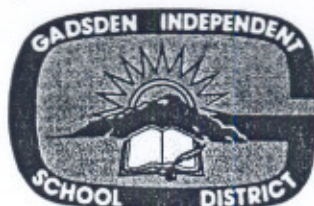


**AGUEDA MORA**  
Acting Superintendent  
P.O. Drawer 70  
Anthony, N.M. 88021  
Phone: (505) 882-6200



**CHRISTINE SÁNCHEZ CANTRELL**  
Director of Educational Resources  
Phone: (505) 882-6737  
Fax: (505) 882-6736  
E-mail: Ccantrell@gisd.k12.nm.us

TO: Elementary and Secondary Principals  
Elementary and Secondary Assistant Principals

FROM: Christine Sánchez-Cantrell, Director of Educational Resources 

DATE: September 6, 2005

SUBJECT: Instructional Materials Adoption Process

This year the Gadsden Independent School District, in Correlation with the New Mexico Public Education Department Instructional Adoption Schedule, has identified the following areas for instructional materials adoption:

Science-- K-3—Integration through Balanced Literacy (No formal adoption)  
Science 4-12

Health and Physical Education-- K-6 Integration through Balanced Literacy (No formal adoption)  
Health and Physical Education—7-9

Enclosed are adoption procedures that will be used in the adoption process. Also enclosed is a form to identify the Adoption Committee members from your school. Please return this form to Marta Jácquez, Educational Resources Specialist, by **Friday, September 16, 2005**.

Teachers who volunteer to serve on your Adoption Committee should understand their responsibilities as mentioned in the procedures. Commitment to attend publishers' presentations, as set up by their department chairperson, review of materials, and the return of the evaluation forms to the department chairperson.

Publishers will be asked to send all samples directly to each of the schools to the attention of the department chairperson. Please set aside a room or area where these can be set up for review.

I will be available to meet with your department chairperson to review the adoption process and procedure if you or they so choose. Please call to schedule a time/visit.

cc: Cindy Nava, Associate Supt. for Instruction  
Selma Nevarez, Special Education Coordinator  
Elodia Salinas, Director of Bilingual Education  
Ann Steinhoff, Director of Federal Programs  
Ken Korn, Director of Testing/Evaluation  
Sheila Raihl, Director of Instruction

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MEMORANDUM

**TO:** Elementary Instructional Materials Adoption Committee Members  
**FROM:** Christine Sánchez-Cantrell, Director of Educational Resources  
**DATE:** November 10, 2005  
**SUBJECT:** Instructional Materials Adoption Committee Meetings

The following dates have been scheduled in which to accomplish the Elementary Science Instructional Materials Adoption for implementation during the 2006-2007 school year:

**Tuesday, December 6, 2005— 8:30-3:30 at the Gadsden Administrative Complex Boardroom**

**Monday, January 23, 2006—3<sup>rd</sup> & 4<sup>th</sup> grade only-8:30-3:30 at GAC E2T2 Conference Room**

**Tuesday, January 24, 2006—5<sup>th</sup> & 6<sup>th</sup> grade only-8:30-3:30 at GAC E2T2 Conference Room**

**Wednesday, February 22, 2006—3<sup>rd</sup> & 4<sup>th</sup> grade only-8:30-11:30 at GAC E2T2 Conference Room (Note: ½ day only)**

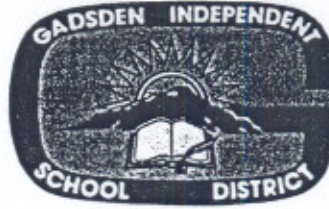
**Wednesday, February 22, 2006—5<sup>th</sup> & 6<sup>th</sup> grade only-12:30-3:30 at GAC E2T2 Conference Room (Note: ½ day only)**

I have attached for your reference a copy of the Instructional Materials Policy for the district, as well as a copy of the district Adoption Committee Members. Please make arrangements with your principal to be in attendance at these meetings.

I would like to take this opportunity to thank you for serving on this committee as one of your school's representatives to the District Adoption Committee and I look forward to working with you throughout this process.

cc: Elementary Principals  
Cynthia Nava, Associate Supt. for Instruction  
Directors

**AGUEDA MORA**  
Acting Superintendent  
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Anthony, N.M. 88021  
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Director of Educational Resources  
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E-mail: Ccantrell@gisd.k12.nm.us

MEMORANDUM

TO: Secondary Instructional Materials Adoption Committee Members  
FROM: Christine Sánchez-Cantrell, Director of Educational Resources *CSC*  
DATE: October 10, 2005  
SUBJECT: Instructional Materials Adoption Process

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This year the Gadsden Independent School District, in correlation with the New Mexico Public Education Department Instructional Materials Adoption Schedule, has identified the following areas for instructional materials adoption:

❖ Science 7-12

Your principal/assistant principal has submitted your name as an individual willing to serve as a representative from your department on the Instructional Materials adoption committee. Enclosed are the adoption procedures that will be used in the adoption process, as well as a list of all committee members.

I have requested from each publisher that each secondary school receive a complete review set of their programs in order for you to review these on your own campus, instead of you having to report to a central review site. This, I believe, will allow you more quality time to review all the materials. (Check with your respective assistant principal or department chair for samples).

Either your department chair or your assistant principal may schedule any visits with appropriate publishers, if needed. Review of samples and evaluations of each program must be turned in to your assistant principal serving on the committee who will tally results and turn in final results to my office no later than **Tuesday, February 7, 2006**. (Evaluation forms are also included in this packet.)

I am available to meet with your department chair to review the adoption process and procedures if they so choose. They may call my office at (505) 882-6737 to schedule a time.

I would like to take this opportunity to thank you for serving on this committee and I look forward to working with you throughout this process.

Xc: Cindy Nava, Associate Supt. for Instruction  
Secondary Principals

**GADSDEN INDEPENDENT SCHOOL DISTRICT  
DEPARTMENT OF EDUCATIONAL RESOURCES**

**SCIENCE, HEALTH AND PHYSICAL EDUCATION**

**2005-2006**

**COMMITTEE MEMBERS**

SCHOOL	ASSISTANT PRINCIPAL/INTERN	ADOPTION MEMBERS	E2T2 MEMBERS
Anthony Elem.	Jacob Montaño	NA	L. Gonzalez (4 <sup>th</sup> ) Sandra Randle (3 <sup>rd</sup> ) Armando Burciaga (3 <sup>rd</sup> ) Carrie Chastain (4 <sup>th</sup> )
Berino Elem.	Arthur Moreno	NA	Edgar Diego (4 <sup>th</sup> ) Nathaniel Raynor (4 <sup>th</sup> ) Lorraine Vega (comp lab)
ChaparralElem.	Lucia Servin-Garcia	NA	Bryan Wetzel (6 <sup>th</sup> ) Alejandra González (6 <sup>th</sup> )
Desert Trail Elem.	Charlene Bonham	NA	Teri Dominguez (4 <sup>th</sup> ) Maria Nuñez (3 <sup>rd</sup> )
Desert View Elem.	Fernando Carrasco	NA	Barbara Aley (4 <sup>th</sup> ) Maria Gonzalez (4 <sup>th</sup> )
La Mesa/Vado Elem.	Soledad Aguilar	NA	Patricia Minjarez (5 <sup>th</sup> ) Dana Patterson (5 <sup>th</sup> )
La Union Elem.	Jesus Sánchez	NA	Yolanda Gonzalez (3 <sup>rd</sup> ) Cynthia Archuleta (3 <sup>rd</sup> ) Jovita Gonzalez (4 <sup>th</sup> ) Loretta Alvarez (6 <sup>th</sup> )
Loma Linda Elem.	Linda Schweinbraten	NA	Priscilla Gutierrez (4 <sup>th</sup> ) Claudia Betancourt (4 <sup>th</sup> )
Mesquite Elem	Manuel Leyva	NA	Janet Sachs (5 <sup>th</sup> ) Michael Reyes (5 <sup>th</sup> )
Riverside Elem.	Brenda Ballard	NA	Thelma Peterson (3 <sup>rd</sup> ) Violeta Franco (3 <sup>rd</sup> ) Diane Bass (5 <sup>th</sup> ) Karen Hernandez (6 <sup>th</sup> )
San Miguel Elem.	Edward Marrufo	NA	Violet Henderson (5 <sup>th</sup> ) Graciela Chavez (5 <sup>th</sup> )
Santa Teresa Elem.	Raquel Ramirez	NA	Marie Cantrill (4 <sup>th</sup> ) Rebecca Sawyer (6 <sup>th</sup> ) Leon Ackerman (6 <sup>th</sup> ) Betel Contreras (Res/Sped)
Sunland Park Elem.	Linda Perez	NA	Laura Pargas (5 <sup>th</sup> ) Laura Renteria (5 <sup>th</sup> )
Sunrise Elem.	Rodney Wiggs	NA	Sonia Erivez (6 <sup>th</sup> ) Rosa Mariscal (6 <sup>th</sup> )

<b>Chaparral Middle School &amp; Chaparral High School</b>	<b>Marti Muela</b>	<b>Alexis Black (Chair) Shirley Archer David Turner Karen Nougues-- (Health)</b>	<b>J. Zamora David Turner</b>
<b>Gadsden Middle School</b>	<b>Veronica Quinones</b>	<b>Mr. Sims Mr. Hilley Mrs. Hale Mr. Vargas Ms. Ruiz Ms. Alden Ms. Richardson Ms. Welshimer (SPED) Ms. Ramirez (Bil.) Ms. Hernandez (Health)</b>	<b>NA</b>
<b>Santa Teresa Middle School</b>	<b>Julian Mora</b>	<b>Tomas Diego Rita Grusenmeyer Nick Smallridge (Health)</b>	<b>NA</b>
<b>Gadsden High School</b>	<b>Vicki Lopez</b>	<b>Raul Ramos (Chair) Russell Carr (Sped) Lilly Chavez Tzu-chin Lam Greg Contaldo Katrina Tariol David Gallegos (PE)</b>	<b>NA</b>
<b>Santa Teresa High School</b>	<b>Genevieve Chavez</b>	<b>Patricia Panther (Chair) Tim Mathews Luis Villalobos Frank Muñoz (PE)</b>	<b>NA</b>

Adopted: July 12, 2001

IG

Amended:

Page 1 of 1

## Instruction

### Instructional Materials

#### Purpose:

The Gadsden Independent School District adopts instructional materials to support the District Course of Study. This policy is designed to facilitate the adoption, requisition, and distribution of instructional material.

Instructional materials shall be selected to:

1. Support the District's Educational Plan for Student Success focus areas/goals.
2. Enrich and support the curriculum, taking into consideration the identified student needs and diversified interests, language, abilities and maturity levels of the students, and provide resources to support standards-based instruction;
3. Enhance literacy and creativity, and literary and aesthetic appreciation;
4. Promote citizenship;
5. Provide a fair representation of the many religious, ethnic, and cultural groups and their contributions to our American heritage and multicultural society;
6. Present various viewpoints on many subjects that will assist in the development of critical judgment and perceptions.
7. Provide recognition and examples of minority groups and women in positions of leadership. There will be no discrimination or bias or prejudice toward gender, language, race, religion, handicap, or age.

Materials will meet the following criteria: authenticity and scholarship; appropriateness in relation to religion, sexism, political ideologies, sex, profanity, and content, motivational qualities, technical qualities, purpose, scope of the material, language, format, special features, and potential use.

#### Participants:

The Director of Educational Resources in conjunction with school administration, faculty, and parents/community members shall select materials for the school classrooms and libraries. Final decision on purchase will rest with the superintendent, subject to official adoption by the board.

#### Process:

Gadsden Independent School District will follow the state instructional materials adoption cycle to provide resources that support standards-based instruction.

#### Timeline:

September through November: Organize adoption committees and request examination samples.

December through February: Review materials and publisher presentations.

March: Evaluate materials. Make final selections and cost analysis. Adoption recommendations are made to the superintendent and school board.

April - May: Schools make selections and begin ordering.

July - September: Schools will implement the new materials.

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1. New Mexico Statutes 1978 annotated Chapters 22 and 22a 1998 replacement 22 article 15 (inclusive).
2. New Mexico State Board of Education Regulation 93-20.

Replaces Policy: IFD