

DIVISION OF LEARNING

Procedures for the Purchase of District & School "Non-Adopted" Materials Per 1006.28(2)(e)1,2

STEPS for Requesting School Board Approval

HB 1467 (2022 Legislative Session) amends s.1006.28 by adding section (e) Public participation. This section requires districts to provide access to all materials according to s.1006.283(2)(b)8.a.

Therefore, through HB 1467, *materials purchased by the district or a school

- requires online viewing access to materials by the public at least 20 calendar days before the school board. . .
- "takes any official action on such materials" (i.e. purchase) - HB 1467
- as a "separate line item on the agenda" (action, not consent) - HB 1467
- and provides "reasonable opportunity for public comment" - HB 1467
 - Citizens are welcome to speak on agenda items during the "Citizen Comment" time at the beginning of each Regular and Special School Board meeting. Citizen comment is also permitted at the end of the meetings for any item not on the agenda.

*These procedures **do not include** the 30 day petition window after the board takes action **nor are any hearings required** (the 30 day petition window and public hearing are processes used for instructional materials adoption and purchase within the *Florida Instructional Materials Adoption Schedule*).

Step 1:

- Complete the *MEMORANDUM for School Board Action Agenda Item - Request to Purchase Non-Adopted Materials*
 - If more than one material is requested for a school board meeting, a separate memorandum must be completed for each material.

Step 2:

- Contact the vendor and acquire link to materials (student editions only)

Step 3:

- Complete the *Link for 20 Calendar Day Public Online Viewing Access - Request Form*

Step 4:

- Via email, at least 30 days prior to the requested school board meeting, submit the following to Cheryl Edwards, Assistant Superintendent for Learning (Cc Greg Herlean, Director of Purchasing):
 - *MEMORANDUM for School Board Action Agenda Item – Request to Purchase Non-Adopted Materials*
 - *Link for 20 Calendar Day Public Online Viewing Access - Request Form*
 - Vendor quote, agreement, contract, etc

***Note: Refer to the 2022-2023 "Non-Adopted" Materials Request for School Board Approval *TIMELINE* for deadlines.

***Memo will be forwarded to Carmel Kisiday/Ashley Monier to confirm funding source and availability, as necessary.

***Quote, agreement, contract, etc. will be reviewed by Greg Herlean

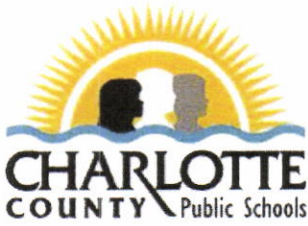
Step 5:

- Monitor the school board meeting agenda and action taken

Step 6:

- Upon school board approval to purchase, proceed with procurement process
 - Note: For school generated requests, it is the responsibility of the school to enter the PR after school board approval.

***Refer to the Division of Learning's "Non-Adopted Materials Approved for Purchasing" google spreadsheet for a current list of all school board approved materials. If a material you wish to purchase is already board approved, the steps described above do not have to occur (the PR can be immediately generated as funds allow).



MEMORANDUM for School Board Action Agenda Item
Request to Purchase "Non-Adopted" Materials
If more than one material is requested for a school board meeting, a separate memorandum must be completed for each material.

TO: School Board Members

FROM: Steve Dionisio, Superintendent
Cheryl Edwards, Assistant Superintendent for Learning
**Include District or School Official Name and Title Here*

DATE: **Reflects the date the memo is submitted*

SUBJECT: Non-adopted instructional materials purchase request

Agenda Item Details

Meeting

**Reflects the requested date for school board action. (i.e.: July 22, 2022 - Regular School Board Meeting)*

Category

ACTION AGENDA

Subject

**Identify the purchase (i.e.: Purchase of DBQ Online Materials)*

Access

Public

Type

Action

Recommended Action

**Describe the recommended action of the school board (i.e.: Approval to purchase DBQ Online Materials – renewal license)*

Public Content

The Division of Learning requests approval to purchase *restate subject line. Per s.1006.28(2)(e)1,2 F.S., public access to this material was provided online in accordance with s.1006.283(2)(b)8.a.

FUNDING SOURCE OF PURCHASE: _____

**Identify the funding source (Title 1, 2, 3, 4; ESSER; General; Internal; etc.)*

COST: _____