



Excellence in Education
The School Board of St. Lucie County
Office of Teaching and Learning
9461 Brandywine Lane
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May 10, 2023

Dear Publisher,

St. Lucie Public Schools has begun the instructional materials adoption process for **Creative Photography**. The course codes are listed in the table below.

Creative Photography	Creative Photography 1 – 0108310
	Creative Photography 2 – 0108320
	Creative Photography 3 - 0108330

This year's adoption process is being coordinated by Dr. Elizabeth Pruitt (Elizabeth.Pruitt@stlucieschools.org) who is serving as the facilitator of the instructional materials adoption. St. Lucie Public Schools is a closed district. During this process, please adhere to the following guidelines:

- Do NOT visit the schools or contact teachers via email, phone, or mail during our adoption process regarding the materials up for adoption.
- Committee members and teachers are not permitted to receive any items from the publishers. All items will be provided in an electronic or digital format per Section 1006.29(3)(b), Florida Statutes.

ENTRY REQUIREMENTS

Each publisher intending to participate must submit required documentation to Dr. Elizabeth Pruitt by **Monday, May 22, 2023, by 5:00pm**. Late submissions will not be included in the review process.

- Publishers must submit the following required documentation:
 - SSO/Digital Content Requirements ([Attached Document](#))
 - Access Details URLs – links and credentials to access all digital content (student, teacher) being presented, as well as all Public Access links per Section 1006.29(1)(b), Florida Statutes. These links must be accessible until August 2023.
 - Correlation to State Standards.
 - Implementation and Training Plan – the plan needs to thoroughly define the publisher's terms for offering professional development, including the number of sessions offered per year sustained over the adoption cycle and the formats offered for the PD.
 - Evaluation Rubric with publisher notes ([Attached Document](#)).
 - Statement attesting that the materials omit the indicators of special topics ([Attached Document](#)).
 - An itemized materials product list ([Excel File Attached Document](#)).
 - Details of each component included in all bundles (including student editions, teacher editions, workbooks, teaching guides, literature libraries, leveled readers, etc.)

- Spreadsheet includes:
 - Title of component
 - Course number
 - ISBN of each component (both 10 and 13 digits where applicable)
 - Replacement prices for each component (must match FSBD catalog prices)
 - Implementation Details (please include information that will help the reviewers understand the intent of the component)
 - Is the component print? (yes/no)
 - Is the component replenished annually as a consumable? (yes/no)
 - Is the component readily available online in the digital platform? (yes/no)
 - Student bundle pricing options for 5 years
- If available, print versions of the materials being reviewed should be mailed to Dr. Elizabeth Pruitt at the address indicated on this letter.

SELECTION CRITERIA

The instructional materials received in response to this request will be evaluated and ranked, in accordance with the process and evaluation criteria contained below, by the evaluation committee. Responses will be evaluated in light of the material and substantiating evidence presented in the response and not on the basis of what is inferred. Each evaluation committee member shall conduct his or her independent evaluation of the submissions received and score the responses on their merit in accordance with the evaluation criteria set forth in the following table. Each evaluation committee member will review all products submitted for their respective course(s). Point assignments for each evaluation criterion will be at the discretion of each Evaluation Committee member. Point assignments in each of the evaluation criteria will be totaled and then divided by the number of committee members for the average score for each criteria. The average score for each criteria will be added together for a total score, not to exceed the total points listed below.

Criteria	Maximum Points
Content	52
Presentation	24
Learning	32
Total	108

MATERIALS | SERVICES FOR AWARDED PUBLISHERS

The awarded publisher will provide the following materials and services for St. Lucie Public Schools:

- initial, follow-up, and content-specific training to Creative Photography teachers, leaders, instructional coaches and administrative personnel for the life of the adoption on print and digital resources;
- all adopted products will be available to purchase through the Florida School Book Depository (FSBD) for the duration of the adoption cycle and have the option to ship through the FSBD;
- access to online materials prior by August 1 to ensure teachers can plan if shipments are delayed;
- digital and print product purchasing options (wherever available) for all K-12 students materials to accommodate IEP/504 plans;
- notification to SLPS in a proactive manner when updates/changes are made to the product or online environment;

TIMELINE

The SLPS timeline for the **social studies** instructional materials adoption is outlined below.

Milestone	Dates	Notes
Publisher: SLPS delivers expectations and guidelines to the publishers including the requirements for participation.	May 10, 2023	<ul style="list-style-type: none">Digitally provided with publisher letter through email
Publisher: Thorough submittal of ALL requirements to Elizabeth Pruitt. Incomplete or inadequate entries will not be considered.	May 22, 2023	<ul style="list-style-type: none">Publishers send materials to Dr. Elizabeth Pruitt.
SLPS Review	May 22 – June 2, 2023	<ul style="list-style-type: none">Includes review of SSO/Digital Requirements and Special Topics by district personnel.
Public Review Online	May 23 – June 13, 2023	<ul style="list-style-type: none">SLPS will post access to the student resources for parents and community members starting May 23rd
Public Review Committee Meeting	May 30, 2023	<ul style="list-style-type: none">SLPS review meeting will take place in the St. Lucie Public School Board Room and will be open to the public.
SLPS: Notify all parties concerning the final decision	TBD	<ul style="list-style-type: none">Announcement will be made through St. Lucie Public School Board Documents.

*Timeline is subject to change based on state approval of instructional materials.

Sincerely,



Dr. Elizabeth Pruitt
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