

Pewitt CISD Instructional Materials Allotment Guidelines

Overview

Senate Bill 6, Eighty-second Legislature, First-Called Session, 2011, established the Instructional Materials Allotment (IMA). The IMA provides each school district with an account into which funding is deposited based on average daily attendance. School districts can use those funds to purchase approved instructional materials for any subject and certain technology. The funds within these accounts can be carried forward between fiscal years and biennia.

Following the implementation of Senate Bill 6, school districts have more discretion to purchase materials. School districts are no longer limited to purchasing instructional materials on the SBOE's adoption cycle. In addition to SBOE adopted materials, school districts now have the opportunity to purchase: instructional materials not adopted by the State Board of Education; state-developed open-source instructional materials; and materials approved by the Commissioner of Education.

The Texas Education Code requires all districts to annually certify to the SBOE and the Commissioner of Education that the instructional materials provided cover all of the Texas Essential Knowledge and Skills (TEKS) for each subject in the required curriculum. Prior to Senate Bill 6, districts were only authorized to purchase materials approved by the SBOE or the Commissioner; therefore, the process ensured that all of TEKS were covered by the instructional materials.

New Process for Acquiring Instructional Materials

Instructional materials and disbursements will be requested by districts through the Educational Materials System (EMAT). Districts will request State Board of Education-adopted materials and Commissioner-adopted materials through EMAT, and the instructional materials allotment will be reduced by the value of the requested materials. Disbursement of funds for instructional materials not on an adopted list, technological equipment and technology-related services will also be requested by a district through EMAT and the instructional materials allotment will be reduced by the amount of the disbursements.

Districts must prioritize their instructional material purchases to address assessment and accountability requirements. The highest priority must be given to foundation curriculum subjects, which are tied to state tests.

Allowable Uses for District's Instructional Materials Allotment

Instructional Materials

- New Instructional Materials under Proclamation 2011
- Bilingual/ESL Materials
- English Language Proficiency Standards (ELPS)
- Midcycle Instructional Materials
- Consumables
- Commissioner's List of Electronic Textbooks
- Instructional materials not on an adopted list

Districts may also use their allotment to acquire technological equipment and technology-related services. This includes training educational personnel directly involved in the appropriate use of instructional materials and access to technological equipment for instructional use. Examples of these types of purchases are listed below.

Technological Equipment	Technology Services
Computers	Online Instruction
Netbooks	Staff Development on the use of instructional materials
Interactive Tablets	Access to technological equipment for instructional use
eBook Readers	Leased equipment
Mobile Devices	Print-on-Demand Services
Interactive Whiteboards	

Instructional Materials Allotment (IMA) Committee

The IMA committee meets at least three times a year in order to consider requests for instructional materials, technological equipment and professional development. The IMA committee is also charged with ensuring that the district has instructional materials that cover all elements of the TEKS of the required curriculum.

The IMA Committee is composed of the following members:

- Director of Curriculum
- Director of Technology
- Elementary Administrator
- 2 Secondary Administrators

Subject Area Subcommittee is created for each grade level/course affected by a specific Proclamation/Adoption Cycle. This committee is composed of the following members:

- At least 80 percent classroom teachers
- At least one member will represent instructional technology/technology
- At least one member will be a parent/community member
- At least one member will be an administrator

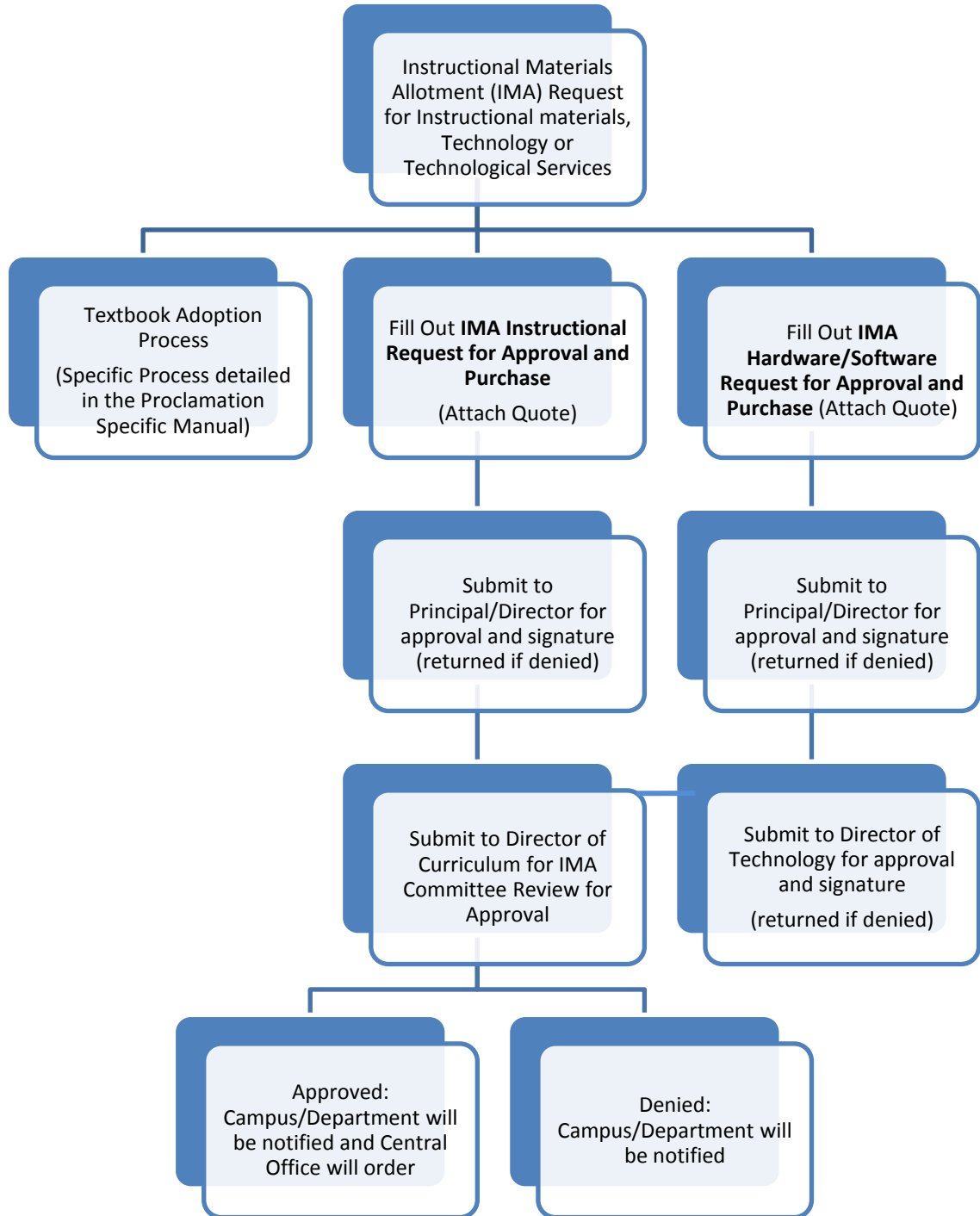
Pewitt CISD will issue an Instructional Materials Adoption Guideline Manual for each proclamation issued by the state. This manual will detail the guidelines for the adoption as well as the roles and responsibilities of the Subject Area Subcommittee(s) for the adoption.

ADOPTION CYCLE FOR FOUNDATION AND ENRICHMENT SUBJECTS

REVISED September 2015

<p>Proclamation 2017 State Adoption Fall 2016 Materials Ordered Spring 2017 Implementation 2017-2018</p> <ul style="list-style-type: none">• Career and Technical Education• Languages Other Than English• Special Topics in Social Studies• Algebraic Reasoning• Statistics	<p>Proclamation 2018 State Adoption Fall 2017 Materials Ordered Spring 2018 Implementation 2018-2019</p> <ul style="list-style-type: none">• English Language Arts and Reading, K–8• Personal Financial Literacy
<p>Proclamation 2019 State Adoption Fall 2018 Materials Ordered Spring 2019 Implementation 2019-2020</p> <ul style="list-style-type: none">• English Language Arts and Reading, 9–12• Prekindergarten Systems	<p>Proclamation 2020 State Adoption Fall 2019 Materials Ordered Spring 2020 Implementation 2020-2021</p> <ul style="list-style-type: none">• Health Education• Physical Education
<p>Proclamation 2021 State Adoption Fall 2020 Materials Ordered Spring 2021 Implementation 2021-2022 To Be Determined</p>	

Instructional Materials Allotment (IMA) Request Procedure



IMA Instructional Request for Approval and Purchase Pewitt CISD

Directions:

- This form is to be used to request the approval and purchase of instructional resources (EX. textbooks, workbooks, teacher resources, etc.).
- For each vendor, please submit a separate request form.
- Please answer all questions below and submit to campus principal or department director via email or hard copy.

QUOTE MUST BE ATTACHED

Date of Submission:		Date materials are needed:	
Requested by:		Campus/Location:	
Principal or supervisor:			
Name of course (if applicable)			
Vendor:			
Representative Name and contact information if you were in contact with someone specific:			
Please check the items this form is requesting	Textbook/Ancillaries (student use)		<input type="checkbox"/>
	Teacher Resources		<input type="checkbox"/>
	Other instructional materials (student or teacher use)		<input type="checkbox"/>

How will this instructional material be used and what is the district using currently?

STUDENT TEXTBOOK/ANCILLARIES (student use)

Title:							
Edition:							
ISBN#:							
Author:							
Publisher:							
% of TEKS covered							
Cost per unit:		Number needed:		Shipping/ Handling:		Total Cost:	

TEACHER RESOURCES

Title:						
Edition:						
ISBN#:						
Author:						
Publisher:						
Cost per unit:		Number needed:		Shipping/ Handling:		Total Cost:

OTHER INSTRUCTIONAL MATERIALS

Company:						
Item name:		Item/Catalog #:				
Product description:						
TEKS Covered :						
Cost per unit:		Number needed:		Shipping/ Handling:		Total Cost:

_____ Date: _____
 Requested by Signature

◇ Approved ◇ Denied
_____ Date: _____
Campus/Department Administrator Signature

IMA Committee Use:

Date Reviewed for Approval: _____
 ◇ Approved
 ◇ Denied

IMA Hardware/Software Request for Approval and Purchase Pewitt CISD

Directions:

- This form is to be used to request the approval and purchase of technological resources (EX. computers, interactive white board, calculators, etc.).
- For each manufacturer or vendor, please submit a separate request form.
- Please answer all questions below and submit to campus principal or department director via email or hard copy.

QUOTE MUST BE ATTACHED

Date of Submission:		Date items are needed:	
Requested by:		Campus/Location:	
Principal or supervisor:			
Name of course (if applicable)			
Manufacturer/Vendor:			
Representative Name and contact information if you were in contact with someone specific:			
Please check the items this form is requesting	Hardware (student/teacher use)		
	Software/Program Access (student or teacher use)		

How will this technological hardware or software be used and what is the district using currently?

HARDWARE

Content/Course to Support:							
Manufacturer:							
Brand Name:							
Model #:			Item/Catalog #:				
Product description:							
Cost per unit:		Number needed:		Shipping/ Handling:		Total Cost:	

SOFTWARE

Content/Course to Support:							
Company:							
Software title:							
Software version:		Item/Catalog #:					
Product description:							
Licensing (check one):	<i>Single computer</i>						
	<i>Multi computer</i>						
	<i>Campus-wide use</i>						
	<i>District-wide use</i>						
Cost per unit:		Number needed:		Shipping/ Handling:		Total Cost:	

_____ Date: _____
Requested by Signature

◇ Approved ◇ Denied
 _____ Date: _____
Campus/Department Administrator Signature

◇ Approved ◇ Denied
 _____ Date: _____
Director of Technology Signature



IMA Committee Use:

Date Reviewed for Approval: _____
 ◇ Approved
 ◇ Denied