

## **SAMPLE**

You have been recommended to serve on a district committee to adopt instructional materials for \_\_\_\_\_.

As a representative for your school you will be expected to:

- Organize the sample materials sent to your school.
- Make sure other appropriate teachers have a chance to review sample materials.
- Meet and discuss the merits of the materials with those teachers.
- Attend the Instructional materials Caravan on March 24, 2015
- Attend one or more district meetings for the purpose of deliberating and voting.

Samples of each text should be sent to you by the approved publishers prior to the Caravan. In some cases they may send us links to on-line review resources. Please contact me if you do not receive needed materials by March 10.

We need to have the adoption process completed by the end of March so that the selections can be shared at the April Board of Education meeting. Your committee chair will have a more detailed schedule by the Caravan. Our timeline is governed by the SDE, so they can assure us of having materials at the start of school next year.

The district learning specialist for your area will serve as the chairperson for your committee and will contact you with criteria to consider in the materials review, notification of district meetings, and voting procedures.

Attached please find the announcement of the Horry County Instructional Materials Caravan on January 9. The district will provide a substitute teacher for you to attend this meeting. The site is not announced yet. Take note of the link for registration for the Caravan. Please do this before December 20.

Please feel free to contact me if you have concerns or questions. Thank you for your leadership within the district.