

## Selection Timelines

*This resource provides some sample timelines for schools or systems to use as a starting point for the selection process.*

### January to June Sample Timeline

Project	Task	Owner	Deadline
<b>Form the Review Committee</b>	Create role and responsibility document for Review Committee	Director of Schools	1/4/19
	Determine what roles need to be represented on the Review Committee	Director of Schools	1/4/19
	Finalize criteria for Review Committee members	Director of Schools	1/7/19
	Communicate opportunity to various stakeholder groups	Director of Schools	1/7/19
	Gather applications and finalize the team	Director of Schools	1/24/19
	Email committee to determine meeting availability	Director of Schools	1/25/19
<b>Initial Team Trainings</b>	Train all Review Committee members on the standards	Instruction Partners	2/1/19
	Train all Review Committee members on the rubric and selection process	Director of Schools	2/4/19
<b>Materials Fair &amp; Consideration</b>	Host a materials fair with multiple developers and vendors to learn more about the materials	Identified member of committee	2/18/19
	Review the various possible materials	Review Committee	2/25-2/28
	Narrow down the possible curricular choices	Review Committee	2/28/19
<b>Piloting Materials (piloting one</b>	Determine teachers, units, and timeline for pilot	Identified member of committee	3/4/19

<b>unit or a set of lessons)</b>	Train teachers on unit and lesson materials	Identified member of committee	3/8/19
	Observe teachers using pilot materials	Review Committee	3/11-4/12
	Gather feedback from teachers about strengths and challenges with curriculum	Review Committee	4/15-4/19
<b>Make the Decision</b>	Committee provides recommendation to decision-maker	Review Committee	4/19/19
	Decision-maker finalizes decision and shares with committee	Director of Schools	4/26/19
	Procure Materials	Selection Team Leader	4/26/19
	Communicate decision to teachers	Teacher leader and Review Committee	5/10/19
	Host an open forum meeting to communicate the decision and answer community and stakeholder questions about the selection process	Review Committee	5/17/19

### August to June Sample Timeline

Project	Task	Owner	Deadline
<b>Form the Review Committee</b>	Create role and responsibility document for Review Committee	Director of Schools	8/2/19
	Determine what roles need to be represented on the Review Committee	Director of Schools	8/9/19
	Finalize criteria for Review Committee members	Director of Schools	8/16/19
	Communicate opportunity to various stakeholder groups	Director of Schools	8/19/19
	Gather applications and finalize the team	Director of Schools	8/19-8/29
	Email committee to determine meeting availability	Director of Schools	8/30/19
<b>Initial Team Trainings</b>	Train all Review Committee members on the standards	Instruction Partners	9/13/19
	Train all Review Committee members on the rubric and selection process	Director of Schools	9/20/19
<b>Materials Fair &amp; Consideration</b>	Host a materials fair with multiple developers and vendors to learn more about the materials	Identified member of committee	10/7/19
	Review the various possible materials	Review Committee	10/7-10/11
	Narrow down the possible curricular choices	Review Committee	10/14-10/18
<b>Observing Curriculum Implementation</b>	Observe the potential curriculum in action	Review Committee	11/4/19
	Gather data: Anecdotal information about strengths and weaknesses of the curriculum from current implementers, and student performance data	Review Committee	11/4/19

<b>Meeting with Developer</b>	Meet with the developer of the possible curricula to learn directly from the developer about the materials and what is available, as well as ask questions about how the materials align with your non-negotiable criteria	Review Committee	11/18/19
<b>Piloting Materials</b>	Determine teachers, units, and timeline for pilot	Identified member of committee	12/2/19
	Train teachers on unit and lesson materials	Identified member of committee	12/9/19
	Observe teachers using pilot materials	Review Committee	1/6-3/27
	Gather feedback from teachers about strengths and challenges with curriculum	Review Committee	3/27/20
<b>Make the Decision</b>	Committee provides recommendation to decision maker	Review Committee	4/19/20
	Decision-maker finalizes decision and shares with committee	Director of Schools	4/26/20
	Procure Materials	Selection Team Leader	4/26/20
	Communicate decision to teachers	Teacher leader and Review Committee	5/10/20
	Host an open forum meeting to communicate the decision and answer community and stakeholder questions about the selection process	Teacher leader and Review Committee	5/17/20