

INFORMATION FOR PROSPECTIVE MEMBERS OF STATE INSTRUCTIONAL MATERIALS COMMITTEES 2007-2008 ADOPTION

You are being nominated to serve on a 2007-2008 state instructional materials adoption committee. From the nominated individuals, the Florida Commissioner of Education will select a minimum of ten members who represent the demographic and cultural diversity of the state to review and recommend instructional materials in a specific subject area. Please review the information that follows and consider the tasks and time involved. If you would like to be considered for an appointment, complete *Part II, State Instructional Materials Committee Member Nomination Form* and return it to the appropriate address. Part I is completed by the nominating individual, agency or association.

Composition of Committees and Term of Appointment

The committee is comprised of 10 or more members. At least 50 percent of the members are required to be classroom teachers who are certified or endorsed 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 eighteen 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 and/or Endorsement: Classroom teachers must be certified or endorsed 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) Attending a two and one-half day training and organizational meeting, scheduled for June 6-8, 2007.
- (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 September, October or November 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, on a prorated basis, for meals. 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 two to four 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.

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 **Part II 2007-2008 State Instructional Materials Committee Member Nomination Form** and return it to Patty Ceci, 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 Patty Ceci, Florida Department of Education, Office of Instructional Materials, at patty.ceci@fldoe.org or toll free at 1-800-307-6928.