

## **INFORMATION FOR PROSPECTIVE MEMBERS OF THE STATE INSTRUCTIONAL MATERIALS COMMITTEE 2011-2012 ADOPTION**

You are being nominated to serve on the 2011–2012 State Instructional Materials Committee. From the nominated individuals, the Florida Commissioner of Education will select a minimum of ten members for each subject area committee to review and recommend instructional materials for adoption. Please review the information that follows and consider the tasks and time involved. If you would like to be considered for an appointment, complete the **State Instructional Materials Committee Member Nomination Form** available online at [http://www.fldoe.org/BII/Instruct\\_Mat/Nominations/](http://www.fldoe.org/BII/Instruct_Mat/Nominations/).

### **Composition of Committees and Term of Appointment**

The committee is comprised of ten or more members who represent the demographic and cultural diversity of the state. At least 50 percent of the members are required to be classroom teachers certified in an area directly related to the academic area or level being considered for adoption. The remainder of the committee is comprised as follows: two lay citizens, one district school board member, and two supervisors of teachers. The term of appointment is 18 months.

### **Requirements for Membership**

**Affidavit:** Each member must sign an affidavit to the effect that he/she will faithfully discharge the duties imposed as a committee member and that he/she has no interest with any publishing company.

**Certification:** Classroom teachers must be certified in the area directly related to the academic area and level being considered for adoption.

**Lay Citizens:** Persons serving as lay citizens may be parents, community members, or retired educators having an interest in education but who are not currently professionally associated with education.

**Training:** All persons serving on instructional materials committees must complete the Department of Education training program prior to reviewing and evaluating instructional materials.

### **Duties and Responsibilities of State Committees**

Please consider the following in making your decision to serve on this committee. The responsibilities include:

- (1) Participating in an online training program prior to receiving the evaluation samples.
- (2) Receiving and evaluating samples of the instructional materials submitted by publishers according to established procedures provided in the training program.
- (3) Attending a two-to-four-day committee meeting in either September, October, November, or December to finalize evaluations and to recommend materials for adoption.

### **Expenses for Attending Meetings**

Committee members will be reimbursed for travel and hotel expenses and will receive \$36.00 per day for meals, on a prorated basis, when overnight travel is required. Travel and expense forms will be completed at each meeting for reimbursement of expenses paid out of pocket by members. A check is issued and mailed to the members usually within four to six weeks following the meeting.

Substitute teacher costs will be reimbursed to district school boards for all workdays that a teacher is absent attending meetings of the state committee. After each meeting, a reimbursement claim form will be prepared for each teacher member and sent to the district superintendent's office for completion.

### **In-Service Points for Professional Development**

A maximum of 60 in-service points may be awarded by districts for membership and participation in the State Instructional Materials Committee. For details supporting the alignment of participation in the State Instructional Materials Committee to a district's master in-service plan, please reference the following Department memorandum available at

[http://info.fldoe.org/docushare/dsweb/Get/Document-4474/k12\\_06\\_101memo.pdf](http://info.fldoe.org/docushare/dsweb/Get/Document-4474/k12_06_101memo.pdf).

### **Additional Information**

The task of evaluating instructional materials for state adoption requires a good deal of time and effort; however, it is a task that is very important and worthwhile. Persons who serve on state instructional materials committees contribute significantly to the success of education in Florida schools.

If this is an area in which you would like to serve, please complete the attached 2011–2012 State Instructional Materials Committee Member Nomination Form available online at

[http://www.fldoe.org/BII/Instruct\\_Mat/Nominations/](http://www.fldoe.org/BII/Instruct_Mat/Nominations/).

Print and return it to **Office of Instructional Materials, Florida Department of Education, 325 West Gaines, Suite 424, Tallahassee, FL 32399-0400.**

If you have questions concerning committee membership, please contact the Florida Department of Education, Office of Instructional Materials, at [imstaff@fldoe.org](mailto:imstaff@fldoe.org) or at (850) 245-0425. For additional information, you may also access the Instructional Materials Home Page at [http://www.fldoe.org/bii/instruct\\_mat/](http://www.fldoe.org/bii/instruct_mat/).