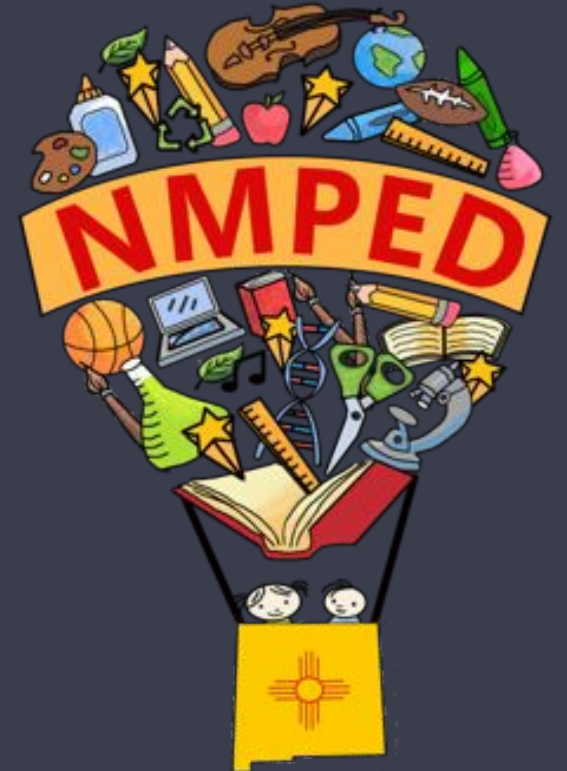


2023 Spring Budget Workshop

Instructional Material SY23/24
Budgets and Identifying
High-Quality

April 11-13, 2023

Investing for tomorrow, delivering today.



Welcome



Anthony Burns
Director,
Instructional Material Bureau



Robbi Berry
Education Administrator,
Instructional Material Bureau

Agenda

- Why Materials Matter
- NM Review/Adoption Process
- Tools and resources for LEA Instructional Materials Adoption
- SY22/23 BAR's
- SY23/24 Funding for Instructional Materials
- SY23/24 Budgets/BAR's
- SY22/23 Instructional Material Annual Reports
- Strong Implementation of High-Quality Instructional Materials
- Archway Depository

Why Materials Matter

Guaranteed, Viable Curriculum

One of the most significant factors that impacts student achievement is that teachers commit to implementing a **guaranteed and viable curriculum** to ensure no matter who teaches a given class, the curriculum will address certain essential content and provide a coherent experience for every student.

Source: What Works in Schools, Marzano (2003)

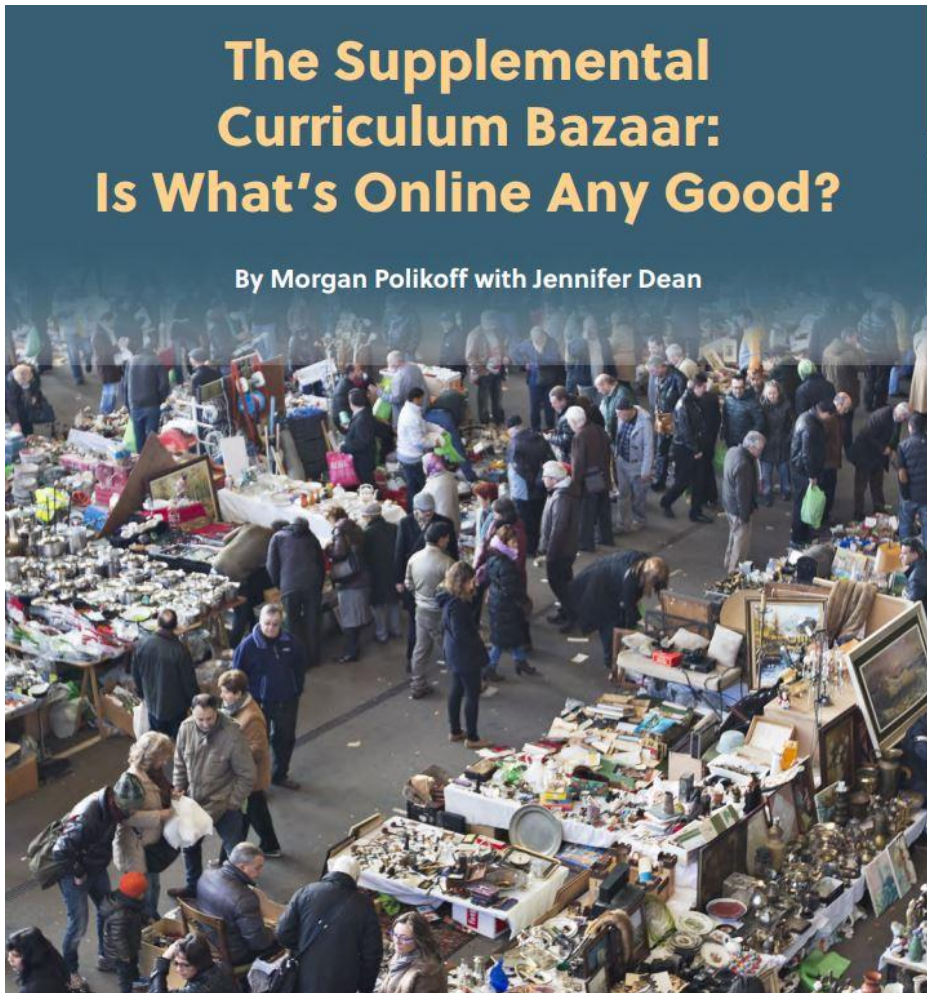
Instructional Core

“To improve student learning, you can raise the level of the content that students are taught. You can increase the skill and knowledge that teachers bring to the teaching of that content. And you can increase the level of students’ active learning of the content. That’s it.”

– Dr. Richard Elmore



Instructional Incoherence



Investing for tomorrow, delivering today.

- Teachers Pay Teachers
- ReadWriteThink
- Share My Lesson

Overall, reviewers rate most of the materials as “not aligned to the standards and probably not worth using.”

<https://fordhaminstitute.org/national/research/supplemental-curriculum-bazaar>

Instructional Incoherence Leads to Inequitable Instruction

In a single school year, the average student spends **581** of **720** available hours This is particularly significant for **students of color and students living in poverty** who have less access to high-quality, standards-aligned materials than their peers.on assignments that are **NOT high-quality**.

Instructional Coherence

“Students in classrooms that use 1 highly rated curriculum for 4 consecutive years outpaced comparison students by 38 percentile points, equivalent to 4 additional years of learning.”

-Hill, C. J., Bloom, H. S., Black, A. R., & Lipsey, M. W. (2008). Empirical Benchmarks for Interpreting Effect Sizes in Research.



Accelerate Don't Remediate

REMEDIATION <i>Spending significant time in below-grade level content before moving into new learning</i>	ACCELERATION <i>Connecting unfinished learning into the context of new learning</i>
<p>..... covering many objectives or standards from prior grades/units (usually extending to a month or more of instruction)</p>	<p>.... integrating a few lessons from prior grades/units</p>
<p>.... isolated from grade-appropriate learning</p> <p>.... usually with greater than 50% of time on procedural fluency</p>	<p>.... Just-in-time to grade-appropriate learning (whether in core or extended time)</p> <p>.... always with an appropriate balance of fluency, conceptual understanding, and application work</p> <p><i>*See Appendix for a detailed example</i></p>

- Students who experienced learning acceleration struggled less and learned more than students who started at the same level but experienced remediation instead.
- Students of color and those from low-income backgrounds were more likely than their white, wealthier peers to experience remediation—even when they had already demonstrated success on grade-level content.
- Learning acceleration was particularly effective for students of color and those from low-income families.

Invest in the Infrastructure for Learning Acceleration

- Ensure students have access to high-quality instructional materials.
- Once your students have access to high-quality instructional materials, ensure your educators have the support to use them well.
- Leverage your role in the educational system to elevate learning acceleration—rather than remediation—as a key to helping students recover from the pandemic and addressing longstanding inequities.

HQIM Matter for ALL Students

- 1. Student Learning - college and career ready standards**
- 2. High expectations for ALL students - HQIM equalize access to grade-appropriate instruction**
- 3. Equity - All students learn and grow**

Accelerated Learning in Action in an Engaging Classroom Environment that uses HQIM



New Mexico Review/Adoption Process

NM Adoption Cycle

INSTRUCTIONAL MATERIAL ADOPTION CYCLE*



Materials for Adoption:	Current Adoption		Upcoming Adoption Cycle				
	Summer Review Institute	Contract Period for Adopted Material	Next Summer Review Institute	Contract Period for Adopted Material	Legislative Funding	Initial Allocation for Subject Area	Purchase for School Year
K-12 Social Studies, Arts (Music, Theatre, Dance, Art)	June 2016	2017-2022	June 2022	2023 - 2028	2023 Session	April 2023	23/24 (FY24)
K- 12 Career & Technical Education, Health, Physical Education, Computer Science	June 2017	2018-2023	June 2023	2024 - 2029	2024 Session	April 2024	24/25 (FY25)
K-12 Science	June 2018	2019-2024	June 2024	2025 - 2030	2025 Session	April 2025	25/26 (FY26)
K-12 Math	June 2019	2020 - 2025	June 2025	2026 - 2031	2026 Session	April 2026	26/27 (FY27)
9-12 English Language Arts, Spanish Language Arts, World Languages, English Language Development	June 2020	2021-2026	June 2026	2027-2032	2027 Session	April 2027	27/28 (FY28)
K-8 English Language Arts, Spanish Language Arts, World Languages, English Language Development, Structured Literacy	June 2021	2022-2027	June 2027	2028 - 2033	2028 Session	April 2028	28/29 (FY29)

HQIM

Content Rich

Fully Accessible

Culturally
Relevant, Free of
Bias

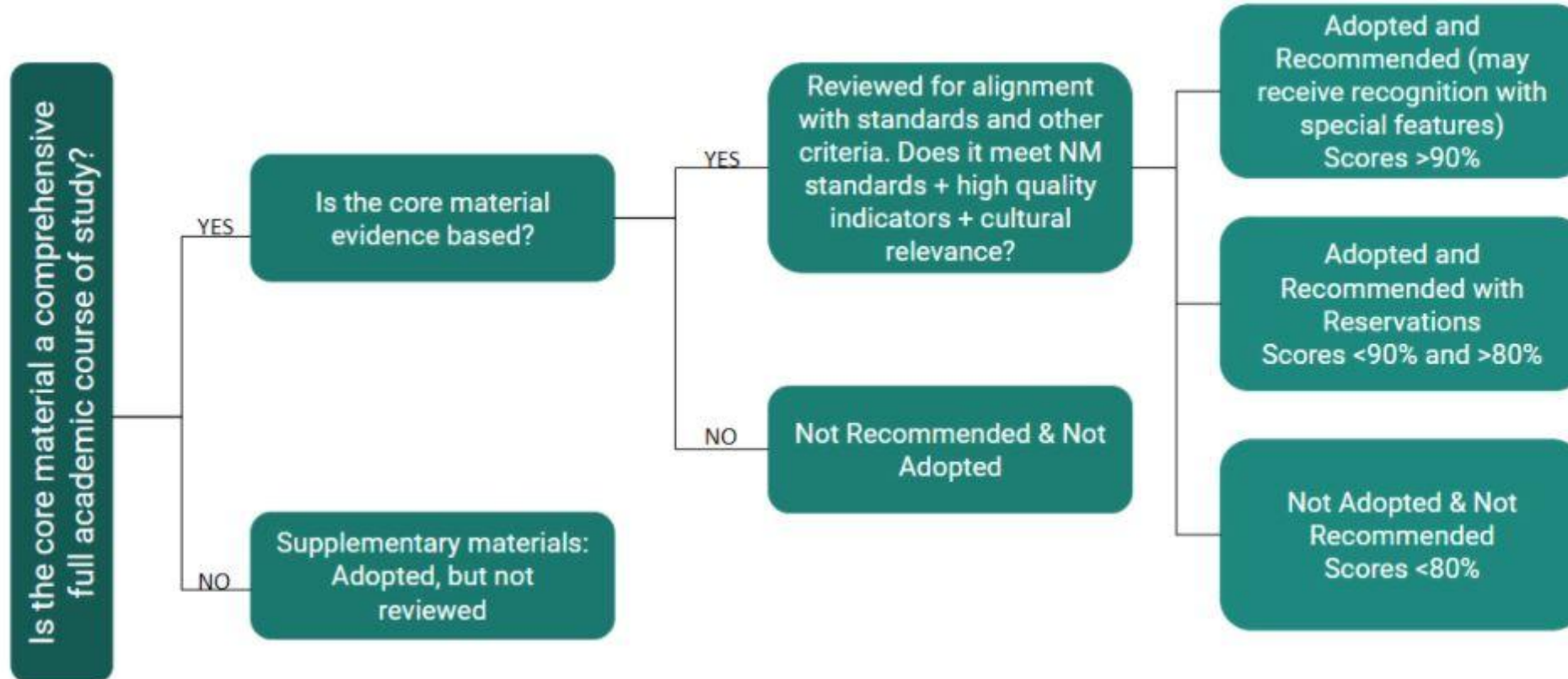
Research-Based

Standards
Aligned

Clear Purpose,
Structure, Pacing

<https://webnew.ped.state.nm.us/bureaus/instructional-materials/>

PED Adoption Process



<https://webed.ped.state.nm.us/sites/HOIMReviews/SitePages/Process.aspx>

Final Adoption Results – Authorized by Secretary of Education

2022 K-12 SOCIAL STUDIES AND ARTS EDUCATION REVIEW AND ADOPTION INFORMATION

Below are the review results for the 2022 Social Studies and Arts Education adoption. The newly adopted core and supplementary instructional materials for Social Studies and Arts Education can be found by clicking the appropriate tab by subject(s) in the **Adopted Multiple List-All Subjects**. The Form F scoring rubrics and the review team Appraisals of Title are posted below. The Appraisal of Title provides detailed information about each reviewed core title, including review scores and reviewers' professional summaries of the materials, for districts to use as they consider instructional materials for their adoption. In addition, all the information for each reviewed core title is available on our **HQIM Reviews website**.

- [**+ 2022 SOCIAL STUDIES, ARTS EDUCATION, AND MID-CYCLE MATH ADOPTION INFORMATION**](#)
- [**+ 2022 SOCIAL STUDIES RUBRICS**](#)
- [**+ 2022 ARTS EDUCATION RUBRICS**](#)
- [**+ 2022 SOCIAL STUDIES K-12 REVIEW TEAM APPRAISALS OF CORE INSTRUCTIONAL MATERIAL BY PUBLISHER**](#)
- [**+ 2022 ARTS EDUCATION K-12 REVIEW TEAM APPRAISALS OF CORE INSTRUCTIONAL MATERIAL BY PUBLISHER**](#)

To support LEAs in ensuring supplementary materials meet the needs of their students, NMPED worked with teachers, administrators, and local stakeholders to create the **Rubric for Social Studies Supplementary Instructional Materials**. The purpose of this rubric is to provide guidance and look-fors for educators and administrators to use to determine the quality and alignment of supplementary instructional materials to the New Mexico Social Studies Standards.

<https://webnew.ped.state.nm.us/bureaus/instructional-materials/the-adoption-cycle/>

State Review Process Then and Now

Old Review Process:

1. All core instructional materials made it on the adopted list as core or supplemental
2. Reviewers received 8 hours of training
3. Review rubrics were more of a check box
4. Limited criteria for determining cultural and linguistic relevance

New Rigorous Review Process for HQIM:

1. All core instructional materials are reviewed by NM teachers and those scoring below 80% are not adopted.
2. Reviewers receive 30 hours of training
3. Review rubrics require reviewers to provide evidence to support scores
4. Entire section of rubric dedicated to criteria for cultural and linguistic relevance

Tools and Resources

High Quality Instructional Materials Resource Manual

A Resource Manual for Identifying, Selecting and Implementing HQIM

- NMPED Commitments
 - Facilitating a rigorous and transparent review process at the state level that ensures educators and content experts identify the high-quality materials for students,
 - Ensuring districts have a menu of high quality choices for each review cycle and adoption, and
 - Providing resources on local selection, state assurances, and using these materials to see increased student learning.



<https://webnew.ped.state.nm.us/wp-content/uploads/2019/11/New-Mexico-HQIM-Resource-Manual-Ver-2.0-Sept-21-2021.pdf>

HQIM Reviews - Reviewed by NM Educators for NM Educators

High Quality Instructional Materials (HQIM) Reviews



Instructional Materials Reviewed *by* New Mexico Educators *for* New Mexico Educators

HOME	HQIM REVIEWS ▾	MATERIALS MATTER	NM REVIEW PROCESS ▾	HQIM RESOURCE MANUAL	NM IMB WEBSITE	FAQS
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<https://webed.ped.state.nm.us/sites/HQIMReviews/SitePages/Home.aspx>

CLR – Criteria and Guidance Document for Reviewing Core

Criteria, Focus Questions, Look-fors, and Examples in Three Focus Areas:

- **FOCUS AREA: EXTENSIVE SUPPORT:** Instructional materials give ALL students extensive opportunities and support to explore key concepts.
- **FOCUS AREA: CULTURAL AND LINGUISTIC PERSPECTIVES:** Instructional materials represent a variety of cultural and linguistic perspectives.
- **FOCUS AREA: INCLUSION OF CULTURALLY AND LINGUISTICALLY RESPONSIVE LENS:** Instructional materials highlight diversity in culture and language through multiple perspectives.

<https://webnew.ped.state.nm.us/wp-content/uploads/2021/06/CLR-Criteria-and-Guidance-for-Reviewing-Instructional-Materials.pdf>

Rubric for Reviewing Social Studies Supplementary Materials

A tool for reviewing supplementary social studies instructional materials

1. Identify needs not filled by core Instructional Materials
2. Review Supplementary Materials
3. Utilize the rubric to review how well supplementary materials address content standards
4. Utilize the rubric to review identified needs in Culturally and Linguistically Responsive Teaching and Learning in Instructional Materials and Instructional Supports



https://webnew.ped.state.nm.us/wp-content/uploads/2022/10/Rubric-for-Social-Studies-Supplementary-Instructional-Materials_10_12_22.pdf

NM Regional Review Centers



<https://webnew.ped.state.nm.us/wp-content/uploads/2022/09/2022-Regional-Review-Center-Contact-Information.pdf>

SY22/23 BAR's

SY22/23 BAR's for Carryover

If not already submitted, submit BAR's for prior year carryover amounts using Revenue Code 11112 Restricted Cash and:

- 14000 Instructional Material Fund - any carryover based on your ending balance on June 30, 2022 with PED 4th Quarter Cash Report or Finalized Audit as supporting docs and maximum amount of 50% in Expenditure Code 56111
Non-adopted
- 27109 Instructional Material Special Appropriation Fund - any carryover based on your ending balance on June 30, 2022 with Finalized Audit as supporting docs
- Deadline to submit SY22/23 BARs - generally June 1 - to be communicated by Fiscal Grants Management

Object Revenue and Expenditure Codes (14000 & 27109)

REVENUE CODES for FUND 14000 & 27109:

43207 ADOPTED

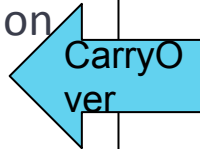
43211 NOT ADOPTED (Maximum of 50%)

11112 RESTRICTED CASH: (fund balance based on financial audit from previous year)

41953 INSURANCE RECOVERIES

41980 REFUNDS/REIMBURSEMENTS FOR PRIOR YEAR

41500 INTEREST EARNINGS (fund deposits & investments)



EXPENDITURE CODES for FUND 14000 & 27109:

56107 ADOPTED

56111 NOT ADOPTED (Max. 50%)

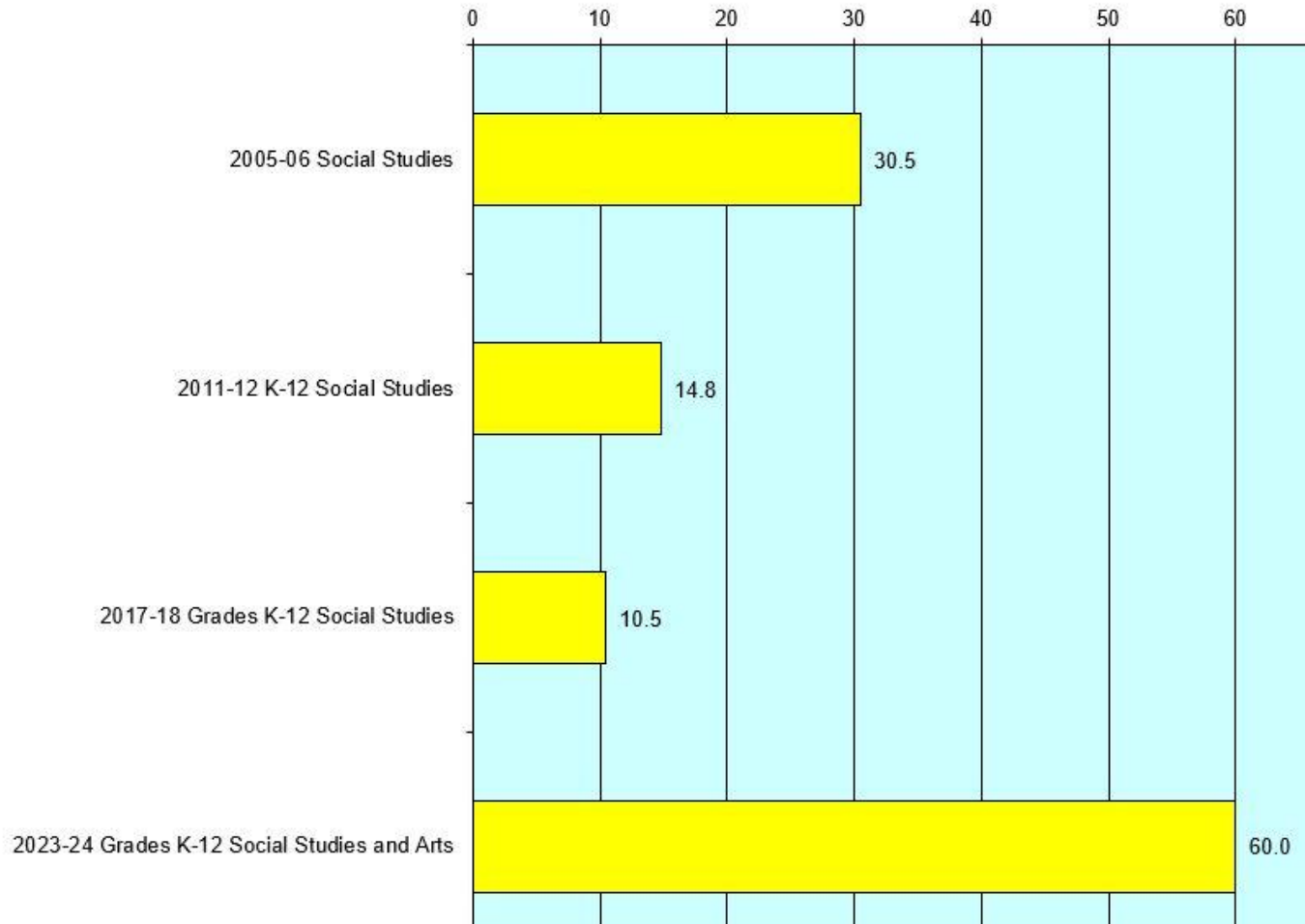
56108 OTHER CLASSROOM MATERIALS
(Max. 25% of 56111)

56109 ONLINE COURSE SUBSCRIPTIONS

56113 INSTRUCTIONAL MATERIAL SOFTWARE

SY23/24 Funding for Instructional Materials

SY23/24 Legislative Appropriations



1. \$55,000,000 in the SEG (11000 Operational Fund)
2. \$5,000,000 as a Special Appropriation (27109 Fund)

Appropriation in SEG for Instructional Materials

- Each district/charter school's share of the \$55 million will be found on the Instructional Material Bureau Allocation & Budget Information webpage
- This amount will be part of your normal monthly SEG distributions, not in addition to your SEG distributions.
- Fund 11000 Operational

<https://webnew.ped.state.nm.us/bureaus/instructional-materials/all-locations-budget-information/>

Special Appropriation for Instructional Materials

- Each district/charter school's share of the \$5 million will be found on the Instructional Material Bureau Allocation & Budget Information webpage
- This amount will be deposited directly into your accounts once the NM Department of Finance has approved the voucher
- Fund 27109 Instructional Material Special Appropriation

<https://webnew.ped.state.nm.us/bureaus/instructional-materials/allocations-budget-information/>

SY23/24 Budgets and BAR's

Budgets & BAR's

- Budgets
 - between April and June, PED approves initial operating budgets so entities can begin spending July 1
 - establishes budget authority in OBMS prior to expenditure of funds
 - Generally due in OBMS by June 15
- BAR
 - Budget Adjustment Request = requests for an adjustment to the operating budget
 - requires board approval

SY23/24 Budgets in 11000 Operational Fund (SEG Appropriation)

ESTIMATED:

Instructional Materials – Operational, Function 1000, Object 56105, Program

ALL:

Enter your share of the amount appropriated within the SEG for instructional materials from the current fiscal year found on the 2022-2023 [allocation table](#).

PROJECTED:

Enter the amount of projected expenditures for instructional materials in the upcoming fiscal year using the 2023-2024 [allocation table](#) to determine your share of the amount appropriated in the SEG for instructional materials. May be budgeted across the following Object codes. Any budgeted amount that is more or less than the allocation amount is allowed.

Instructional Materials – Operational, Function 1000, Object 56105, Program ALL

Other Classroom Materials – Operational, Function 1000, Object 56106, Program ALL

Instructional Materials On-Line Digital Subscriptions, Function 1000, Object 56109, Program ALL

Instructional Materials – Dual Credit, Function 1000, Object 56110, Program ALL

Other Instructional Materials- 50%, Function 1000, Object 56112 Program ALL

SY23/24 Budgets in 14000 Fund and 27109 Fund

- Only budget if you estimate carryover (ending balance on June 30, 2023)
- Budgets should not be the same as prior year unless you had zero expenditures
- Budget deadline to submit – follow the calendar set by the School Budget Bureau

Revenue Codes:

- 43207 Adopted Instructional Materials (up to 100%)
- 43211 Not Adopted Instructional Materials (maximum of 50%)
- 11112 Restricted Cash
- Refer to UCOA for other possible Revenue Codes

Expenditure Codes:

- 56107 Adopted Instructional Materials (up to 100%)
- 56108 Other Classroom Materials (maximum 25% of 56111)
- 56109 Online Course Subscriptions (both adopted and not adopted)
- 56111 Not Adopted Instructional Materials (maximum of 50%)
- 56113 Instructional Material Software
- The 14000 and 27109 Funds are restricted to instructional materials so you are limited to these Expenditure Codes.

SY23/24 BAR's

For Budget Adjustment Requests (BAR's):

- BAR - Budget Adjustment Request is used to establish budget authority in OBMS prior to the expenditure of funds.
- BAR's are used to increase or decrease the IM budget.
- Required Supporting Documentation
 - 11000 Fund - refer to School Budget Bureau
 - 14000 Fund – Audit showing cash balance June 30 or PED 4th Quarter Cash report
 - 27109 Fund – only your Audit showing cash balance June 30
- BAR's for SY22/23 – generally must be submitted by June 1 - to be communicated by Fiscal Grants Management

Statutory Definitions for Making IM Purchases

All LEA's **required** to follow statutory definitions (22-15-2 NMSA 1978) for expenditures in 14000 and 27109 Funds:

- **“instructional material means 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”**
- **“other classroom materials means materials other than textbooks that are used to support direct instruction to students”**

Instructional Materials Procurement Exemptions

2023 Legislative Session HB 226

- Added to list of exemptions from the Procurement Code
 - Instructional materials (as defined in statute) in print, digital, or electronic formats from the publishers, designated PED approved depositories, or copyright holders
- Revised language of exclusions from the requirement of procurement through the state purchasing agent
 - expanded the exclusion to all instructional materials (as defined in statute) and not just instructional material purchases made through the instructional material fund

Avoid Delays With Receiving Instructional Materials

Working with Archway Depository

- Submit orders for refillable consumables/subscriptions now
- Submit requisitions (now) - the Depository can ensure they have adequate inventory to fill those requisitions when you provide your purchase order
- Submit purchase orders (as soon as possible)
 - Orders received prior to March 31 will arrive by July 1
 - Orders received after March 31 will arrive within 60 calendar days after receipt of your order
- See Instructional Material Depository Slides 50-89

SY22/23 Instructional Material Annual Report

SY 22/23 Annual Report & Itemized List

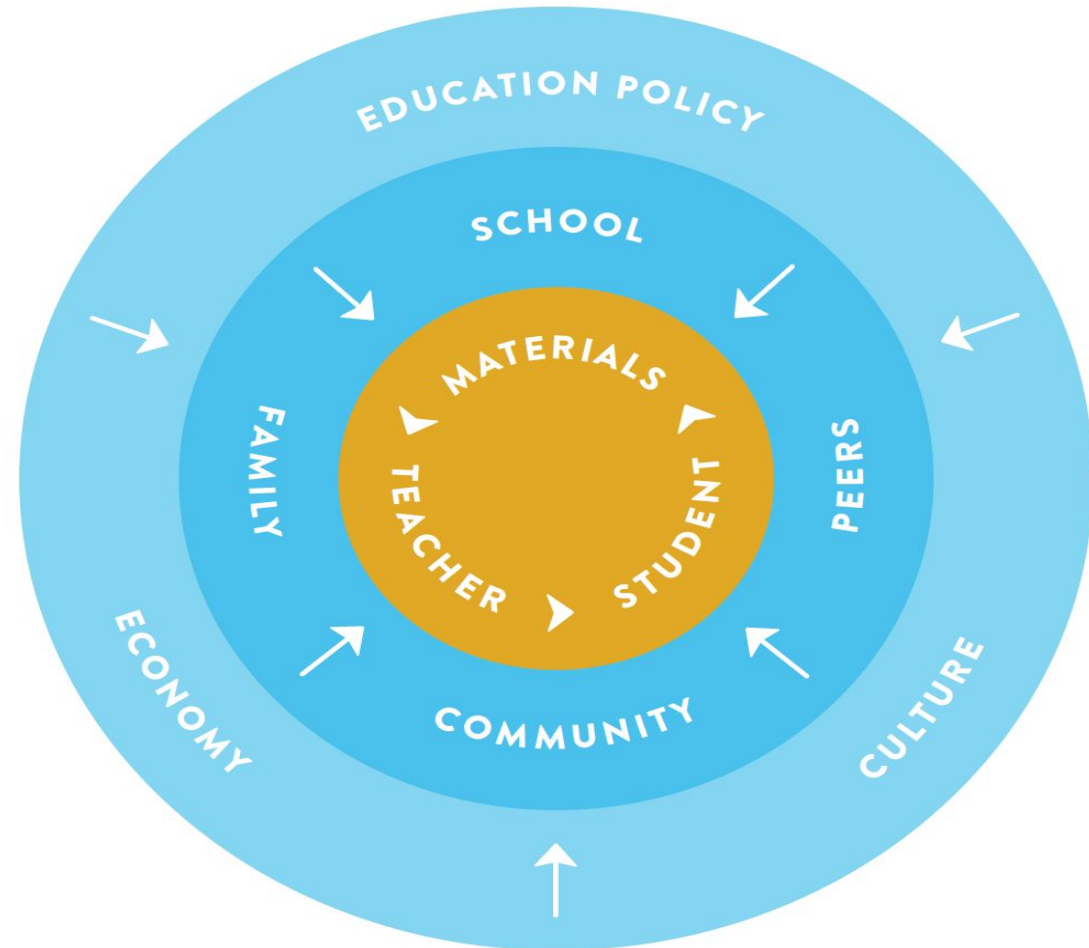
- Finalizing the template – plan to post August 2023 on IMB Allocation & Budget Information webpage: <https://webnew.ped.state.nm.us/bureaus/instructional-materials/allocations-budget-information/>
- Collecting expenditures from:
 - Instructional Material Fund 14000 (if carryover was available)
 - Instructional Material Special Approp Fund 27109 (if carryover was available)
 - SEG Operational Fund 11000 (use appropriate expenditure codes)
 - Dual-credit expenditures - don't itemize, enter total on one line provided
- For each fund - report your itemized list of expenditures and identify culturally and linguistically relevant instructional materials for each item identified in spreadsheet
- See the Inventory Report for pulling itemized list of purchases made through Depository
- Due early fall 2023 – details to be posted in near future, webinars will be offered to provide guidance

Strong Implementation of HQIM

Implementation

“To improve student learning, you can raise the level of the content that students are taught. You can increase the skill and knowledge that teachers bring to the teaching of that content. And you can increase the level of students’ active learning of the content. That’s it.”

– Dr. Richard Elmore

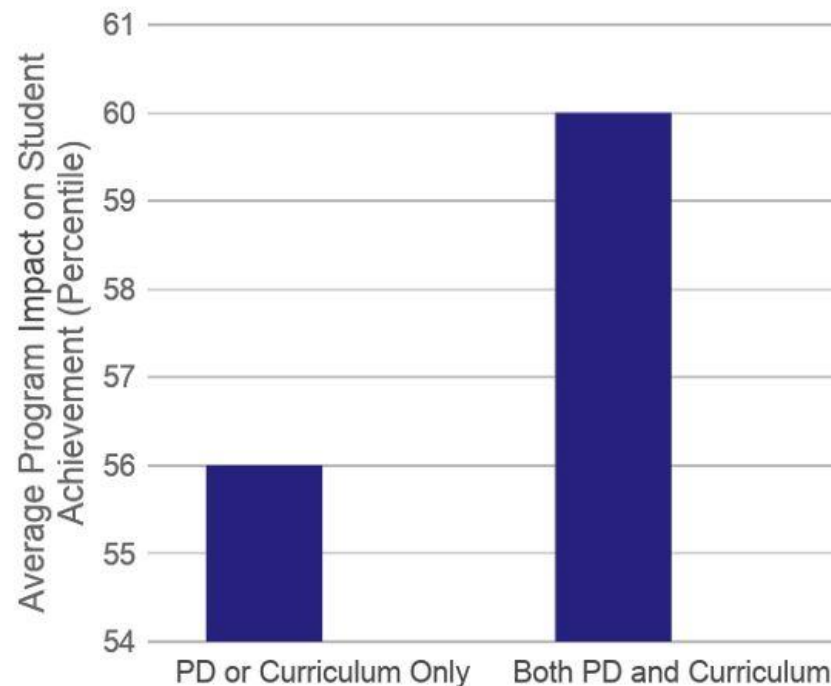


Efficacy of HQIM + Professional Development

“Programs that feature teacher learning about new curriculum materials see larger positive student impacts than programs that feature only teacher professional development or curriculum materials alone.”

- Heather C. Hill,
Harvard University,
for The Answer Lab

Impact of Programs on Student Achievement,
by Program Type



LEAs Support Strong Implementation of HQIM

FROM TRADITIONAL TEACHER PROFESSIONAL DEVELOPMENT	TO CURRICULUM-BASED PROFESSIONAL LEARNING
Focused on topics or themes	Focused on instructional materials with specific teaching strategies
One-time workshops, usually when school is closed	Repeated sessions, coaching, and feedback opportunities during teachers' regular workdays
Teachers grouped by school	Teachers grouped by the curriculum they are using
Information shared in lectures, presentations, or Q&A discussions	Active learning experiences, such as practicing instruction or participating in lessons as students
Coaching and feedback reserved mostly for new or struggling teachers	Curriculum-focused coaching and feedback for all teachers
Selected teachers receive support for using new curriculum materials	All teachers using new materials participate in curriculum-based professional learning

High-Quality PL Marketplace List

Information Includes:

- Instructional Material Title on the Adopted Multiple List
- PL Provider and website link
- PL Contact Email
- PL Program Supports Core or Supplemental Materials
- Grade Levels the PL Program Supports
- PL Provider Resources
 - One-pager
 - Program Graphic
 - Program Overview
 - Program Video
 - Professional Learning Plan

Links to Professional Learning by Subject in this Document:

- » [Arts Education](#)
- » [Career and Technical Education](#)
- » [English Language Arts](#)
- » [English Language Development](#)
- » [Mathematics](#)
- » [Science](#)
- » [Social Studies](#)
- » [Structured Literacy](#)
- » [Spanish Language Arts](#)
- » [World Languages](#)
- » [HQPL Rubric](#)

https://webnew.ped.state.nm.us/wp-content/uploads/2021/06/NMPED_High-Quality-ProfessionalLearningMarketplaceList_05_27_21.pdf

HQIM + HQPD

Transforming a can into a piece of art!



Thank you!

INSTRUCTIONAL MATERIALS STAFF

[Home](#) / [Offices and Programs](#) / [Instructional Materials](#) / [Instructional Materials Staff](#)

Name	Phone	Email	Title
Burns, Anthony	505-470-5723	Anthony.Burns@ped.nm.gov	Bureau Chief
Berry, Robbi	505-479-2036	Robbi.Berry@ped.nm.gov	Education Administrator
McLeod, Charlotte	505-660-5776	Charlotte.McLeod@ped.nm.gov	Education Administrator

Instructional Material Depository - Carmenlita Lewis




Instructional Material Ordering

iSTAR★Online[®]

Listing of Instructional Material

ARCHWAY BOOK DEPOSITORY

- One Stop Shop
 - Lowest Prices in the Nation for *Adopted Materials*
 - Prices are under contract for *Six Years*
 - Shipping Rates 1% Will Call or 5% Flat Fee
 - Customer Service Dedicated to New Mexico Schools
 - Ordering Platform iSTAR
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the slide.

Adopted vs. Non-adopted Pricing and Freight

CHARTER SCHOOL						
Ship Date	Qty	Adopted Price	Adopted Amount	Non Adopted Price	Non Adopted Amount	
09/04/20	2	145.97	291.94		250.00	500.00
09/04/20	2	145.97	291.94		207.00	214.00
09/04/20	2	135.97	271.94		181.00	262.00
09/04/20	40	96.97	3,878.80		111.00	4400.00
09/04/20	40	96.97	3,878.80		111.00	4400.00
09/04/20	40	96.97	3,878.80		111.00	4400.00
09/04/20	40	96.97	3,878.80		111.00	4400.00
09/04/20	40	96.97	3,878.80		111.00	4400.00
09/04/20	40	96.97	3,878.80		111.00	4400.00
			24,128.62	Total		27376.00 Total
			241.29	Will Call 1%		2463.84 Shipping Charge 9%
			24,369.91	Total with Will Call Fee		29839.84 Total with shipping fee
			5,469.93			Savings
SMALL DISTRICT						
Ship Date	Qty	Adopted Price	Adopted Amount	Non Adopted Price	Non Adopted Amount	
07/08/20	1	390.00	390.00		397.80	397.80
07/08/20	1	390.00	390.00		397.80	397.80
07/14/20	1	390.00	390.00		397.80	397.80
10/21/20	1	390.00	390.00		397.80	397.80
07/14/20	1	390.00	390.00		397.80	397.80
07/08/20	10	117.00	1,170.00		119.34	1193.40
07/08/20	10	117.00	1,170.00		119.34	1193.40
07/08/20	10	117.00	1,170.00		119.34	1193.40
07/08/20	10	117.00	1,170.00		119.34	1193.40
07/08/20	10	117.00	1,170.00		119.34	1193.40
			7,800.00	Total		7956.00 Total
			390.00	Shipping Charge 5%		636.48 Approximate Shipping Charge 8%
			8,190.00	Total with Shipping Fee		8592.48 Total with Shipping Fee
			402.48			Savings

Medium Size District

MEDIUM DISTRICT						
Ship Date	Qty	Price	Amount	Non Adopted Price	Non Adopted Amount	
10/09/20	10	60.65	606.50	67.50	675.00	National title
10/09/20	10	60.65	606.50	67.50	675.00	
10/09/20	10	60.65	606.50	67.50	675.00	
10/09/20	20	60.65	1,213.00	67.50	1350.00	
10/09/20	20	60.65	1,213.00	67.50	1350.00	
10/09/20	20	60.65	1,213.00	67.50	1350.00	
08/10/20	37	496.35	18,364.95	671.35	24839.95	
08/10/20	38	669.15	25,427.70	905.05	34391.90	
08/10/20	34	611.80	20,801.20	827.45	28133.30	
08/10/20	3	794.00	2,382.00	1073.95	3221.85	
08/10/20	848	116.50	98,792.00	132.00	111936.00	
08/10/20	753	116.50	87,724.50	132.00	99396.00	
08/10/20	858	116.50	99,957.00	132.00	113256.00	
08/10/20	800	116.50	93,200.00	132.00	105600.00	
08/10/20	779	116.50	90,753.50	132.00	102828.00	
08/10/20	811	116.50	94,481.50	132.00	107052.00	
			31,594.22	Shipping Charge 5%	76718.78	Shipping at 10.5%
10/13/20	5	37.65	188.25	38.79	193.95	
10/13/20	5	23.67	118.35	24.39	121.95	
10/13/20	5	16.62	83.10	17.13	85.65	
10/13/20	5	16.62	83.10	17.13	85.65	
10/13/20	5	39.84	199.20	41.04	205.20	
10/13/20	5	23.67	118.35	24.39	121.95	
09/17/20	45	9.60	432.00	11.19	503.55	
09/17/20	45	9.60	432.00	11.19	503.55	
07/21/20	818	8.82	7,214.76	10.26	8392.68	
08/10/20	774	8.73	6,757.02	10.26	7941.24	
			741.79	Shipping Charge 5%	1387.28	Approximate Shipping Charge 8%
05/15/20	70	69.00	4,830.00	69.99	4899.30	
07/20/20	100	57.00	5,700.00	57.99	5799.00	
08/11/20	100	216.97	21,697.00	229.47	22947.00	
08/17/20	150	83.47	12,520.50	84.99	7094.12	
07/20/20	70	69.00	4,830.00	69.99	4899.30	
08/11/20	65	133.97	8,708.05	145.97	9488.05	
06/18/20	850	112.47	95,599.50	132.00	112200.00	
06/18/20	930	114.97	106,922.10	132.00	122760.00	
06/18/20	720	116.47	83,858.40	132.00	95040.00	
06/18/20	911	96.97	88,339.67	109.00	99299.00	
06/18/20	881	96.97	85,430.57	109.00	96029.00	
06/18/20	708	96.97	68,654.76	109.00	77172.00	
06/18/20	30	100.97	3,029.10	136.50	4095.00	
06/18/20	30	100.97	3,029.10	136.50	4095.00	
06/18/20	30	100.97	3,029.10	136.50	4095.00	
06/18/20	40	223.97	8,958.80	236.97	9478.80	
			30,256.83	Shipping Charge 5%	61145.15	Shipping Charge 9%
			1,320,698.47	Total Charges including 5% Shipping	1573527.14	Total Charges including various Publisher Shipping Charges
			252828.67			SAVINGS

Large Size District

LARGE DISTRICT						
Ship Date	Qty	Price	Amount	Non Adopted Price	Non Adopted Amount	
09/29/20	1	60.00	60.00	61.39	61.39	
09/29/20	6	117.29	703.74	144.15	864.90	10th edition
			7.64	1% Will Call Fee	74.10	Approximate 8%
10/16/20	3	79.97	239.91	79.97	239.91	
03/10/20	2	1,099.97	2,199.94	1300.00	2600.00	
06/04/20	52	136.97	7,122.44	136.97	7122.44	
03/10/20	54	136.97	7,396.38	136.97	7396.38	
03/10/20	53	136.97	7,259.41	136.97	7259.41	
03/10/20	52	136.97	7,122.44	136.97	7122.44	
03/10/20	53	136.97	7,259.41	136.97	7259.41	
07/15/20	1,284	112.47	144,411.48	132.00	169,488.00	
07/15/20	1,372	114.97	157,738.84	132.00	181,104.00	
07/15/20	1,459	116.47	169,929.73	132.00	192,588.00	
07/15/20	1,460	96.97	141,576.20	109.00	159,140.00	
07/15/20	1,180	96.97	114,424.60	109.00	128,620.00	
07/15/20	1,152	96.97	115,588.24	109.00	125,568.00	
07/15/20	271	109.47	29,666.37	125.00	33,875.00	
			9,119.35	1% Will Call Fee	92,644.47	9% Shipping Charge
01/31/20	10	10.40	104.00	15.00	150.00	
01/13/20	70	13.60	952.00	15.70	1,099.00	
03/10/20	5	19.65	98.25	20.25	101.25	
10/16/20	2	17.70	35.40	19.15	38.30	
03/10/20	4	14.55	58.20	15.00	60.00	
			12,478.5	1% Will Call Fee	152.10	10.5% Shipping Charge
			923,086.45	Total Charges including 1% Will Call Fee	1,124,628.50	Total Charges including various Publisher Shipping
			201,542.05			SAVINGS

Ordering Materials Online Entering Inventory Online



Instructional Material Ordering



Listing of Instructional Material

iSTAR★Online®

Welcome
www.istaronline.com



Capabilities:

- Search - Look up Publisher titles
- Budget - Add or Edit Budgets
- Shop - Place new or edit existing order
- Order Inquiry - Check Status, Get POD (proof of delivery)
- Inventory - Update Inventory for non iSTAR purchases

iSTAR★Online®

SEARCH

SEARCH

Download the current year adoption list

Search a title using

- Publisher
- Category and Subcategory
- Grade level
- Expiration date

Title not on iSTAR?

Call 505-317-4829 or email
newmexico_depository_support@archway.com

iSTAR★Online® New Mexico Guest Account

K-12 Health

Textbook Search:

Title:

ISBN:

Category:

Sub Category:

Publisher:

Grade Level:

Expires:

Status:

Type:

Sort By:

K-12 Health

Search Tips:

The Title field will find titles that **contain** the word or phrase you enter. The ISBN field will find ISBNs that **begin with** the number you enter.

The Category, Subcategory, and Publisher menus are now interactive. When you select a category, iSTAR will automatically update the publisher menu to display only those publishers who have titles under your selected category. Likewise, when you select a publisher, the category and subcategory menus are updated automatically.

Your results can now be sorted on-the-fly by clicking the desired heading on the Search Results page. Clicking the same heading will toggle the sort process between ascending and descending order.

The maximum number of matching results returned by this version of iStar is 750.

iSTAR★Online®

GET STARTED

- DON'T HAVE AN ACCOUNT?
 - Ask your district to give you your registration key (under campus access tab)
 - Have your district office set you up (under the Manage user accounts tab)
 - Leave your information with ARCHWAY
 - Email:
newmexico_depository_support@archway.com

iSTAR★Online®

BUDGETS



- Only authorized users or administrators can create or change the IM BUDGET.
- District offices can set-up secondary IM budgets for campus locations or campuses may use the District Budget
- District and campuses can also set up additional budgets for non-State allocated monies.

New Budget: Use this form to create a new budget. The Accounting Code is optional. All other fields are required.

Create A New Budget:

New Budget Label:

New Budget Amount:

Accounting Code:

Instructional Materials:

Restrictions:

- No Restrictions
- Non-Adopted Titles Only
- Adopted Titles Only
- Core Basal Material
- Supplemental Material

Creating a New Budget

- Give your budget a unique label.
- Enter the amount . Click the SAVE button.
- Order adopted and non adopted on the same order

Budget Details: This screen will display any adjustments that have been applied to this budget.

Budget Label	Total Budget	Current Charges	Available Balance
washington elem suppl budget	\$10,000.00	\$0.00	\$10,000.00

Adjustments To 'Total Budget'	Adjustment Date	Amount
Initial Funding Amount	2/19/2009	\$10,000.00

[Back](#)

[Adjust Budget](#)

[Show Pending Charges](#)

[Edit Settings](#)

[Delete Budget](#)

Adjusting a Budget

You may adjust any iSTAR budget by changing the Total Budget or the Current Charges .

EX: You receive additional money from a fundraising event, you might increase the Total Budget column.

All budget adjustments are permanently logged.

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SHOP



Reminder: If you are creating an **Estimate Of Needs**, click the "New Estimate Of Needs" button. If you begin with the "New Regular Order" button, your transaction will be processed as an actual order.

- Pick New Estimate of Needs if creating an estimate or New Regular Order if placing an actual order
- Create a Unique Label
- Select a Budget if keying a regular order
- Select your campus if necessary

Please Create A New Shopping Cart:

Cart Label:

Select A Budget: ▼

Select A Campus: ▼

Begin entering your titles.

- ❑ You can invoke the search function from your order or enter your ISBN # directly.
- ❑ Make sure that if an item is free, you check the Free Material box.

Cart Label	Cart Id	Budget Label	Date Created
K-3 Titles	174728	IM BUDGET_2010	4/23/2010

Budget Label	Current Balance	Your Cart Total	New Balance
IM BUDGET_2010	\$52,000.00	\$0.00	\$52,000.00

Add Items To Your Cart:

ISBN: Quantity: Free Material

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Your current cart total exceeds your available budget. Please remove items from your cart, or adjust your budget accordingly.

Cart Label	Cart Id	Budget Label	Date Created
Test Cart	226257	Washington Elementary Budget	3/21/2016

Budget Label	Current Balance	Your Cart Total	New Balance
Washington Elementary Budget	\$9,402.25	\$10,770.00	(\$1,367.75)

Isbn	Title	Quantity	Price	Extension
9780838857007	S.P.I.R.E. Level 1 Rdr	<input type="text" value="500"/>	\$17.95	\$8,975.00
9780838857045	S.P.I.R.E. Level 2 Rdr	<input type="text" value="100"/>	\$17.95	\$1,795.00

[Update Total](#)

Total: \$10,770.00

[Edit Properties](#)

[Save Cart](#)

[Delete Cart](#)

[View Free Material](#)

If you go over your budget you will need to remove items from your cart

Editing Your Carts

- Choose cart to view details.

Shopping: Please select an existing shopping cart to open, or create a new cart by clicking the button below.

Cart Label	Cart Owner	Cart Id	Budget	Date Created
My New Cartxx	D. Boden	223607	St. Mary's Budget	7/28/2015
Test Cart	D. Boden	226257	Washington Elementary Budget	3/21/2016

[New Estimate Of Needs](#)

[New Regular Order](#)

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Cart Label	Cart Id	Budget Label	Date Created
Test Cart	226257	Washington Elementary Budget	3/21/2016

Budget Label	Current Balance	Your Cart Total	New Balance
Washington Elementary Budget	\$9,402.25	\$8,992.95	\$409.30

Add Items To Your Cart:

ISBN: Quantity: Free Material

Isbn	Title	Quantity	Price	Extension
9780838857007	S.P.I.R.E. Level 1 Rdr	<input type="text" value="500"/>	\$17.95	\$8,975.00
9780838857045	S.P.I.R.E. Level 2 Rdr	<input type="text" value="1"/>	\$17.95	\$17.95

Total: \$8,992.95

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Cart Label	Cart Id	Budget Label	Date Created
Test Cart	226257	Washington Elementary Budget	3/21/2016

Budget Label	Current Balance	Your Cart Total	New Balance
Washington Elementary Budget	\$9,402.25	\$8,992.95	\$409.30

Add Items To Your Cart:

ISBN: Quantity: Free Material

Isbn	Title	Quantity	Price	Extension
9780838857007	S.P.I.R.E. Level 1 Rdr	<input type="text" value="499"/>	\$17.95	\$8,975.00
9780838857045	S.P.I.R.E. Level 2 Rdr	<input type="text" value="1"/>	\$17.95	\$17.95

Total: \$8,992.95

Click on the quantity you would like to change.
Enter the new quantity.

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Cart Label	Cart Id	Budget Label	Date Created
Test Cart	226257	Washington Elementary Budget	3/21/2016

Budget Label	Current Balance	Your Cart Total	New Balance
Washington Elementary Budget	\$9,402.25	\$8,975.00	\$427.25

Add Items To Your Cart:

ISBN: Quantity: Free Material

Isbn	Title	Quantity	Price	Extension
9780838857007	S.P.I.R.E. Level 1 Rdr	<input type="text" value="499"/>	\$17.95	\$8,957.05
9780838857045	S.P.I.R.E. Level 2 Rdr	<input type="text" value="1"/>	\$17.95	\$17.95

Total: \$8,975.00

Click Update Total

Checking out EON and Regular Order

Address Information: Please verify your current Billing Address and Shipping Address information below.

Billing Address:	Shipping Address:
Location: <input type="text" value="Demo Public Schools"/>	Location: <input type="text" value="Demo Public Schools"/>
Address: <input type="text" value="1234 Main Street Suite 110"/>	Address: <input type="text" value="300 Main Street Warehouse B"/>
City: <input type="text" value="Demo"/>	City: <input type="text" value="Demo"/>
Zip Code: <input type="text" value="87102"/>	Zip Code: <input type="text" value="87102"/>
Contact: <input type="text" value="Bobby Billing"/>	Contact: <input type="text" value="Sally Shipping"/>
Phone: <input type="text" value="800-555-1212"/>	Phone: <input type="text" value="800-555-2121"/>

Verify and Click Continue

- ❑ Click on Queued tab
- ❑ Pick order to be completed

Queued Orders: Please select a Queued Order to complete.

Order Label	Depository	PO Number	Order Id	Order Date	Order Total
Mrs. Jones 4th grade	University Of New Mexico Press		213430	5/4/2015	\$450.00
Test Cart	Archway - Albuquerque		218937	3/21/2016	\$8,975.00

Queued Orders Processed Orders Confirmed Orders

Canceled Orders

iSTAR★Online®

Order Label:	Purchase Order:	Comments:
<input type="text" value="Test Cart"/>	<input type="text" value="Test"/>	<input type="text"/>

Order Id	PO Number	Depository	Budget	Order Date	Order Total
218937		Archway - Albuquerque	Washington Elementary Budget	3/21/2016	\$8,975.00

Billing Address:	Shipping Address:
Demo Public Schools 1234 Main Street Suite 110 Demo , NM 87102 Contact: Bobby Billing Phone: 800-555-1212	Demo Public Schools 300 Main Street Warehouse B Demo , NM 87102 Contact: Sally Shipping Phone: 800-555-2121

Isbn	Title	Quantity	Price	Extension	
9780838857007	S.P.I.R.E. Level 1 Rdr	<input type="text" value="499"/>	\$17.95	\$8,957.05	Update
9780838857045	S.P.I.R.E. Level 2 Rdr	<input type="text" value="1"/>	\$17.95	\$17.95	Update

Select A Delivery Method:

Please Ship Will Call (Shipping and handling cost for this order is \$448.75)

Ship available items ASAP & invoice normally
 Ship available items ASAP & invoice July 1
 Ship & invoice after July 1

Add your PO Number. If you don't have a PO yet, enter Pending

Ship or Pick up?

- ❑ Here you can Print your order & choose either to have your books Shipped or Picked up.
- ❑ Shipping is 5% of total order for Archway. A 1% handling fee is required for pick up orders.

Select A Delivery Method:

Please Ship Will Call (Shipping and handling cost for this order is \$13.14)

[Process Order](#) [Back](#) [Print Order](#) [Delete Order](#)

- Ship available items ASAP & invoice normally
- Ship available items ASAP & invoice July 1
- Ship & invoice after July 1



NOTE: If you are planning to pick up your orders, our new address is:

4525 Paseo del Norte N.E.
Albuquerque, NM 87113

Submitting an EON (estimate of needs)
An EON is not an order. To convert the
estimate

[Home](#)[Search](#)[Shop](#)[Orders](#)[Budgets](#)[Help](#)[Contact](#)[Logout](#)

To enable the depositories to schedule your delivery, please make sure that your school closing dates are clearly indicated on your order or account. If you wish, you can contact the depository directly with your schedules. We will notate your records with the proper information. Thank you for your help.

If you need to **Create a New Estimate Of Needs** please click here.

Click here to **Convert** your **Existing Estimates** back into shopping carts.

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ORDERS





- Once ARCHWAY has "picked up" your order, it can be viewed under the Confirmed Tab.
- Once in Confirmed Tab, you can also view each order individually and see what has been shipped.

CONFIRMED ORDERS



{Orders}

Order: 123350 View Date: 10/16/2008 4:04:43 PM CENTRAL
iSTAR Order: 159892
PO Number: 990372 SAC
Order Date: 09/08/08
Order Class: RS
Ship Via: UPS - GROUND

Bill To Address:
ALAMOGORDO DISTRICT OFFICE
P.O. BOX 650
ALAMOGORDO, NM 88310

Ship To Address:
SACRAMENTO ELEMENTARY
2624 NORTH FLORIDA
ALAMOGORDO, NM 88310

Isbn	Title	Status	Shipped	Qty	Each
0076045358	Everyday Mathematics, Student Math Journ	SHP	09/10/08	10	8.37
FR0001	FREIGHT	SHP	09/10/08	1	3.10
0076045366	Everyday Mathematics, Student Math Journ	SHP	09/15/08	10	8.37
FR0001	FREIGHT	SHP	09/15/08	1	3.10

Ship Date	Transaction	Package	VIA	Tracking Number
09/10/08	0048647	1	XX	1Z91E35V0300777708
09/15/08	0048960	1	XX	1Z91E35V0300782087



- Check date of when books shipped.
- Click on tracking #'s to go to tracking information to see who signed for packages and when were packages delivered.

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INVENTORY



Click on the Inventory button:

Campus Access

Manage User Accounts

View Book Lists

Inventory

Manage School Budget

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Welcome To the iSTAR Online Inventory System. The Inventory System allows users to enter, search, edit, and report on all items that are purchased with State Funds which are not ordered through the iSTAR Program itself. You can find the main Inventory System help file under the Help tab within the system. If you have a lot of items to enter and would prefer to enter them into an Excel spreadsheet and then load them into the system, you will find a help file with instructions on how to do that under the Batch tab within the system. You will need Adobe Acrobat Reader to view the help files, if you don't have it you can click on the link below to download it. Click on the Continue button below to go into the Inventory System.



Continue

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Click on the Reports Button:

					Evelyn Kingston Alamogordo Alamogordo District Office	
Inventory	Batch	Search	Reports	Help	Logout	

Download Inventory Report

- Select run report.

Report Criteria:	
District:	<input type="text" value="Santa Fe"/>
School:	<input type="text" value="All"/>
Start Date:	<input type="text" value="07"/> <input type="text" value="01"/> <input type="text" value="2013"/>
End Date:	<input type="text" value="06"/> <input type="text" value="30"/> <input type="text" value="2014"/>
Report Options:	<input type="radio"/> Summary <input type="radio"/> Detail

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Save as an Excel file to use for entering purchases into the itemized list(s) of the annual report.



Add any purchases not made through iSTAR to your EXCEL file.

NOTE: The file now contains a column which indicates whether the item is adopted or non- adopted

Any Questions?

Please contact Archway at
505 317 4829 (Carmenlita) or
505 317 4753 (Frank)

Newmexico_depository_support@archway.com

Frank_Romero@archway.com