

## Acquiring Instructional Materials for School Year 2010-2011

1. Classroom sets: New legislation requires districts to requisition at least a classroom set of State Board of Education (SBOE)-adopted materials before they request funds in the Educational Materials and Textbooks (EMAT) online system for purchase of Commissioner-adopted electronic textbooks. "Classroom sets" are not the free-with-order materials that districts sometimes receive from publishers when they order a certain number of the publishers' textbooks. As defined in the new 19 Texas Administrative Code (TAC) Section 66.104(s), "A classroom set shall be defined as the total count of SBOE-adopted textbooks on the conforming or nonconforming list necessary to provide one copy to each student during the class period." This definition includes both print textbooks and electronic textbooks adopted by the SBOE. Individual districts will decide the number of SBOE-adopted textbooks that make up a classroom set; however, the requirement applies only to Proclamation 2010 and future adoptions. It does not apply to previous adoptions. TEA will require school districts to certify that they are ordering classroom sets on the Local Board of Trustees Certification form.
2. Textbooks Approved During a Midcycle Adoption: The SBOE is scheduled to consider textbooks in several subjects for midcycle adoption in March 2010. The ongoing midcycle review and scheduled adoption was not a call for the development of new materials, but an opportunity for publishers to submit existing materials for consideration by the State Board of Education (SBOE). Textbooks in Math, Languages Other than English, and Technology Applications will be considered for adoption by the SBOE in March 2010. Textbooks that are adopted by the SBOE will be available for school districts to requisition in EMAT using textbook credits when the system opens in April 2010. Detailed instructions for ordering these materials will be sent to districts prior to the opening of EMAT.
3. Textbook Credits: Textbook credits are generated when the price of the textbook requisitioned by the district is below the maximum cost established by the SBOE for that subject at that grade level. Districts are credited with 50% of the difference in price for any given situation. A school district or open-enrollment charter school is entitled to receive credit for textbooks purchased at a cost below the cost limit established under the TEC, §31.025(a), only in the first year of implementation. Textbook credits may be generated after a district selects at least a classroom set of SBOE-adopted textbooks in a subject at that grade level and has ordered all of the SBOE-adopted and Commissioner-adopted textbooks that it needs in the subject at that grade level. Credits may be used by the district to purchase SBOE-adopted textbooks, Commissioner-adopted textbooks, midcycle-adopted textbooks, or technological equipment.
4. Conduct Business as Usual (Requisition SBOE-Adopted Textbooks Only): If a district orders textbooks that are priced the same as the state maximum cost, then no further actions are taken in EMAT and the textbooks are delivered to the district. If the district orders textbooks that are above the maximum cost established by the SBOE, EMAT processes the requisition, the textbooks are delivered and the district pays the publisher the amount over the state maximum cost. If the district requisitions a textbook that is below the state maximum cost, a textbook credit is generated in EMAT for 50% of the difference between the price of the textbook and the state maximum cost. This credit is deposited in an account at the TEA for the district to use in acquiring other materials at the district's discretion. These other materials include other SBOE-adopted textbooks, Commissioner-adopted textbooks, midcycle-adopted textbooks, and technological equipment.
5. Acquiring Electronic Textbooks from the Commissioner's List: To acquire electronic textbooks from the list of Commissioner-adopted textbooks, a school district must first requisition at least a classroom set of SBOE-adopted materials. After the district has done this and if the district is still eligible for additional materials based on their student enrollment, it may request funds in EMAT for purchase of Commissioner-adopted electronic textbooks. The funds will be sent to the district through ISAS.

6. Access Open-Source Textbooks: The Agency may offer school districts state-developed/state-owned open-source textbooks that are available for downloading from the Internet at no charge to a student and without requiring the purchase of an unlock code, membership, or other access or use charge, except for a charge to order an optional printed copy of all or part of the textbook. The state has issued an RFO to acquire state-developed open-source textbooks in Literature I, Literature II, Literature III, Literature IV, English as a Second Language I and English as a Second Language II. Districts will be able to requisition open-source textbooks through EMAT and earn textbook credits for requisitioning state-developed open-source textbooks. Selection of open-source textbooks will result in the district's eligibility being reduced for materials in the affected subject area. Details on how to access these online materials will be provided by the Agency.

7. English Language Proficiency Standards (ELPS) Statewide License: The Commissioner of Education approved a statewide bid for ELPS teacher resource materials for grades 9-12 from the publisher A+Rise. Because these ELPS materials are teacher-based, the requirement to order classroom sets of these materials does not apply. Districts have two options to access the statewide license.

*Option 1*: Districts may select the A+Rise product for ELPS teacher materials in EMAT, and textbook credits will be generated for their district. Such selections would be subtracted from the district's eligibility for ELPS teacher materials. Districts can then use the credits to obtain additional SBOE-adopted textbooks, Commissioner-adopted textbooks, midcycle-adopted textbooks, and technological equipment.

*Option 2*: Districts may select another SBOE-adopted ELPS teacher resource product in EMAT. If the product is at maximum cost, no credits will be generated. If the product is under the state maximum cost, textbook credits can be generated. The selection would be subtracted from the district's eligibility for ELPS teacher materials. Districts can then use the credits to obtain additional SBOE-adopted textbooks, Commissioner-adopted textbooks, midcycle-adopted textbooks, and technological equipment. Districts could also access the A+Rise statewide license for teacher materials at no cost and with no impact on their district's eligibility for ELPS teacher materials.

8. Requisitioning Additional SBOE-Adopted Textbooks with Credits: A school district may requisition any additional SBOE-adopted textbooks with textbook credits that have been generated by the district. These additional materials do not count against the district's eligibility for these materials.

9. Requisitioning Additional Commissioner-Adopted Textbooks with Credits: Districts may use their textbook eligibility to request funds to directly purchase Commissioner-adopted online textbooks. In certain circumstances, a district may want to use available textbook credits to purchase additional Commissioner-adopted online textbooks. Both types of requisitions are handled in EMAT.

10. Purchasing Technological Equipment with Credits: After a district has requisitioned their required classroom set of SBOE-adopted textbooks in a given subject area, the district may use any textbook credits that have been generated and requested in EMAT to purchase technological equipment to support the use of electronic content.

11. Fast-Growth Status: A district's fast-growth status is not affected by the use of classroom sets, Commissioner-adopted electronic textbooks, or any other new materials or options presented in EMAT.

12. Training of District Textbook Coordinators by TEA: The Agency plans to provide training to textbook coordinators both before and after EMAT opens for receipt of textbook requisitions in April 2010. Additional information regarding the training will be provided at a later date.