

LOGISTICS OF LOCAL HQIM ADOPTION



TASKS	TIMELINE	JOB
TASK 1: Establish the district's process and parameters	SEPTEMBER	<ul style="list-style-type: none"> • REVIEW district and state policies and practices regarding selection processes and implementation • DEFINE the role of the local adoption committee members • IDENTIFY local adoption committee members who are well-versed in the content standards and instructional shifts • CREATE a timeline for the local adoption process • SET budget parameters • OUTLINE a communication plan with key stakeholders • DELINEATE priorities or non-negotiables, which may include specific instructional practices that are part of the district's instructional vision statement or material requirements outlined in board policies
TASK 2: Collect key research and resources	OCTOBER	<ul style="list-style-type: none"> • GATHER information on the current state of instructional materials used in the district • COLLATE student assessment data and teacher demographic data • COLLECT any other key research or resources
TASK 3: Engage teachers actively	NOVEMBER	<ul style="list-style-type: none"> • EXAMINE the corresponding Mississippi College- and Career-Readiness Standards • SEEK FEEDBACK on district instructional priorities • Using the MCCR Standards, IDENTIFY a shared vision for what high-quality instruction will look like • ENGAGE in educator training and support • REVIEW data – student achievement data (including subgroups) and teacher demographic data
TASK 4: Connect with the Community Stakeholders	NOVEMBER - DECEMBER	<ul style="list-style-type: none"> • POTENTIAL STAKEHOLDERS: <ul style="list-style-type: none"> • School board members • Parents and guardians • Postsecondary education representatives



		<ul style="list-style-type: none"> • STAKEHOLDER ENGAGEMENT: <ul style="list-style-type: none"> • Newsletters • Social Media • Website • Surveys
TASK 5: Narrow choices based on local priorities	JANUARY	<ul style="list-style-type: none"> • PREVIEW the reviews on the Mississippi Instructional Materials Matter website • LEAD a materials-based discussion with the local adoption committee to choose at least two sets of HQIM to analyze local priorities
TASK 6: Evaluate state-adopted HQIM	JANUARY	<ul style="list-style-type: none"> • After the list has been narrowed, work with the local adoption committee to APPLY the MS HQIM Rubric to determine how well materials meet the needs of the district • POINTS TO CONSIDER: <ul style="list-style-type: none"> • English Language Learners • Special Education • Demographics • Recent HQIM purchases
TASK 7: Make a decision	FEBRUARY	<ul style="list-style-type: none"> • LEAD the team through a decision-making process and prepare to share the data and process with the school board and other community stakeholders • COMPLETE the Intent to Purchase form on TIMS
TASK 8: Utilize the 8 Elements of Effective Implementation	APRIL - JULY	<ul style="list-style-type: none"> • PURCHASE High-Quality Instructional Materials • 8 ELEMENTS OF EFFECTIVE IMPLEMENTATION

