

HOUSTON ISD – PROCLAMATION 2022

PUBLISHER FAQ'S (UPDATED 11/10/2021)

<https://bit.ly/P22-HPE>

Q: Will the evaluation rubrics to be used by the teacher review teams be posted soon? (updated 11/10/2021)

A: Our goal is to have those rubrics posted no later than one week prior to the November 16 hearings. The evaluation rubric document was posted November 10.

Q: Do publishers need to sample their materials to committee members who aren't teaching the level addressed by those materials? (11/9/2021)

A: To facilitate a strong vertical alignment across grade levels and programs, HISD intends for all our teacher-reviewers (K-12) to participate in all the presentations on Tuesday, November 16, so we ask that all publishers provide, at a minimum, digital access to their materials for the duration of our adoption review process to every committee member. That would mean that the teacher-reviewers at our elementary schools would have online access to any of publishers' secondary materials submitted for review, and our secondary teachers would have online access to any of publishers' elementary materials submitted for review. Print materials for middle school health are only expected to be shared with our secondary teachers on the committee. However, publishers may share their print middle school health materials with the elementary teachers, too, if desired, but that's not expected or required.

Q: Do publishers need to send their meeting link now for November 16 or should they wait until they have received an official presentation time? (11/4/2021)

A: We had originally requested that meeting links be provided to HISD by November 2. However, we understand that publishers may wish to have an actual presentation schedule in hand prior to creating and/or sharing a link. We anticipate completing a presentation schedule by Tuesday, November 9, and would ask that publishers provide their meeting link to HISD within a day of receiving that schedule.

Q: Are the publisher presentations to the review committee members to be live or does HISD want them to be recorded? (11/4/2021)

A: We assume that publishers would want to present a live session to the review committee members to better accommodate questions and conversations, as appropriate. Of course, publishers are welcome to include recorded segments during their presentation. HISD would like publishers to record their sessions, if possible, and provide a link to the video file afterwards.

Q: Is there a schedule for the presentations? How much time is allowed for each presentation? If a publisher has materials for multiple grade levels and/or courses, will it be permitted to offer separate presentations for each set of materials? (11/4/2021)

A: We anticipate completing and posting a presentation schedule by Tuesday, November 9. Each publisher will be allotted the same amount of time (probably 50 to 55 minutes) to showcase their entire set of materials to the full committee. Publishers with materials for more than one grade or course will need to address all their materials during the *one* block of time allotted.

Q: Are publishers expected to respond in some way to the *Digital Content Standards and Expectations* document? What about the *District IT Requirements for RFP Submissions* form? Are publishers to complete and submit it? (11/4/2021)

A: These two documents are provided to share with publishers the district's expectations for all instructional materials and to illustrate the kind of information that we need to address during the integration and rostering of any digital resources we procure. No action is required at this point.

Q: Will the HISD digital component requirements be published on the HISD proclamation site? (updated 11/1/2021)

A: Yes. The documents will be posted as soon as they are received from HISD's IT and AIT departments. Because HISD is moving to a new LMS (Canvas) for school year 2022-2023, staff are confirming that statements in the documents apply to the new LMS, too. The documents were posted November 1.

Q: Do all publishers submitting HPE materials to HISD as part of Proclamation 2022 need to be HISD-approved vendors or does this stipulation just apply to publishers submitting off-list titles? (10/21/2021)

A: The requirement only applies to publishers submitting off-list (i.e., non-SBOE-adopted) materials. Vendors with SBOE-adopted materials do not need to be HISD-approved vendors for their materials to be considered for adoption by the district.

The district's official statement is: *HISD strongly prefers to adopt SBOE-adopted materials that are 100% TEKS conforming. However, the district will allow off-list publishers to present their materials for consideration ONLY IF –*

- *materials cover 100% of the TEKS for the grade(s) or course(s) addressed,*
- *the publisher can document TEKS coverage with an external, expert review, and*
- *the publisher is currently an HISD-approved vendor with a fully executed master service agreement in place.*

Q: Are the teacher review committees and central office staff evaluating HPE materials as part of Proclamation 2022 working separately from the district personnel evaluating proposals submitted by publishers as part of HISD's instructional materials RFP? (10/21/2021)

A: Yes, those two processes are separate. HISD's instructional materials adoption process is conducted in conjunction with the State of Texas' annual calls for instructional materials by specific content area. The State reviews the materials on behalf of Texas schools and executes its own contracts with each of the vendors having SBOE-adopted materials. The district's various RFP's are intended to qualify vendors offering products across a range of product categories for the district's purchasing catalog. If a district RFP addressing instructional materials as part of its scope is conducted at the same time as a district adoption of instructional materials, then district personnel would not be permitted to serve as reviewers on both projects simultaneously, nor could one evaluation team consult with or contact the other.

Q: When you ask publishers to provide a link by November 8 to their virtual presentation for the publisher hearings on November 16, you are only asking for the virtual meeting link and not the actual presentation itself, correct? (10/21/2021)

A: Yes, HISD just needs the link that our teacher reviewers and district staff will use to access your virtual presentation. Please send the link and any access details to mdorsey@houstonisd.org and rshelton@houstonisd.org.

ANSWERS TO ANY ADDITIONAL QUESTIONS WILL BE APPENDED TO THIS DOCUMENT
AND POSTED ON THE WEBPAGE ACCESSED VIA THE **HIGHLIGHTED LINK** ABOVE