

# Selection Pacing Schedule

*This resource provides a sample pacing schedule for schools, districts, or charter networks to use as a starting point for the selection process. This includes both 20-week (5-month) and 40-week (10-month) schedules.*

Here are some items to consider when making selection timing and pacing decisions:

- New state adopted instructional materials are released late fall.
- EMAT closes for maintenance in April and reopens Mid-May, so purchase requisitions must be made before or after this time period.
- Requisition approval through EMAT can take several days.
- If using IMTA disbursement for procurement, approval can take 10–30 days (or more) depending on the request.

## 20-Week (5-month) Sample Pacing Schedule

Many districts/schools who want to select materials recently adopted by the SBOE may want to explore a **November through March** Selection timeline.

### Month 1 (November): Form the review committee

Task	Owner	Occurs
Create role and responsibility document for Review Committee	Director of Schools	Week 1
Determine what roles need to be represented on the Review Committee	Director of Schools	Week 1
Finalize criteria for Review Committee members	Director of Schools	Week 2
Communicate opportunity and send applications to participate in the Review Committee to various stakeholder groups	Director of Schools	Week 2
Gather and review applications to finalize the team	Director of Schools	Week 3
Email committee to determine meeting availability	Director of Schools	Week 4

**Month 2 (December): Initial team trainings**

Task	Owner	Occurs
Train all Review Committee members on the standards	Instruction Partners	Week 5
Train all Review Committee members on the rubric and selection process	Director of Schools	Week 5

**Month 2–3 (December/January): Materials fair and consideration**

Task	Owner	Occurs
Host a materials fair with multiple developers and vendors to learn more about the materials	Identified member of committee	Week 6
Review the various possible materials	Review Committee	Week 7
Narrow down the possible curricular choices	Review Committee	Week 8

**Month 3–4 (January/February): Pilot materials (one unit or a set of lessons)**

Task	Owner	Occurs
Determine teachers, units, and timeline for pilot	Identified member of committee	Week 9
Train teachers on unit and lesson materials	Identified member of committee	Week 10
Observe teachers using pilot materials	Review Committee	Week 11–14
Gather feedback from teachers about strengths and challenges with curriculum	Review Committee	Week 15

## Month 5 (March): Make the decision

Task	Owner	Occurs
Committee provides recommendation to decision-maker	Review Committee	Week 16
Decision-maker finalizes decision and shares with committee	Director of Schools	Week 17
Procure Materials*	Selection Team Leader	Week 18
Communicate decision to teachers	Teacher leader and Review Committee	Week 19
Host an open forum meeting to communicate the decision and answer community and stakeholder questions about the selection process	Review Committee	Week 20

\*The procurement process can take several days or weeks. Timing when to communicate the selection decision may vary. Tailor communication to fit your needs.

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## 40-week (10-month) Sample Pacing Schedule

Districts, charter networks, and schools who want to invest more time into the selection process may want to explore a longer and more flexible pacing schedule. You'll need to consider what timeline you would like materials delivered to schools and how long you want to pilot to choose a starting point.

### Month 1: Form the review committee

Task	Owner	Occurs
Create role and responsibility document for Review Committee	Director of Schools	Week 1
Determine what roles need to be represented on the Review Committee	Director of Schools	Week 2
Finalize criteria for Review Committee members	Director of Schools	Week 3
Communicate opportunity to various stakeholder groups	Director of Schools	Week 4

Gather applications and finalize the team	Director of Schools	Week 5
Email committee to determine meeting availability	Director of Schools	Week 6

### Month 2: Initial team trainings

Task	Owner	Occurs
Train all Review Committee members on the standards	Instruction Partners	Week 7
Train all Review Committee members on the rubric and selection process	Director of Schools	Week 8

### Months 3–4: Materials fair and considerations

Task	Owner	Occurs
Host a materials fair with multiple developers and vendors to learn more about the materials	Identified member of committee	Week 9–10
Review the various possible materials	Review Committee	Week 11
Narrow down the possible curricular choices	Review Committee	Week 12

### Month 5: Observe curriculum implementation

Task	Owner	Occurs
Observe the potential curriculum in action	Review Committee	Week 13-15
Gather data: Anecdotal information about strengths and weaknesses of the curriculum from current implementers, and student performance data	Review Committee	Week 16

### Month 6: Meet with developer

Task	Owner	Occurs
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 nonnegotiable criteria	Director of Schools	Week 17

### Months 7–9: Pilot materials

Task	Owner	Occurs
Determine teachers, units, and timeline for pilot	Identified member of committee	Week 18-19
Train teachers on unit and lesson materials	Identified member of committee	Week 20-21
Observe teachers using pilot materials	Review Committee	Week 22-33
Gather feedback from teachers about strengths and challenges with curriculum	Review Committee	Week 34

### Months 9–10: Make the decision

Task	Owner	Occurs
Committee provides recommendation to decision maker	Review Committee	Week 35
Decision-maker finalizes decision and shares with committee	Director of Schools	Week 36
Procure Materials*	Selection Team Leader	Week 37-38
Communicate decision to teachers	Teacher leader and Review Committee	Week 39
Host an open forum meeting to communicate the decision and answer community and stakeholder questions about the selection process	Review Committee	Week 40

\*The procurement process can take several days or weeks. Timing when to communicate the selection decision may vary. Tailor communication to fit your needs.