



Council for Lifelong Learning Instructional Materials

Fact Sheet

September 2001

<p>1. What are instructional materials?</p>	<p>For purposes of state adoption, the term "instructional materials" is defined by statute as "items having intellectual content that by design serve as a major tool for assisting in the instruction of a subject or course. These items may be available in bound, unbound, kit, or package form and may consist of hardbacked or softbacked textbooks, consumables, learning laboratories, manipulatives, electronic media, and computer courseware or software. The term does not include electronic or computer hardware even if such hardware is bundled with software or electronic media." "Adequate instructional materials" are defined as "a sufficient number of textbooks or sets of materials serving as the basis for instruction for each student in the core courses of mathematics, language arts, social studies, science, reading, and literature, except for instruction for which the school advisory council approves the use of a program that does not include a textbook as a major tool of instruction."</p>
<p>2. What funding do districts receive for the purchase of instructional materials and how may the funds be spent?</p>	<p>Instructional materials are funded as a categorical item in the General Appropriations Act (GAA). In the 1998-99 GAA, districts received \$183,938,638; in 1999-2000, they received \$193,691,807; in 2000-2001, they received \$192,091,807; and in 2001-2002, they received \$213,538,584. Historically, the Legislature has fully funded this categorical based on the recommendations of the Florida Association of District Instructional Materials Administrators (FADIMA).</p> <p>A school district must use at least 50 percent of the instructional materials allocation for the purchase of instructional materials included on the state-adopted list. They may use up to 50 percent (the "flexible 50") for the purchase of instructional materials, including library and reference books and nonprint materials, not included on the state-adopted list and for the repair and renovation of textbooks and library books.</p> <p>Within the first <i>two</i> years of the six-year adoption cycle, each school district must purchase <i>current</i> instructional materials to provide each K-12 student with a textbook or other materials as a major tool of instruction in core courses. The cost must not exceed the district's allocation for the previous</p>

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	<p>two years. Exceptions to purchasing within the first two years may be made if a contract was in existence before April 1, 2000, or a purchase is related to student membership growth or for instructional materials maintenance needs. The cost of the required purchase each two years must not exceed the amount of the districts' allocation for the previous two years.</p> <p>Once a school district has purchased the required materials, it may use at least five percent of public school technology funds to purchase electronic book readers when authorized to do so in the <i>GAA</i>.</p>
<p>3. What are the district's duties in providing instructional materials, and its role in evaluation, selection, and disposition of instructional materials?</p>	<p>Each school board has the duty to provide adequate instructional materials for each child. The superintendent must keep adequate records and accounts, which are reviewed in a school district best financial management practices review conducted by the Office of Program Policy Analysis and Government Accountability (OPPAGA). The superintendent of each district must notify the Department of Education by April 1 each year with: the state-adopted instructional materials that will be requisitioned and an instructional materials use plan, which will help determine if "adequate instructional materials" have been requisitioned.</p> <p>The principal of each school is responsible for: assuring that instructional materials are used to provide instruction to students; effectively communicating to parents how instructional materials are used to implement the curricular objectives; and collecting for lost or damaged books.</p> <p>Instructional materials that are unserviceable or surplus or no longer on state contract may be given to other education programs, teachers, students, or any charitable organization, governmental agency, private school, or state. The district may sell the materials to used book dealers, recycling plants, pulp mills, or other persons, firms, or corporations. Any money received goes to the district school fund for instructional materials. If the district cannot give or sell the materials, they may dispose of them according to school board policy.</p>
<p>4. What is the state instructional materials adoption process?</p>	<p>In any given year, the DOE will select the approved instructional materials for one or more subject areas (e.g., history, science, reading, etc.) and will do this for the entire range of K-12. An Instructional Materials Committee (IMC) is appointed for each of the subject areas being selected that year. The Commissioner of Education appoints persons to serve on various state IMCs. Each IMC is composed of nine or</p>

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	<p>more persons - at least 50 percent of the members are classroom teachers certified in the subjects under consideration, two supervisors of teachers, two lay citizens and one district school board member. (Specific criteria are defined in s. 233.07, F.S.)</p> <p>The IMCs complete a training workshop and establish policies for the adoption of instructional materials. The Department of Education (DOE) advertises in the <i>Florida Administrative Weekly</i> four weeks preceding the date on which the bids are due.</p> <p>Publishers then submit bids. The IMCs meet, review, and evaluate the instructional materials and bids. They then recommend materials for adoption. All state committees forward their recommendations to the Commissioner who makes the final decision regarding the recommended materials that are adopted. Following action by the Commissioner, DOE notifies the school districts of the recommended materials.</p> <p>Publishers and manufacturers are required to: maintain for the first two years of the six year cycle sufficient inventory of core subject instructional materials to receive and fill orders for the required purchases; give an accurate account of who actually authored a book; provide corrections for errors in materials; and beginning with the 2002 adoption cycle, implement a pilot program to provide opportunities for at least one school district to order customized instructional materials adopted in one or more of the core subject areas of mathematics, language arts, social studies, and science.</p>
<p>5. Where can I find the approved list of instructional materials?</p>	<p>The Department of Education annually releases a <u>Catalog of State-Adopted Instructional Materials</u>. It is distributed free of charge to the local school districts, special schools, and other interested groups and individuals. Newly adopted materials lists are also available on the DOE website.</p>
<p>6. What are the applicable statutes and rules?</p>	<p>Section 230.23(7), F.S. -- Duties of school boards; definition of "adequate instructional materials"</p> <p>Sections 233.07-233.63, F.S. -- Instructional materials</p> <p>Section 230.23025(1)(a), F.S. -- Instructional materials as part of best financial management practices review</p> <p>2001-2002 General Appropriations Act, S.A. 120</p>
<p>7. Where can I get additional information?</p>	<p>Florida Department of Education Bureau of Instructional Materials (850) 487-8791</p>

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www.firn.edu/doe/bin00015

The Florida House of Representatives
Committee on General Education
(850) 414-9780