

Instructional Materials and Educational Technology



**WEDNESDAY,
FEBRUARY 3, 2016**

**TCEA CONVENTION
AND EXPOSITION**



Kelly Callaway
Division Director

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Agenda



- Instructional Materials Allotment
- Accessible Instructional Materials
- Additional Division Services

Your IMA

Instructional Materials Allotment



- The amount of the IMA is determined by the commissioner based on student enrollment and the funds available.
- The amount of funds available for any given biennium is determined by several factors, including the payout rate established by the State Board of Education (SBOE), the value of the permanent school fund, and any set-aside amounts established by the legislature.

Instructional Materials Allotment



- Set-aside amounts also include allotments for bilingual students, JJAEPs, and the Windham School District.
- The bilingual student allotment is one percent of the total allotment amount and is provided to districts as additional aide in purchasing materials in multiple languages.
- After those amounts have been excluded, the remaining funds are divided among districts, based on enrollment reported in PEIMS in the year prior to the start of the biennium.

The 2016–2017 IMA



- The annual payout rate determined by the SBOE was 3.5%.
- The value of the Permanent School Fund at the time of payout was approximately \$33.8 billion.
- The total amount in the IMF was \$1,062,869,326.00.

The 2016–2017 IMA



- The 84th Texas Legislature established the following set-aside programs and amounts:
 - OnTRACK Lessons set aside \$2,500,000.00
 - Open-Source Instructional Materials set aside \$10,000,000.00
 - TxVSN set aside \$8,000,000.00
- The Texas Education Agency established the following set-aside amounts based on historical use and student population:
 - JJAEP set aside \$131,000.00
 - Windham set aside \$803,694.00
 - Bilingual set aside \$10,413,693.26

The 2016–2017 IMA



This left \$1,030,020,938.74 to be divided equally among Texas students, resulting in a \$196.91 per-student allotment and an additional \$19.55 allotment per bilingual student.

High Enrollment Growth



Your district may be eligible for an adjustment because of unexpected rapid growth:

- A minimum enrollment growth of ten percent over the previous five-year period
- A net increase of 3,500 students over the previous five-year period
- Unexpected enrollment growth due to unforeseen circumstances
- The recent approval of a charter school expansion amendment

High Enrollment Growth



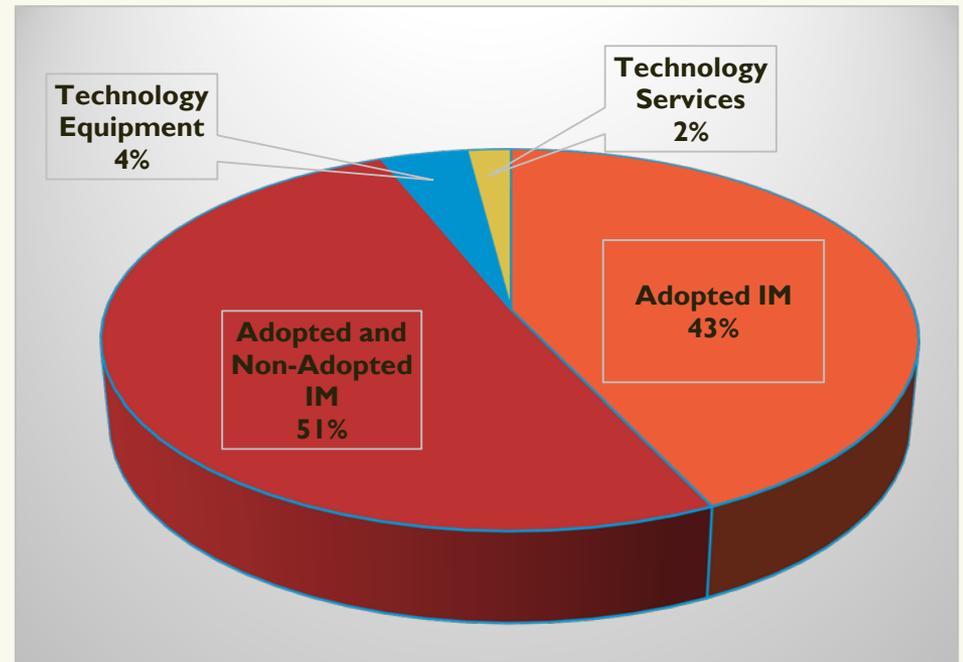
- Apply for a high-enrollment-growth adjustment at http://tea.texas.gov/IMET/Instructional_Materials_Forms.
- You may apply for a high-enrollment-growth adjustment only once each school year.

Current IMA Spending



Breakdown of Current IMA Spending by Category

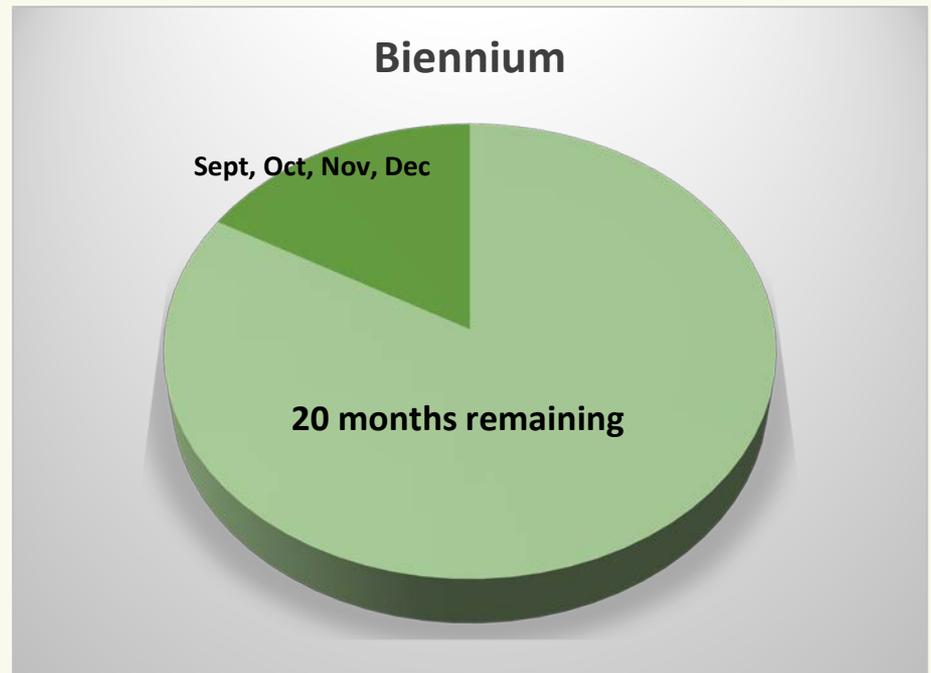
- **Instructional Materials: 94%**
 - Requisitions: 43%
 - Disbursements: 51%
- **Technology: 6%**
 - Equipment: 4%
 - Services: 2%



Current IMA Spending



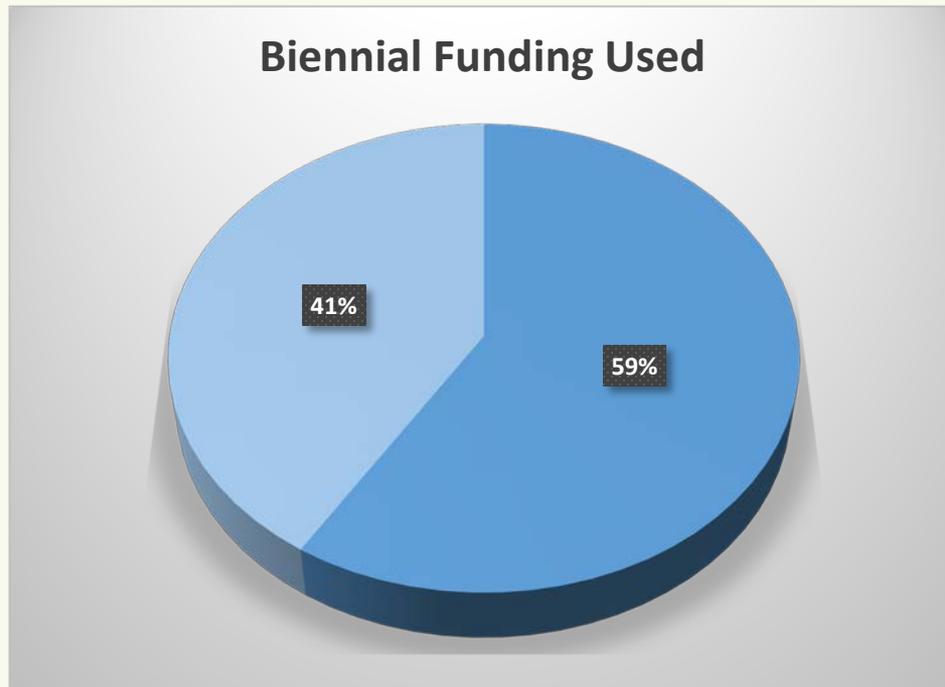
- Remember that the 84th Texas Legislature amended TEC §§31.0211(a) and (d) to change the IMA to a biennial allotment.
- We are now four months (16.6% of the way) into the 2017 biennium.



Current IMA Spending



Districts have spent 59% of their biennial funding.

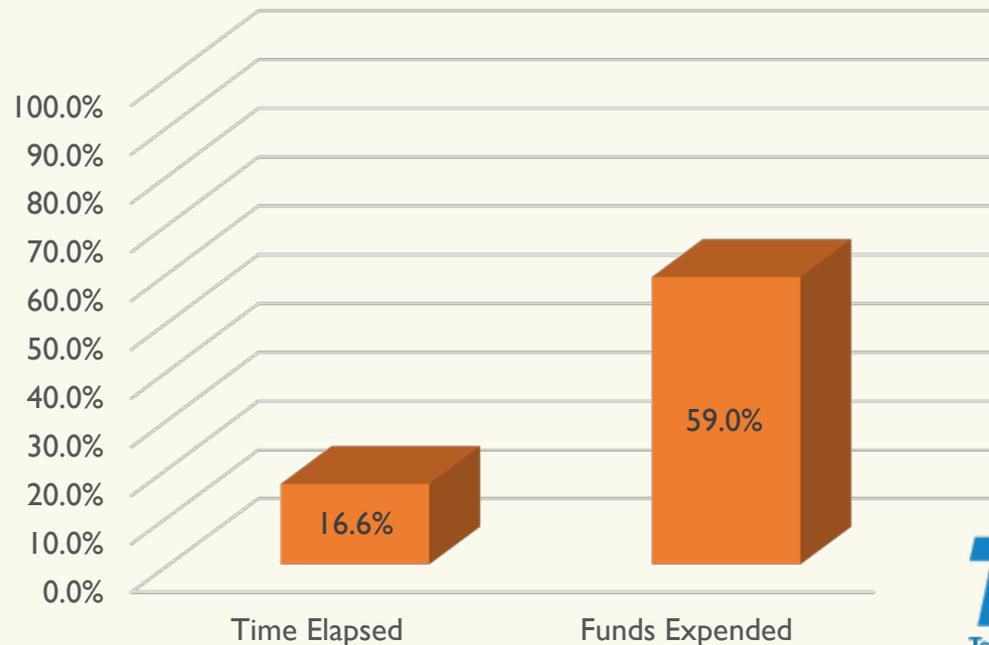


Current IMA Spending



We are four months (16.6% of the way) into the 2017 biennium, and districts have already spent 59% of their biennial funding.

Percentage of Time Elapsed vs. Percentage of Funds Expended



Managing Your IMA



- Your IMA is available through the online ordering system known as EMAT.
- Your district is allowed two ordering EMAT accounts and two viewer EMAT accounts.
- Someone responsible for district finances or an assistant to that person should own one of those accounts.
- For instructions on creating and using that account, please visit http://tea.texas.gov/IMET/Ordering_Instructional_Materials/.

Managing Your IMA



You can see your IMA usage and remaining funds at a glance.

All prerequisites must be met prior to submitting requisitions or disbursements

Local Board of Trustees Certification form was received on 7/19/2011.

[Confirm Contacts](#) [Confirm Addresses](#)

Instructional Materials Allotment Usage for School Year 2011-2012

Legend: ■ Used, ■ Remaining

Remaining Allotment: \$43,596.31 [Click Chart for Details](#)

EMAT

[EMAT Inventory Browser](#)

[Reports](#)

[Allotment Disbursement](#)

EVI

[EVI Enrollment](#)

[EVI Inventory Browser](#)

[Reports](#)

[Ship to STRC](#)

Hide Complete Requisitions

EMAT Requisition List			
Requisition ID	Last Updated	Requisition Type	
0000073763	07/22/11	Allotment - Supplemental - EMAT	Submitted
0000073758	07/20/11	Allotment - Subscription Renewals - EMAT	Complete
0000073759	07/22/11	Allotment - New Adoptions - EMAT	Complete
0000073762	07/22/11	Allotment - Continuing Adoptions - EMAT	Complete

EVI Requisition List			
Requisition ID	Last Updated	Requisition Type	
NEXT		EVI - Annual Requisition - Braille	Create New Requisition
NEXT		EVI - Annual Requisition - Large Type	Create New Requisition
NEXT		EVI - Supplemental - Braille	Create New Requisition
NEXT		EVI - Supplemental - Large Type	Create New Requisition



Managing Your IMA



- Your IMA can be spent in two ways: through requisitions and through disbursements.
- To order state-adopted instructional materials in standard packages, your IM coordinator submits a requisition.
- These materials are paid for by TEA out of your IMA.
- Money for requisitions is not distributed to districts.

Managing Your IMA



- Your IM coordinator will submit a disbursement request for the following purchases or services:
 - Non-state-adopted materials
 - Adopted materials in unique combinations (“bundles”)
 - Technology services and equipment
 - Allowable salaries
 - Any other allowable expenditures
- Disbursement funds are deposited into district or charter *R* 410 accounts (Revenue Object Code 5829).

Managing Your IMA



- IMA funds remaining at the end of a fiscal year roll forward to the next fiscal year.
- IMA funds remaining at the end of a biennium roll forward to the next biennium.
- For a detailed lesson on the use of disbursements and requesting disbursements, please visit http://tea.texas.gov/IMET/Ordering_Instructional_Materials/.

Managing Your IMA—What's Coming



Proclamation	School Year	Subjects/ Courses	Biennium Funding
2015	2015–2016	Social Studies, Fine Arts, and High School Math	Current (16–17)
	2016–2017		Current (16–17)
2017	2017–2018	CTE and LOTE Special Topics in Social Studies Algebraic Reasoning	Next (18–19)
2018	2018–2019	English K–8	Next (18–19)
2019	2018–2019	High School English Pre-K Systems	20–21
2020	2020–2021	Health and PE	20–21

Managing Your IMA—Options



- 8-year print consumable + digital subscription
- 4-year print consumable + digital subscription
- 1-year print consumable + digital subscription
- 8-year digital subscription
- 4-year digital subscription
- 1-year digital subscription
- Hard copy + 8-year digital subscription

Managing Your IMA—Priorities



Districts must use their allotments to purchase, in the following order:

1. Instructional materials that cover all the TEKS (other than physical education), for each grade level, and
2. Any other instructional materials or technological equipment (TEC §31.0211(d))

Managing Your IMA—Allowed Expenditures



IMA-allowed expenditures are established by the TEC and detailed in the Texas Administrative Code.

- The IMA may be used to purchase the following:
 - ✦ IM adopted by the commissioner
 - ✦ IM adopted by the SBOE
 - ✦ Non-adopted instructional materials
 - ✦ Consumable instructional materials
 - ✦ IM for use in bilingual education classes

Allowed Expenditures (continued)



- ✦ IM for use in college preparatory courses
- ✦ Supplemental IM
- ✦ State-developed, open-source IM
- ✦ IM and technology equipment under any continuing contracts in effect on September 1, 2011
- ✦ Technology equipment that contributes to student learning, including equipment that supports the use of instructional materials

Allowed Expenditures (continued)



- The IMA may be used to pay for the following:
 - ✦ Training educational personnel directly involved in student learning in the appropriate use of instructional materials
 - ✦ Providing access to technology equipment for instructional use
 - ✦ The salary and other expenses of an employee who provides technical support for the use of technology equipment directly involved in student learning

Expenditures Not Allowed



- The IMA may not be used to purchase the following:
 - ✦ Services for installation
 - ✦ The physical conduit that transmits data such as cabling and wiring or electricity
 - ✦ Office and school supplies
 - ✦ Items that are not directly related to student instruction such as furniture, athletic equipment, extension cords, temporary contractors, or video surveillance equipment

Expenditures Not Allowed (continued)



- The IMA may not be used to pay for the following:
 - ✦ Travel expenses
 - ✦ Equipment used at a warehouse for the purpose of moving, storing, or taking inventory of instructional materials

Managing Your IMA—The Process



The most frequently asked question we received in September, October, and November was “Why is it taking so long to get my IMA disbursement funds?”

Managing Your IMA—The Process



- As prescribed by the TEC, TEA
 - makes payments for orders as funds become available, and
 - prioritizes delayed payments to publishers over disbursements to districts (TEC §31.0215(c)).
- Once delayed publisher payments have been made, TEA pays district disbursements in the order in which they were received.

Managing Your IMA—The Process



Month	Disbursement Requests
April/May	381
June	878
July	2087
August	1271
September	3163
October	2174
November	1156
Total	11,110

Accessible Instructional Materials (AIM)

Equal Access to Instructional Materials



- The Individuals with Disabilities Education Act (IDEA) requires school districts to provide accessible versions of instructional materials to students who are blind or otherwise unable to use printed materials.
- State-adopted accessible instructional materials are provided free of charge to eligible students.
- The cost of state-adopted accessible instructional materials is not deducted from the district's instructional materials allotment (IMA).

Equal Access to Instructional Materials (continued)



- Because these materials are paid for with federal funds, they are the property of the state and must be returned to the Special Textbook Redistribution Center (STRC) when the student is no longer in need of them.

Equal Access to Instructional Materials (continued)



- If a district chooses to purchase non-state-adopted instructional materials, it is responsible for the full cost of any required specialized formats.
- Districts should carefully consider the cost of producing even one braille book, which could be as much as \$40,000, before choosing instructional materials.
- Districts may use their IMA or IDEA B funding to purchase non-state-adopted accessible instructional materials.

Equal Access to Instructional Materials (continued)



- Districts may want to visit the APH Louis Database to see if non-state-adopted materials they are considering are already available in special formats.

The screenshot shows the APH Louis Database website. At the top left is the logo "Louis Accessible Materials and APH File Repository". At the top right is the APH logo and "American Printing House for the Blind, Inc.". Below these are navigation tabs: "AMP Home", "About Louis", "About E-Files", "Help", "My List", "APH Home", and "Shop APH". The main content area features the "Louis Database" logo and a search bar with tabs for "All Formats", "Braille", "Large Print", "Sound", and "E-Files". A green "Search Louis" button is below the search bar. To the right of the search bar is a link for "Louis Plus Browse Subjects". Below the search bar, a text box states: "The Louis Database contains information on approximately 398,261 titles in accessible formats, including braille, large print, sound recording and electronic files." At the bottom left, there is a "Related Sites" section with links to "Accessible Media Producers Directory", "Publisher Contacts", "APH Tactile Graphics Image Library", "Fred's Head Blog", "NIMAC", "NLS Home", and "Hall of Fame for the Blindness Field". At the bottom right, there is a "Contact Louis staff" section with the phone number "800-223-1839, ext. 705", hours "8:00am - 4:30pm EST Monday-Friday", and a link "Email Louis staff". Below this is the APH logo and address: "2008 American Printing House for the Blind, Inc. 1839 Frankfort Avenue, Louisville, KY 40206 USA All Rights Reserved." At the bottom right of the page is the TEA logo, "Texas Education Agency".

Equal Access to Instructional Materials (continued)



- Texas adopts digital materials in exactly the same way we adopt print materials.
- All state-adopted digital materials are required to meet the technical standards of the Federal Rehabilitation Act, Section 508 and conform to the Web Content Accessibility Guidelines (WCAG) 2.0, Level AA.

Equal Access to Instructional Materials (continued)



- Moving forward, state-adopted materials must be reviewed by a knowledgeable third party to verify they meet these standards.
- Your district may want to have a similar requirement for materials it decides to purchase that are not state-adopted.

Additional Division Services

Educational Technology Initiatives and Resources



- Project Share
- Texas Gateway
- OnTRACK Lessons
- iTunes U
- Student Success Initiative
- Early Reading Instruments
- Write for Texas
- AIM Outreach
- OnRamps
- Open-Source Educational Resources
- E-Rate
- STaR Charts
- ePlans
- Long-Range Plan for Technology

Thursday, Feb. 4

10:30 a.m.

Room 11AB

Speaker: Kerry Ballast

Get information on the state's educational technology initiatives, including updates on Texas STaR Chart, technology planning, and the technology lending program. Also discover no-cost, online resources available for Texas teachers, students, and parents and a discussion of how districts can customize content to meet local needs.

Questions?

Contact Us



Kelly Callaway

Division Director,
Instructional Materials and Educational Technology

512-463-9601

kelly.callaway@tea.texas.gov

instructional.materials@tea.texas.gov