

Summary of Updates to Instructional Resources Manual 17-18

Page	Update	Rationale for Update
Cover Page	Update to Superintendent, Board Members, and school year	This change reflects the newly elected superintendent and board members in addition to the new school year (17-18).
1	Vision/ Six Goals that Define the work.	The new vision and six goals the superintendent laid out and how the IR Team supports the work of the Clay County Schools. Removed the old vision, mission and beliefs that were established in 2007.
		Removed the Table of Contents from the old 87 page manual due to length and non-compatibility to new information.
2	Realignment of the IR Resources Rationale, Contact information for IR Team	Introduce the Guiding Principles of the IR Department and all contacts for the IR Team. Updated the contact information and the rationale for realignment of IR.
3-4	Statement of Purpose, Introduction, and Roles and Responsibility	Removed the old statement of purpose and updated with the need of an Instructional Resource Manual. Added links to all instructional resources, Library Media link, and the Curriculum Council Form.
5	Summary of Procedures for ordering instructional materials	Added a flowchart to determine how to place orders and what is required from the campuses to order materials. The old manual (pg. 6) just used a paragraph to explain the process and was not very clear. Removed pgs. 12 as well and incorporated them into a flowchart.
6-9	Instructional Materials defined and definitions within the IR sphere	Updated definitions from the statutes were included and additional information needed to understand the IR Process was defined.
9-12	Dual enrollment, AP, IB Programs have their own Adoption Cycles, Statutes, etc. This statement in the IR Manual addresses the IR Department's small role in those programs.	Dual Enrollment, AP, and IB are programs that needed additional information for the campuses to be able to function efficiently. Some of the old processes and policies were very outdated due to new articulation agreements. (old manual pgs. 7-9) Articulation agreements are handled through the Mr. wingate's office and are drafted yearly. Only the textbook purchases are handled through IR Department for Dual Enrollment. AP and IB are handled on the campuses.
		Omitted pgs. 12-13 in the old manual since they pertain to IT Use and that falls under the MIS Department. This is not a requirement of our manual.
13-14	Instructional Materials Adoptions	Updated state statutes are included along with the definitions of each level's responsibility in the adoption cycle. The old manual had referred to 2014 statutes. The new manual refers to 2017. (F.S. 1006.28, 1006.283, 1007.271, 1006.30).
14	Statutes regarding materials	Updated the new statutes from old. The old manual had referred to 2014 statutes. The new manual refers to 2017. (F.S. 1006.28, 1006.283, 1007.271, 1006.30).

		Omitted pgs. 14-15 in old manual since it addressed how publishers are to conduct business in Clay County. This is not needed since it is not a function of campuses to deal with vendors and publishers for instructional materials. This manual is for campuses to be aligned with practices and processes and all other information not required or needed was omitted.
15-17	Adoption Process in Clay County	The old manual only list a simplistic explanation as to how materials are adopted and did not allow for all stakeholders to participate. The new process for adoption in Clay is addressed. Removed from the old manual effective classroom materials pedagogy due to its opinionated basis and not based on statute requirements of the manual.
		Omitted pgs. 16-19 since it could be condensed into information on the new manual's pgs. 15-17.
18	Challenge Process for Clay County Schools	Due to HB 989 being signed into law on July 1, 2017, this flowchart was designed for all administrators and district personnel to be able to quickly see the steps in Challenging Instructional Materials.
19	Clay County Adoption Timeline	A quick reference flowchart was developed to keep everyone on task in the adoption of major curricula content areas.
		Condensed and omitted information on pgs. 20-35 due to redundancy in the old manual.
20	Funding, Inventory and Disposal Guidelines	Updated explanation of funding of the IR Categorical Allocation granted by the state. Inventory and Disposal Guidelines were condensed and made easier to follow and understand.
21	State Reporting	Updated responsibilities required to obtain IR Funds from the state and how reporting is done in the IR Department.
		Omitted pgs. 36-54 since it discussed each screen a bookkeeper or IMA would need to order materials. Also, it was screenshots of the Destiny Textbook Manager. This is the textbook inventory that has training yearly and it's on Operations Guide provided by the company.
		Omitted pages 55-82 since it is a cut and paste from the Florida State Statutes. Statutes needed were embedded within the section of the manual that pertained to them.
		Omitted pages 83-87 since it was a TERMS ordering explanation. Campuses will not need these since they will not be ordering textbooks. Also, TERMS will soon be replaced by Business Plus.