks are sent by vendors to Plano ISD for distribution to the schools for students to begin use in the 2019-2020 school year.