

# Instructional Materials Allotment | Quick Reference Guide

**What is IMA?** Texas Legislation (Senate Bill 6, SB6) created an instructional materials allotment (IMA) for Local Education Agencies (LEAs)—districts and open-enrollment charter schools—for the purchase of instructional materials, technological equipment, and technology-related services. IMA replaces both the procurement process for textbooks and the former technology allotment. SB6 replaces the term *textbook* with the term *instructional material*. Instructional materials are defined as content addressing the Texas Essential Knowledge and Skills (TEKS) and include: books, supplementary materials, workbooks, computer software, digital media, digital courseware, and online services. LEAs must certify that instructional materials provided to students cover all elements of the TEKS other than physical education. With the implementation of IMA, districts are no longer restricted by the adoption lists generated by the State Board of Education (SBOE) and the Commissioner of Education. Instead, LEAs may use IMA funds to purchase materials that are not on either list. With this increased flexibility comes increased responsibility for districts to plan strategically and systemically during the decision-making process for selecting and procuring instructional materials with IMA funds.



**What is the legislative mandate for IMA?** A school district is entitled to an annual allotment from the state instructional materials fund for each student enrolled in the district on a date during the preceding school year specified by the Commissioner of Education, who shall determine, based on the amount of money available in the state instructional materials fund, the allotment per student each year. Money deposited in a school district's instructional materials account during each state fiscal biennium remains in the account and available for use by the district for the entire biennium. At the end of the biennium, a district with unused money in the district's account may carry forward any remaining balance to the next biennium. LEAs will be required to certify that the district has instructional materials that cover all elements of the essential knowledge and skills of the required curriculum, other than physical education, for each grade level, as required in the Texas Education Code (TEC), Section 28.002. LEAs must prioritize their instructional materials decisions to address the assessment and accountability requirements of the State of Texas Assessment of Academic Readiness (STAAR™) as well as the foundation curriculum subjects for which the essential knowledge and skills have been substantially revised. The legislation transfers ownership of instructional materials obtained through the IMA from the state to the LEA. Materials purchased with IMA funds can be disposed of if no longer needed and no longer under adoption. If materials are sold, all proceeds from the sale must be used to purchase instructional materials. Accessible instructional materials for the visually impaired (Braille, large type, and audio) are provided by the state and remain the property of the state. These materials are not part of the district's IMA.

## Who should participate as a member of the district's IMA Decision-Making Team?

Best practices for each LEA would be to form a collaborative team to collect and analyze data to determine district needs and make recommendations for purchases (TEC 29.253). The team should include a Leadership Team, a Fiscal Team, a Technology Team, and an Instructional Materials Team with at least the following representatives: business office staff, campus administrators, curriculum staff, district administrators, teachers, technology staff, and textbook coordinators.



**How do you narrow the focus for analyzing IMA needs?** Appropriate needs assessments not only ensure compliance with IMA funds usage but provide decision makers with

relevant and timely information to support programmatic success and efficiency. Three areas to consider include: reviewing student performance data to determine any gaps in order to provide the required resources; reviewing any upcoming changes in curriculum or statewide assessments; and existing/needed/desired materials.

### **What are guiding questions for district teams to consider?**

#### *Materials for Instruction:*

To what degree, do current district materials meet the state standards?

Will the compilation of instructional materials ordered address 100% of the state standards?

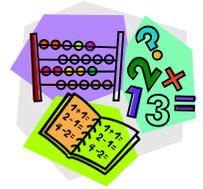
What grade level or program area gaps exist with the current instructional materials?

What instructional materials choices lend themselves to easy implementation?

Are support materials available for every student and classroom?

What are the related costs for professional development required to implement new instructional materials?

What future learning needs have been identified to consider when choosing instructional materials?



#### *Digital Tools:*

What tools are needed to implement state standards?

Does this digital tool support students and meet the needs of the digital generation?

What evidence/research supports the effectiveness of this tool in meeting student learning needs?

Will the district and campus infrastructure support this set of digital tools?

#### *Technology-Related Services:*

What services, equipment, supplies, or other related costs will this digital tool require?

Will a salary expenditure or contracted service be needed?

Will a capital outlay or equipment lease be required?

What online instruction is needed?



**How do LEAs access IMA funds?** Funds are requested through the Educational Materials System (EMAT) either by requisition (for instructional materials on the state list) or disbursement to districts (for instructional materials not on the list, technological equipment/digital tools, or technology-related services). LEAs are responsible for acquiring products and/or services directly from publishers/vendors for a disbursement. Additional information on ordering and utilizing the EMAT system is available through the TEA website.