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2018-2019  
Mathematics Instructional Materials  
Call for Reviewers

Instructional Materials (IM) Adoption Process:

Florida's Next Generation Sunshine State Standards for Mathematics detail what students should know and be able to do as the result of a quality Mathematics program.

Call for Reviewers:

To evaluate the quality of instructional materials for use in district classrooms, the Florida Department of Education (the department) is seeking reviewers with content expertise and an in-depth understanding of the current Florida Standards. State standards detail what students should know and be able to do as the result of a quality educational program. Instructional materials shall be made available electronically to the state instructional materials reviewers, who shall complete an electronic evaluation of the items to assess whether the materials align to the Florida Standards.

The department received one hundred forty bids for K-12 Mathematics materials. The breakdown by subject areas is included below.

Elementary Mathematics: (K-5), bid as a series

- MATH Grade K
- MATH Grade 1
- MATH Grade 2
- MATH Grade 3
- MATH Grade 4
- MATH Grade 5

Middle Grades Mathematics (6-8)

- M/J Grade 6 MATH
- M/J Grade 6 MATH, ADVANCED
- M/J Grade 7 MATH
- M/J Grade 7 MATH, ADVANCED
- M/J Grade 8 PRE-ALGEBRA

### High School Mathematics (9-12)

- Algebra 1
- Algebra 1 Honors
- Algebra 2
- Algebra 2 Honors
- Algebra 1-A
- Algebra 1-B
- Intensive Mathematics
- Math College Readiness
- Pre-Calculus Honors
- Geometry
- Geometry Honors
- Advanced Topics in Math

### State Reviewer Qualifications:

State instructional materials reviewers will hold one or more of the following credentials in the field of Mathematics:

1. A master's degree or higher;
2. Educator Certification;
3. Substantial experience with evidence of Mathematics content expertise and student achievement; or
4. Recognition as a Mathematics content expert. Such recognition may include, but is not limited to, awards received, or publications related to the field of Mathematics.

### Stipend for Reviewers:

A stipend will be paid to all state instructional materials reviewers. In accordance with section 1006.29(1)(d), Florida Statutes, the department, as of July 1, 2014, may assess and collect fees from publishers participating in the instructional materials approval process. The monies so collected will be used to pay a stipend to state instructional materials reviewers.

Reviewers will receive a stipend of \$330 for each bid evaluated. All stipend checks will be mailed within 30 days upon the completion of the state adoption in its entirety. Evaluating instructional materials for the state adoption requires time and effort; it is an undertaking that is very important and will support our goal for all Florida students to receive a high-quality education that will prepare them to be active citizens, critical thinkers and lifelong learners.

### State Instructional Materials Reviewer Registration:

To register as a reviewer:

- Open the link <https://www.flimadoption.org/reviewer/Account/Login.aspx> and select the **Register** link.
- Select **State Instructional Materials Reviewer** under account type, and complete the required registration information page.
- Please be sure to retain your Login Name and Password; you will need to access the IM Review Portal upon your account being activated.
- All reviewer notifications for the review process will be sent via email; hence, please be sure to provide an accurate email address.

The information provided in your registration to be a state instructional materials reviewer should be a comprehensive profile of your qualifications to review a specific bid(s). Consider the following examples as a guide during the application process.

**Education -**

- (a) List each specific degree(s) conferred to you.
  - a. Master’s Degree in History (focus on Civil War) – Florida Atlantic University
  - b. Bachelor’s Degree in Elementary Education – University of West Florida

**Employment Experience -**

- (a) Include total experience related to the field education.
  - a. 11 years
- (b) Include total experience related to each bid interested in reviewing.
  - a. 3 years grade 1
  - b. 1 year grade 5
  - c. 5 years middle grades Unites States History
  - d. 2 years adjunct professor (U.S. History)

**Public Service Experience -**

- (a) Include public service experience related to Social Studies or instructional materials.
  - a. Participated in the last district-level textbook adoption for Civics

**Affiliations -**

- (a) Include affiliations related to the field of Social Studies or instructional materials.
  - a. 2010-2013 member of the Nation Council for the Social Studies
  - b. 2012-2015 member of ASCD

**Additional Information -**

- (a) Include information relevant to the State Reviewer Qualifications in this document.
  - a. 2005 School-level Teacher of the Year
  - b. 2010 District-level Social Studies Teacher of the Year
  - c. 2012-present Social Studies mentor
  - d. Member of the African-American History Task Force

Upon completing the registration, complete the State Affidavit, Stipend Justification Form and Online Substitute Form W-9 and mail to the department at the address below.

The State Affidavit and Stipend Justification Form are available to print at  
<http://www.fldoe.org/core/fileparse.php/5574/urlt/stateinstructionalrevieweraffidavit.pdf>  
[http://www.fldoe.org/core/fileparse.php/5574/urlt/Stipend\\_Justification\\_Form.pdf](http://www.fldoe.org/core/fileparse.php/5574/urlt/Stipend_Justification_Form.pdf)

The state affidavit must be signed, **notarized** and mailed to:

Florida Department of Education  
Bureau of Standards and Instructional Support  
325 West Gaines Street, Suite 432  
Tallahassee, FL 32399  
Attention: Instructional Materials – 2018-19 Adoption

### **State Affidavit:**

All state reviewers must be able to sign an affidavit attesting compliance with section 1006.30, Florida Statutes.

#### **1006.30 Affidavit of state instructional materials reviewers.—**

Before transacting any business, each state instructional materials reviewer shall make an affidavit, to be filed with the department, that:

- (1) The reviewer will faithfully discharge the duties imposed upon him or her.
- (2) The reviewer has no interest in any publishing or manufacturing organization that produces or sells instructional materials.
- (3) The reviewer is in no way connected with the distribution of the instructional materials.
- (4) The reviewer does not have any direct or indirect pecuniary interest in the business or profits of any person engaged in manufacturing, publishing, or selling instructional materials designed for use in the public schools.
- (5) The reviewer will not accept any emolument or promise of future reward of any kind from any publisher or manufacturer of instructional materials or his or her agent or anyone interested in, or intending to bias his or her judgment in any way in, the selection of any materials to be adopted.
- (6) The reviewer understands that it is unlawful to discuss matters relating to instructional materials submitted for adoption with any agent of a publisher or manufacturer of instructional materials, either directly or indirectly, except during the period when the publisher or manufacturer is providing a presentation for the reviewer during his or her review of the instructional materials submitted for adoption.

### **Next Steps:**

- If you are selected, you will be notified of account activation via email within 30 days. All reviewer notifications regarding the instructional materials review process will be sent via email; hence, please be sure to provide an accurate email address.
- Once your affidavit is received, your bid(s) will be assigned and an email will be sent to start your evaluation(s).
- An IM Training link and IM Online Reference Guide will be available on the Review Portal and must be reviewed *before* starting your evaluations.
- The entire evaluation process is conducted online, with the evaluation rubric and access to the samples available through the IM Review Portal.
- There is no required travel, and no hardcopy samples will be sent to you.

### **IM Reviewer Evaluation Training Materials:**

- Florida Online IM Review Training Presentation/Scoring Criteria Rating Descriptors
- 2018 Evaluation Quick Reference Guide

All training materials will be posted on the IM website under the Instructional Materials Evaluation section. You must read the Review Training Presentation and the Evaluation Quick Reference Guide.

The IM Review Training Presentation covers the evaluation policies, areas of review, rating scale and how to access, evaluate and use the online evaluation tool. The Evaluation Quick Reference Guide provides a quick tutorial of the IM Review Portal – how to access the materials for review, and review of the evaluation areas.

If you encounter any problems with the publisher's website etc., please contact our office immediately.  
Please do not contact the publisher!

Each bid must be completed within three weeks from the assignment date.

**IM Contact Information:**

Please contact Cathy Seeds at [Cathy.Seeds@fldoe.org](mailto:Cathy.Seeds@fldoe.org), 850-245-0903, Melissa C. Sykes [Melissa.Sykes@fldoe.org](mailto:Melissa.Sykes@fldoe.org), 850-245-5094, or the IM staff at [IMstaff@fldoe.org](mailto:IMstaff@fldoe.org), 850-245-0425, if you need additional information on the Florida IM Review process.

IM Website – <http://www.fldoe.org/academics/standards/instructional-materials/>

State Affidavit –

<http://www.fldoe.org/core/fileparse.php/5574/urlt/stateinstructionalrevieweraffidavit.pdf>

IM Review Portal – <https://app2.fldoe.org/BII/InstructMat/Evaluation/Account/Login.aspx>