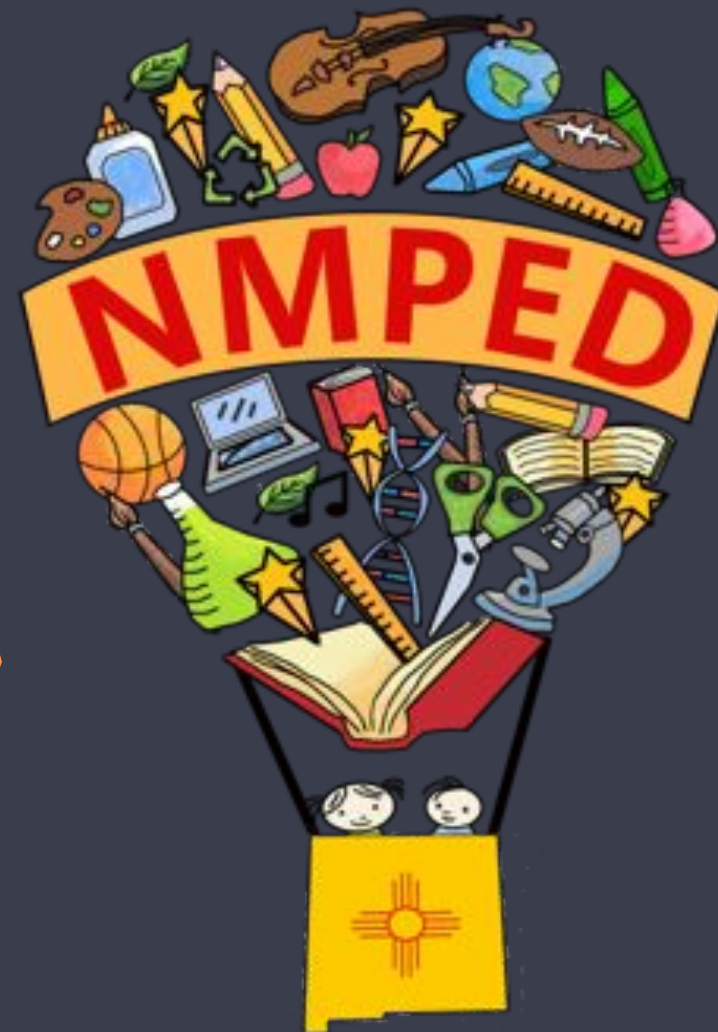


2022 Request for Applications Informational Webinar

K-12 Social Studies
K-12 Arts Education

Investing for tomorrow, delivering today.



Instructional Material Bureau Staff

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Today's Agenda

- ❖ Overview of the Adoption Process
 - Required Forms A and B
 - Form D waived for 2022
- ❖ Deadlines
- ❖ Important Items from the RfA
- ❖ Publisher Responsibilities
 - Forms C, E
- ❖ Q & A

The 2022 adoption/review is for:

K-12 Social Studies

K-12 Arts Education

Reference Attachment 2 NM K-12 Social Studies and Arts Education Course Codes and Descriptions in the RFA

RfA Reference page(s) 51-62

What can be submitted?

- ❖ Grade K-12 Social Studies instructional materials and/or Grade K-12 Arts Education instructional materials which constitute the necessary instructional components of a full academic course of study must be submitted as core instructional material. (CIM)
- ❖ Grade K-12 Social Studies instructional materials and/or Grade K-12 Arts Education instructional materials used to reinforce, enrich, or enhance instruction driven by core instructional material may be submitted as supplementary instructional materials. (SIM)

Overview

Overview of the Adoption Process

- ❖ Form A
- ❖ Definitions
- ❖ Certification of material
 - Certification as Core and Supplementary
 - Form B
- ❖ Adoption Process and Designation
- ❖ Overview of Review Process

Form A: Publisher Contact Information

- ❖ Authorized representative must have authority to make the required certifications.
- ❖ The designated contact representative (#5) will be the primary contact for IMB to correspond with relating to bid submissions, deadlines, forms and other issues. Please provide direct email addresses, not group/generic email address.
- ❖ Contact information for personnel available during the dates of the Summer Review Institute via phone or email for support with Form F citations, digital access questions, and instructional material questions. (Core submissions only.)
- ❖ Submission of your Form A to IMB.Contact@HPREC.org will signal our team to create/open your publisher Google Drive & schedule a virtual meeting.
- ❖ All publishers/providers submitting core instructional materials must fill out Form F Chart on Form A. This will speed up the process for us to place the correct Form Fs in your Google Drive following the Form F webinar on March 14.

Key Definition

- ❖ Instructional Material – school textbooks and other educational media that are used as the **basis for instruction**, including combinations of textbooks, learning kits, supplementary material and electronic media (not to include computers, laptops, handheld computers, or other devices.)

Key Definition

- ❖ Core Instructional Material – the **comprehensive** print or digital educational material, including basal material, which constitutes the necessary instructional components of a **full academic course of study** in those subjects for which the department has adopted content standards and benchmarks.

Key Definition

- ❖ Supplementary Instructional Materials – supporting instructional material used to **reinforce, enrich, or enhance** instruction driven by core instructional material. Pursuant to Section 22-15-8 NMSA 1978, the department may choose not to review supplementary materials.

Funding Model

- ❖ Annual appropriation made by legislature for districts and charter schools to purchase instructional materials.
- ❖ The appropriation for Social Studies and The Arts will be made during the 2023 Legislative session.
- ❖ The state enters into agreements with adopted publishers.
- ❖ LEAs make purchase decisions at the local level for SY23/24

Certification as Core or Supplementary

- ❖ Provider/Publishers may submit instructional material for adoption consideration in print format, digital format or both.
- ❖ Provider/Publishers shall certify on *Form B: Certification of Instructional Materials* whether their instructional materials are:
 - Core instructional materials
 - Supplementary instructional materials
- ❖ Form B will certify that all instructional materials listed as Core and/or Supplementary on *Form E: List of Instructional Materials* comply with the definitions as defined within this RfA.

RfA Reference page(s) 11-12; 30-35

Certification as Core or Supplementary – cont'd

- ❖ The department shall determine whether the Provider/Publisher has appropriately categorized each submission and may reclassify material if necessary.
- ❖ OER and OSC instructional material may be considered for adoption by the department as either Core or Supplementary.
- ❖ Instructional materials submitted by the Provider/Publisher and not certified appropriately may be disqualified for adoption consideration.

Form B: Certification of Instructional Materials

- ❖ Authorized representative must complete the eight (SIM) or nine (CIM) certifications.
- ❖ All submitted material (print and digital) must be certified as Core or Supplementary.
- ❖ All print material must meet Manufacturing Standards and Specifications for Textbooks (MSST).
- ❖ All core titles submitted in print version must be available in electronic format.
- ❖ Titles currently not conforming to MSST must conform by December 31, 2022 and be identified on Form B.

RfA Reference page(s) 11-12; 30-35

Form B: Certification of Instructional Materials

- ❖ All material submitted must conform to requirements of the Consumer Product Safety Improvement Act (CPSIA).
- ❖ All materials submitted must demonstrate no cultural or gender bias.
- ❖ All materials submitted must demonstrate no factual errors, no religious affiliation and no politically partisan ideologies.
- ❖ All core instructional materials submitted for adoption must also be available in electronic format.

Classification of Adopted Instructional Materials

- ❖ Instructional material submitted for adoption as Core; verified by the department to meet the definition of Core; and reviewed for alignment with state academic standards and other criteria as specified in the appropriate Form F, shall be classified as follows:
 - Recommended.
 - Recommended with Reservations.
 - Not recommended; Not adopted.

Classification of Adopted Instructional Materials – cont'd

❖ Recommended

- Core instructional material that scores at 90% or higher on all identified criteria may be designated as Recommended and may also receive recognition for special features identified by the department.

Classification of Adopted Instructional Materials – cont'd

- ❖ Recommended with Reservations
 - Core instructional material that scores greater than 80% but less than 90% on all identified criteria may be designated as Recommended with Reservations.

Classification of Adopted Instructional Materials – cont'd

❖ Not Recommended; Not Adopted

- Core instructional material that scores less than 80% on all identified criteria, will not be recommended will not be adopted and will not be included on the multiple list.

Review of Instructional Materials for Core Consideration

- ❖ Instructional materials submitted for adoption and verified by the department to meet the definition of Core will be reviewed for alignment with state academic standards and other criteria as specified in the appropriate *Form F: Citation Alignment and Scoring Rubric*.
- ❖ Based upon the results of the review material submitted for Core consideration, the department will make adoption recommendations to the secretary using the classification guidelines.

Overview of Review Process – Core Material

- ❖ Reviewed by Level II and Level III teachers.
- ❖ Summer Institute – June 2022 (Exact dates will be communicated as we approach the institute.)
- ❖ Materials scored for alignment with all standards and other relevant criteria.

Form A Submission

❖ Form A Submissions are to be sent to:

IMB.CONTACT@HPREC.ORG

Deadlines

Form Submission Deadlines

Page 9 of RFA

- ❖ Form A - Due March 8, 2022
- ❖ Forms B & E - Due March 21, 2022
- ❖ Processing Fee due - April 7, 2022
- ❖ Initial Form F - Due April 14, 2022, completed in Google Drive
 - Feedback on Form F communicated by April 26, 2022
- ❖ Final Form F - Due May 11, 2022
- ❖ Form C - Due May 31, 2022 (subject to change)

Addition and Withdrawal Deadlines

Page 9 of RFA

- ❖ Withdrawal of Titles
 - Deadline April 14, 2022
- ❖ Additions to Form E (Supplementary only)
 - Deadline April 14, 2022
- ❖ Addition of Free Material
 - Deadline May 11, 2022

Important Items from the RFA

Important Items from the RfA

- ❖ Materials that conform to all requirements in the RfA will be included in Publisher Agreement
- ❖ Transfer of Title Ownership – If submitted material is sold to new publisher during 6 year adoption
- ❖ Processing Fee – all submissions subject to processing fee, auto-calculated in Form E
- ❖ General Requirements
 - Current Copyright - 2023
 - ISBN – 13 digits (no dashes)
 - Digital Material accessible and readable on any platform

RfA Reference page(s) 17; 13-15

Lowest Available Pricing

- ❖ Provider/Publishers must offer New Mexico lowest prices being offered anywhere (including website pricing.)
- ❖ All price reductions must be communicated to PED and then we will inform the Depository.

Provider/Publisher Responsibilities

Prohibited Activities

- ❖ Contact with reviewers, content leaders or facilitators of record.
- ❖ Contact with Secretary of Education or designate(s).
- ❖ Submitting material through method other than Review Institute.
- ❖ Conducting a Pilot Program for core instructional material less than 12 months prior to Institute.
- ❖ Selling or providing electronic “delivery systems*” with purchase.

*Publishers may not offer such items as part of the RfA, and may not offer such items as an incentive to school districts or schools to purchase the publisher’s material.

Provider/Publisher Responsibility at the Summer Institute June 2022

- ❖ Submit Review Sets – prior to the Review Institute shipped to a location in the Albuquerque area that will be communicated at a later date.
 - Each title submitted for Core should have six (6) review sets.
 - Each review set must contain exact items used for citations on Form F.
 - Each review set must have the same Form C attached.
 - Each review set should be bound together.
 - Three review sets should be accompanied with a prepaid return shipping label. Unused review sets will be returned to the publisher.
 - Each review set should contain a printed document that reflects any citation abbreviations, acronyms, digital access information, etc.

RfA Reference page(s) 22-23

Review Set & Citation Video Presentation

- ❖ Provider/Publishers submitting Core material are required to create a short informational video presentation, no more than 20 minutes.
 - If there are multiple grades with similar features, a single video to cover those grades is acceptable.
 - Each video must be hosted by the Provider/Publisher on a website with easy access by summer institute reviewers and IMB staff.
 - See RfA page 24 regarding guidelines for video presentations.

Form C: Official Sample Label

- ❖ Each item in each review set will have the same Form C affixed to it if the review set is not shrink wrapped as a full set.
- ❖ Affix to all core material submitted to be reviewed.
- ❖ Affix to all core material submitted to the Regional Review Centers.
- ❖ Label may be resized to fit material.
- ❖ If instructional material does not have physical form, affix to representation of the material.
- ❖ Include all access information for digital material.

Form C: Official Sample Label

NEW MEXICO PUBLIC EDUCATION DEPARTMENT Official Sample Label 2021 Adoption K-8 ELA, SLA, World Languages, ELD and Structured Literacy Contract Period 2022-2027	
This item is an exact copy of the material to be furnished under our agreement with the New Mexico Public Education Department (NMPED). Material furnished pursuant to the agreement shall be of the SAME quality in all components as the copy. The student edition (SE) meets the established minimum standards for such material as recognized by the National Association of State Textbook Administrators (NASTA). The agreement price is not to exceed the lowest price for which this item is being proposed or offered for sale elsewhere in the United States.	
PROVIDER/PUBLISHER/IMPRINT:	
SUBJECT CATEGORY:	
SE MATERIAL TITLE (FROM FORM E):	
STUDENT EDITION ISBN:	
GRADE LEVEL/SUBJECT SUB-CATEGORY:	
LEXILE LEVEL:	
COPYRIGHT DATE:	
NUMBER OF ITEMS IN REVIEW SET:	
PRICE OF THIS ITEM (for Regional Review Center only):	

RfA Reference page(s) 36-37

Specialty Equipment and Technology Support for Review of Digital Material

- ❖ Materials must be accessible from any device/computer.
- ❖ If additional technology is required during the review, it is the responsibility of the Provider/Publisher to provide and set up the technology.
- ❖ The Provider/Publisher is responsible for providing links, passwords, usernames and access needed to review online materials. This information must be on the Form C and Form F.
- ❖ Provider/Publisher is responsible for ensuring that needed software, browsers are installed on computers and that IDs and passwords are functional.

Form E: List of Instructional Material for 2022 Adoption

- ❖ Submit a single consolidated Form E.
- ❖ Core material should be listed first, then Supplementary by title.
- ❖ The printed student edition should be listed first in bold and highlighted in yellow.
- ❖ The default SE is the print version; all document tracking is based on this ISBN. (If you do not have print materials, the default then becomes the digital SE.)
- ❖ The print TE should be listed second.
- ❖ The highlighted core instructional material ISBN must correspond to the ISBN on the Form F.

Form E: List of Instructional Material for 2022 Adoption - cont'd

- ❖ Alternate Formats are no longer identified; all items are subject to a processing fee.
- ❖ The Processing Fee (column J) will be calculated for you as you enter the retail price (column I).
- ❖ The total processing fee will be calculated in row 1 as each item is entered into the form.
- ❖ Instructional materials submitted for consideration as core will require a jpeg image of the Student Edition (SE) in the SE row in column X.
- ❖ Instructional material submitted for consideration as core will require a publisher informational video (different from publisher citation video) in the SE row in column Y.

Form E: List of Instructional Material for 2022 Adoption

- ❖ Detailed directions for each column can be found on pages 38-47 of the RfA.
- ❖ Please refer to the RfA for questions about how to fill in the spreadsheet.
- ❖ Add necessary detail to the Material Title column (column D) that will provide information to districts/schools about what is being offered. (For example: individual items in a bundle, number of student digital subscriptions, number of items in a package, etc.)

RfA Reference page(s) 38-47

Questions:

Q: Can Advanced Placement instructional materials be submitted?

A: Yes, Advanced Placement instructional materials may be submitted as supplementary instructional materials. Since the state does not have adopted AP standards, the AP materials would likely fall under the definition of supplementary instructional materials.

Questions:

Q: The posted PDFs of the Form Fs for high school instructional materials are separated by 9-10 and 11-12. How do we submit our HS instructional materials?

A: We will provide a link for you to access the course enrollment numbers to help you decide whether to submit the materials for alignment to Grades 9-10 **OR** Grades 11-12. You may submit the title only once for review. Decisions should be made based on the CCSS ELA standards for social studies with which your materials are more aligned.

Questions:

Q: There are delays and supply chain issues with such items as paper. Will there be allowances and/or waivers for submissions due to supply chain issues?

A: We will work with each submission/publisher depending on the issues. It will be important to communicate any issues to IMB and keep us in the communication loop.

RfA Informational Conferences for Providers/Publisher

- ❖ Thirty minute virtual conferences scheduled by IMB.
- ❖ Those submitting a completed Form A will be scheduled first.
- ❖ All members of the Provider/Publisher team that will be responsible for filling out ANY of the forms should attend the virtual conference.
- ❖ Forms must be started prior to the conference and team members should come with specific questions.
- ❖ Form F virtual conferences will be scheduled after the Form F webinar on March 14, 2022.

Thank you

- ❖ Thank you for attending today's webinar.
- ❖ A recording of the webinar will be available on the Publishers' page of our website.
- ❖ Please submit in writing any further questions you have to: imb.contact@HPREC.ORG. We will answer those questions in a FAQ sheet and upload it to the Publishers' page of our website.