



## **POLICY 8.122**

**4-A** I recommend that the Board adopt the proposed revised Policy 8.122, entitled "Textbooks and Related Instructional Materials."

[Contact: Meezie Pierce, PX 45114.]

### **Adoption**

### **CONSENT ITEM**

- The Board approved development of this revised Policy at the development reading on February 4, 2009.
- Pursuant to the Board's request at the February 4, 2009 meeting, language was added to lines 70 and 75 to allow the District to maintain allocation flexibility.
- The proposed revision modifies current policy provisions concerning District Materials Adoption Committees and their organizational makeup.
- It also sets forth the materials selection and adoption procedures.
- The revision updates the requisition and allocation practices for instructional materials in compliance with Florida Statutes.
- These changes will replace Directive 8.123.

POLICY 8.122

TEXTBOOKS AND RELATED INSTRUCTIONAL MATERIALS

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2  
3 1. **Adequate Instructional Materials.**-- The School Board will provide adequate  
4 textbooks and other instructional materials in accordance with State law and State  
5 Board of Educational Rules. Instructional materials, as defined by Fla. Stat. §  
6 1006.29(4), are "items having intellectual content that by design serve as a major  
7 tool for assisting in the instruction of a subject or course. These items may be  
8 available in bound, unbound, kit, or package form and may consist of hard backed  
9 or soft backed textbooks, consumables, learning laboratories, manipulatives,  
10 electronic media, and computer courseware or software. The term does not include  
11 electronic or computer hardware even if such hardware is bundled with software or  
12 other electronic media, nor does it include equipment or supplies."

13 a. As stated in Fla. Stat. § 1006.28(1), "The term 'adequate instructional  
14 materials' means a sufficient number of textbooks or sets of materials serving  
15 as the basis for instruction for each student in the **core** courses of  
16 mathematics, language arts, social studies, science, reading, and literature,  
17 except for instruction for which the school advisory council approves the use of  
18 a program that does not include a textbook as a major tool of instruction."

19 b. Pursuant to Fla. Stat. § 1006.37 (1), the Superintendent or designee shall  
20 requisition State adopted instructional materials from the depository of the  
21 publisher with whom a State contract has been made. The Superintendent or  
22 designee shall "requisition current instructional materials to provide each  
23 student with a textbook or other materials as a major tool of instruction in **core**  
24 courses of the subject areas specified in [Fla. Stat.] §1006.40(2). These  
25 materials must be requisitioned within the first 2 years after the adoption cycle,  
26 except for materials related to growth of student membership or instructional  
27 materials maintenance needs", but this requirement may be waived as  
28 provided by State law.

29 ~~The Superintendent or Board may determine when to waive the requirement of~~  
30 ~~providing a textbook and/or other instructional material to each student in non-~~  
31 ~~core courses. In cases where the Superintendent makes the determination to~~  
32 ~~waive the requirement, the Board shall be informed at the next Board meeting.~~

33 c. Any decision by a school to use class sets or not to issue textbooks or other  
34 instructional materials that are provided by the District on a one-per-student  
35 basis shall be communicated to parents and area superintendents. In all  
36 instances, ~~District curricular staff and school staff shall ensure that students~~  
37 ~~have adequate materials for both in-class study and homework arrangements~~  
38 assignments.

39 d. Instructional materials used in non-core courses may be purchased as class  
40 sets if the materials are intended to be used as reference materials for in-class  
41 use.

42 2. **Allocation.**-- The annual allocation and expenditure of State funds for textbooks  
43 and the annual purchase of State adopted or non-State adopted materials shall be  
44 in accordance with Chapter 1006, Part I.F, Florida Statutes, and applicable State  
45 Board of Education Rules.

46 a. Use of State Instructional Materials Allocation.-- Absent a waiver from the  
47 DOE or any applicable exemption under charter district status, only up to fifty  
48 percent (50%) of the State allocation for textbooks may be used for the  
49 purchase of instructional materials (including library and reference books and  
50 non-print materials) not on the State-adopted list and for repair and renovation  
51 of textbooks and library books, pursuant to Fla. Stat. § 1006.40(3)(b).

52 b. As stated in Fla. Stat. § 1006.40(3)(c), the District may use up to 100 percent  
53 of that portion of the annual allocation designated for the purchase of  
54 instructional materials for kindergarten, and 75 percent of that portion  
55 designated for the purchase of instructional materials for first grade, to  
56 purchase materials not on the State-adopted list. Any portion of State  
57 allocated funds for textbooks not expended for textbooks or not otherwise  
58 designated by legislative authority for library/media materials shall may be  
59 expended on library and reference books and for the repair and renovation of  
60 textbooks and library books. ~~However, of the amount not otherwise earmarked~~  
61 ~~for library/media materials or for book repair, expenditures may be made for~~  
62 ~~non-state adopted materials with the approval of the Superintendent or~~  
63 ~~designee, pursuant to established procedures issued annually by bulletin.~~

64 ~~Pursuant to procedures issued by bulletin annually, school centers and other~~  
65 ~~appropriate textbook users may requisition textbooks and ancillary~~  
66 ~~instructional materials prior to June 30 in accordance with prevailing statutory~~  
67 ~~law and State Board rules. Any request from a school center for use of the~~  
68 ~~state or local District allocation must be in accordance with state law and this~~  
69 ~~Policy.~~

70 c. To the extent required by Fla. Stat. §1006.40 (7), in any year in which the total  
71 instructional materials allocation for the District, including the portion  
72 designated for library media materials and science laboratory supplies, has not  
73 been expended or obligated prior to June 30, the School Board shall carry  
74 forward the unobligated amount and shall add it to the next year's allocation,  
75 but the District maintains flexibility with this provision if allowed by statute.

76 d. Pursuant to Fla. Stat. §1006.40 (6), the District may issue purchase orders for  
77 instructional materials needed for the next school year subsequent to February

78 1 in an aggregate amount which does not exceed 20 percent of the current  
79 year's allocation, and subsequent to April 1 in an aggregate amount which  
80 does not exceed 90 percent of the current year's allocation, for the purpose of  
81 expediting the delivery of materials to be paid for from the ensuing year's  
82 allocation.

- 83 e. A portion of the State instructional materials allocation will be distributed by the  
84 Accounting Services Department to charter schools based on each school's  
85 unweighted FTE count. The allocation is to be used for the purchase of  
86 instructional materials and library materials that each charter school selects to  
87 best meet the curricular needs of its students and teachers.

- 88 3. **Selection, Adoption and Continued Use of Instructional Materials.--**  
89 Instructional Materials selected for specific courses and grade levels as part of the  
90 District's curriculum shall have been reviewed by a School or District Instructional  
91 Materials Committee and approved by appropriate instructional personnel.  
92 Committees shall reflect prevailing appropriate state guidelines. The Board  
93 believes that the selection of instructional materials is within its jurisdiction in  
94 accordance with Fla. Stat. §1006.28 and pursuant to relevant statutes and  
95 constitutional law. The Superintendent, through his/her designee, is required to  
96 provide for an evaluation of any instructional materials to be requisitioned that have  
97 not been used previously in the District's schools. The procedures outlined in this  
98 policy shall be used to evaluate and recommend instructional materials that are to  
99 be considered for District adoption, subject to administrative review as stated in this  
100 policy.

- 101 a. Composition of District Instructional Materials Adoption Committees

- 102 i. The District will create instructional materials adoption committees based  
103 on subjects being reviewed annually. Committees must have a minimum  
104 of three members, but may have as many additional members as the  
105 Superintendent or designee appoints. District committees will generally,  
106 except as stated below, consist of six to twelve members. A member of a  
107 State adoption committee may not serve on the District committee.  
108 Teacher members must be certified in and teaching in the subject area  
109 being reviewed.

- 110 ii. Elementary core subject adoption committees will be comprised of up to  
111 24 voting members. Secondary adoption committees will be comprised of  
112 between three and twelve members. At least two-thirds of each District  
113 committee must be composed of teachers who are currently teaching and  
114 are certified to teach in the area(s) or subject(s) and appropriate grade  
115 levels being reviewed. District or area subject specialists or resource  
116 teachers and lay members make up the remaining third of the voting  
117 committee membership.

- 118           iii. Community representation on District adoption committees is  
119 encouraged. Lay citizens are Palm Beach County residents who are not  
120 professionally connected with education, such as professional or  
121 educational consultants. Lay citizens selected to serve on adoption  
122 committees may be any resident of Palm Beach County, or adult student  
123 or parent of a child attending public school in Palm Beach County or  
124 School Advisory Council members.
- 125           iv. Area and/or District curricular staff members who have taught in the  
126 subject area being reviewed may serve as facilitators on District adoption  
127 committees to provide subject matter expertise and communicate the  
128 district's curricular vision and goals to committee members. They may  
129 assist in the review process and the correlation of publisher submissions  
130 with course and subject instructional objectives. Representatives from  
131 the Exceptional Student Education Department, the Multicultural  
132 Education Department, and the Educational Technology Department, or  
133 other appropriate District departments may also serve as facilitators on  
134 District adoption committees.
- 135           v. Teacher, specialist and lay citizen committee members will be appointed  
136 from nominations submitted by principals and/or District curricular staff.  
137 Nominations must be submitted on a completed School District of Palm  
138 Beach County form entitled "Teacher or Layperson Nomination for  
139 Instructional Materials Adoption Committee" (PBSD 2181). A copy of the  
140 form is available on the District's Records Management Department's  
141 web page currently located at  
142 <http://www.palmbeach.k12.fl.us/Records/PDF/2181.pdf> and in the  
143 District's Instructional Materials Department. The form is incorporated  
144 herein by reference as part of this policy.
- 145           vi. The membership of each committee should reflect the broad racial,  
146 ethnic, socioeconomic and cultural diversity of the District including a  
147 balanced representation from the various geographic regions and be  
148 representative of students of diverse learning styles and ability levels.  
149 School representation will be rotated with each adoption.
- 150       b. District Adoption Procedures:
- 151           i. The District adoption cycle for instructional materials shall coincide with  
152 the State cycle except where a separate District adoption is deemed  
153 necessary. Adopted materials shall be used during the adoption cycle  
154 until physically unsuitable, ~~or~~ until replaced with newly-adopted materials,  
155 or until the course is no longer offered.
- 156           ii. The District review will focus on evaluating materials that are submitted

157 by publishers for State adoption or other materials available at the time  
158 from appropriate publishers with a goal of recommending the most  
159 suitable materials for District adoption in Palm Beach County.

160 iii. In the selection of instructional materials to be used in the District, the  
161 standards used to determine the propriety of the materials shall include:  
162 age appropriateness, educational purpose to be served by the materials,  
163 degree to which the materials encompass the State and District school  
164 board performance standards provided for in Fla. Stat. § 1001.03(1), the  
165 inclusion of instructional objectives contained within the curriculum  
166 frameworks by the State Board of Education, the degree to which the  
167 materials would be supplemented and explained by mature classroom  
168 instruction, and a consideration of the broad racial, ethnic,  
169 socioeconomic, and cultural diversity of the students of the District. No  
170 book or materials that contain hard-core pornography or are otherwise  
171 prohibited by Fla. Stat. §§ 847.012 and/or 847.0133 shall be  
172 recommended for use in District schools.

173 iv. For District-wide adoptions in core subject areas, some teachers who  
174 teach that subject at the appropriate grade level and who are not on the  
175 District committee will be afforded opportunities to voluntarily review  
176 samples of the top two or three rated publishers' programs and give input  
177 to the District committee unless only one (1) submission is deemed  
178 acceptable by the District committee. Teachers' comments from the  
179 review opportunities will be presented to the District committee and will be  
180 weighed by the committee as a factor in its final decision-making process.

181 v. District committees will be convened for the initial review of publisher's  
182 submissions during the summer months whenever possible.  
183 Reconvening committees will meet for one to two days during the fall to  
184 make final recommendations to administration.

185 vi. Each member of any District instructional materials adoption committee  
186 must sign an affidavit declaring no conflict of interest before transacting  
187 the business of the committee. A copy of the form for the affidavit (PBSD  
188 2290) may be found on the District's Division of Curriculum, Department  
189 of Instructional Material's web page currently at:  
190 <http://www.palmbeach.k12.fl.us/instructionalmaterialsdept/adoptions.htm>  
191 (under Affidavit) ,and on the District's Records Management  
192 Department's web page currently at:  
193 <http://www.palmbeach.k12.fl.us/Records/PDF/2290.pdf>, and is  
194 incorporated herein by reference as part of this policy.

195 vii. Members of any District instructional materials adoption committee will  
196 receive instructions that they are prohibited from accepting gifts, money,

197 emoluments, or other valuables which shall directly or indirectly influence  
198 the adoption or purchase of any instructional materials. These  
199 prohibitions apply to committee members. Committee members shall  
200 conduct themselves in the best interest of students in support of the  
201 district's mission statement.

202 viii. Each District adoption committee member will receive instruction and  
203 training in the evaluation techniques to be used, characteristics of  
204 effective instructional materials and the skills necessary to make valid,  
205 culturally sensitive, and objective decisions regarding the content and  
206 rigor of instructional materials. In addition to conducting Topic  
207 Comparisons, Horizontal Traces, and Vertical Traces where appropriate,  
208 the review process will include scrutiny of each program's correlation to  
209 the Sunshine State Standards or subsequent Standards adopted by the  
210 State Board of Education and the assessments that are based on the  
211 standards.

212 ix. District committee meetings will be open to the public. Public notification  
213 of adoption committee meeting dates and times will provided to the Public  
214 Affairs Office.

215 x. The District prohibits the publishers, manufacturers, or representatives of  
216 instructional materials submitted for District adoption from communicating  
217 directly with voting members during the process of the review and during  
218 the time teachers are reviewing materials. All contact must be made  
219 through the District instructional materials specialist. Publishers should  
220 not be denied answers to questions and should be advised of the  
221 procedures and all related information. If a committee elects to have  
222 publisher presentations, every publisher submitting materials for  
223 consideration in that specific subject area will be provided an equal  
224 opportunity to present in the same amount of time provided to any and all  
225 other publishers. Committee members are prohibited from discussing  
226 matters relating to the instructional materials submitted for adoption with  
227 agents or representatives of a publisher either directly or indirectly except  
228 during committee meetings where presentations are made. Publishers  
229 are expected to abide by the *Notification to Publishers or Manufacturers*  
230 *of Instructional Materials* for guidelines governing District adoptions. A  
231 copy of the *Notice* is available on the District's Division of Curriculum,  
232 Department of Instructional Material's web page currently at:  
233 <http://www.palmbeach.k12.fl.us/instructionalmaterialsdept/documents/NO>  
234 [TIFICATION%20TO%20PUBLISHERS.pdf](http://www.palmbeach.k12.fl.us/instructionalmaterialsdept/documents/NOTIFICATION%20TO%20PUBLISHERS.pdf) and the Notice is attached  
235 herein by reference as part of this policy.

236 xi. Materials submitted for possible adoption will be evaluated fairly by  
237 committee members using pre-established criteria and the same

238 evaluation instrument. Publishers will be given written notification of any  
239 special conditions for participation in the District's adoption process as  
240 determined by Curriculum Division staff.

241 xii. Interim reviews may be conducted as necessary and are arranged by the  
242 District instructional materials specialist.

243 xiii. For committees meeting outside of teacher contract hours, teachers shall  
244 be paid at the appropriate hourly rate. For committees meetings during  
245 teacher contract hours, the District will provide funding for substitute  
246 teachers. Lay members will serve on a volunteer basis.

247 xiv. The Committees may make recommendations for District adoption. All  
248 committee recommendations must be reviewed by appropriate District  
249 administrative staff who will review the appropriateness of the materials to  
250 ensure that they meet District curricular objectives. Subsequent to District  
251 administrative review and approval, the final District committee  
252 recommendations, along with any citizen comments, will be forwarded by  
253 the Assistant Superintendent for Curriculum to the Superintendent for  
254 review and approval based on findings of the appropriateness of the  
255 materials. If approved by the Superintendent, the recommendations are  
256 submitted to the School Board for final approval and adoption.

257 xv. Any request from a school center to use textbooks or other related  
258 instructional materials as part of the curriculum and which are not District  
259 adopted, per se, must be approved by the Superintendent or designee  
260 based on the appropriateness of the materials to meet District curricular  
261 objectives. Any request for funding of such materials must be approved  
262 by the Superintendent or designee. ~~Specific procedures and authorization~~  
263 ~~will be issued annually.~~

264 c. **Inventories.**-- Annual textbook inventories of District-adopted instructional  
265 materials shall be issued to schools and appropriate departments which  
266 posted on the District's web page currently located at:  
267 <http://www.palmbeach.k12.fl.us/online-reporting>. The online inventory report  
268 shall serve as:

269 i. the official District adoption listing of materials used in the District's  
270 curriculum;

271 ii. the inventory/summary of all curricular instructional materials for which a  
272 school center/department is responsible; and

273 iii. a guide for determining the following school year's needs as provided by  
274 instructions/procedures issued annually.



275 4. **Disposal.**-- The District ~~Textbook Depository~~ Instructional Materials Department  
276 shall arrange for the ~~exchange of books among the various Districts in accordance~~  
277 ~~with state law or rule and shall maintain a public lending or "give-away" program for~~  
278 disposal of obsolete or physically unsuitable materials or those no longer on State  
279 contract, as stated in Fla. Stat. § 1006.41, and no longer on the District's local  
280 adoption list or otherwise still officially in use in the District, as follows:

281 a. Giving or lending the materials to other public education programs within the  
282 District or State, to Charter schools in the District or State, to the teachers to  
283 use in developing supplementary teaching materials, to students or others  
284 (including the general public or foreign countries), or to any charitable  
285 organization, governmental agency, home education students, private school,  
286 or State; or

287 b. Selling the materials to used book dealers, recycling plants, pulp mills, or other  
288 persons, firms, or corporations upon such terms as are most economically  
289 advantageous to the District School Board.

290 c. Pursuant to Fla. Stat. § 1006.41(3), all monies received by reason of sale,  
291 exchange or other disposition of instructional materials shall be deposited in  
292 the District school fund and added to the District appropriation for instructional  
293 materials.

294 d. In the event that any instructional materials cannot be disposed of as provided  
295 in subsections (a) or (b), the materials may be destroyed, using any  
296 reasonable and safe method.

297 5. This policy will be periodically revised as necessary to keep it current with the State  
298 law and rules which it supplements, although appropriate staff should be familiar  
299 with Fla. Stat. Ch. 1006, Part I.F, as this Policy is not intended to reproduce all the  
300 details set forth in the law. The Superintendent may also issue bulletins ~~to inform~~  
301 ~~personnel of detailed internal procedures and new developments from the DOE~~  
302 ~~related to the subject of this Policy.~~ consistent with the standards of this policy.

303 STATUTORY AUTHORITY: Fla. Stat. §§ 1001.32(2); 1001.41(2); 1001.42 (22)

304 LAWS IMPLEMENTED: Fla. Stat. §§ 1001.32(2); 1006.28; 1006.29; 1006.37; 1006.40;  
305 1006.41

306 HISTORY: 12/9/86; 11/17/99; 3/24/03; \_\_/\_\_/09

Legal Signoff:

The Legal Department has reviewed proposed Policy 8.122 and finds it legally sufficient for development by the Board.

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Attorney

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Date

## SCHOOL DISTRICT OF PALM BEACH COUNTY, FLORIDA

### Notification to Publishers or Manufacturers of Instructional Materials

The following standards govern district instructional materials adoptions in Palm Beach District Schools:

1. Publishers or manufacturers of instructional materials who have submitted, or plan to submit within 18 months, instructional materials within a specific content area for consideration in the adoption process in the State of Florida or Palm Beach District Schools, **may not**:
  - a. directly contact any teacher(s), including department heads, in regard to their materials until after the School District of Palm Beach County makes its own official district adoption. (NOTE: The adoption becomes official only after it has been voted on by The School Board of Palm Beach County, Florida.);
  - b. host dinners, retreats or parties of any kind for any teacher(s) or administrator(s) in Palm Beach District Schools to showcase their materials being considered for adoption, other than showcases that are required by the District and scheduled to take place on School District property with the option of refreshments being arranged through the Palm Beach District Schools Food Service Department, and limited to a cost of no more than \$5.00 per person;
  - c. offer gifts, gift certificates or other enticements (such as "freebies") to any teacher(s) or administrator(s) (or their schools) who attend an event such as is described in **b.** above.

**(The provisions in section 1 a., b., and c. would not prohibit teachers or administrators from participating in meetings of professional organizations where vendors may be a sponsor.)**

2. All communication with schools, whether written or oral, regarding an adoption in Palm Beach District Schools must be handled through the Assistant Superintendent for Curriculum, or designee.
3. Blanket sampling of schools prior to district adoption of materials is prohibited. Arrangements for distribution to schools of evaluation copies of materials recommended for teacher review and voting must be handled through the Assistant Superintendent for Curriculum and Learning Support or designee.
4. Pilot programs of materials being considered for adoption during or outside the 18 months prior to their official adoption date of April 1st of the adoption year, are prohibited unless written authority is given by the Superintendent of Schools.
5. No member of the Palm Beach School District Instructional Materials Adoption Committees may discuss matters relating to instructional materials submitted for adoption with any agent of a publisher or manufacturer of instructional materials, either directly or indirectly, except during the period when the committee shall have been called into session for the purpose of evaluating instructional materials submitted for adoption OR in a public presentation showcasing the materials as described in number 1.b. above. Such discussions shall be limited to official meetings of the committee or in a public presentation (on Palm Beach District Schools' property) showcasing the materials as described in number 1.b. above.

6. During the process of selection of any instructional materials, teachers and administrators in the district shall be governed by the law concerning ethics applicable to their position, including but not limited to the "Code of Ethics for Public Employees - Instructional Materials" within Florida Statutes Section 112.313.

No further notification will be sent to publishers; however, any agent of a publisher or manufacturer of instructional materials found in violation of these rules for the adoption process in Palm Beach District Schools may have their materials immediately disqualified from further consideration, absent extenuating circumstances.



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Teacher or Layperson Nomination for  
 Instructional Materials Adoption Committee**

The purpose of this form is to provide a school principal/designee the opportunity to nominate a teacher or layperson to the District Instructional Materials Adoption Committee. This recommendation form is to be completed by the principal/designee (named below). Fax completed recommendation to 684-5107 (PX 45107) or email to William Purtell, Instructional Materials Coordinator at [purtellb@palmbeach.k12.fl.us](mailto:purtellb@palmbeach.k12.fl.us).

School Type (*check one only*)     High School     Middle School     Elementary

SCHOOL	PRINCIPAL/DESIGNEE
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Nominee Type (*check one only*)     Teacher     Layperson

NAME	DAYTIME TELEPHONE (    )    -	HOME TELEPHONE (    )    -
ADDRESS ( <i>street, city, zip code</i> )		
ADOPTION SUBJECT ( <i>EX: Foreign Language, Math, Science, etc.</i> )	E-MAIL ADDRESS	

**TEACHER EXPERIENCE AND QUALIFICATIONS (teacher nominees only)**

If you are nominating a teacher to serve for more than one course/grade level because he/she has experience teaching multiple courses under consideration, rank them in order of preference with 1 being the highest.

Preference #	Course/Grade Level	Preference #	Course/Grade Level

Number of years of teaching experience \_\_\_\_\_

Courses/grade levels taught \_\_\_\_\_

Past/Current teaching assignment \_\_\_\_\_

Related Professional Qualifications (if any): \_\_\_\_\_

Other qualifications \_\_\_\_\_

**LAYPERSON EXPERIENCE AND QUALIFICATIONS (layperson nominees only)**

Is the layperson available for all required dates?     Yes     No

Which of the following categories applies to this layperson? (check all that apply)

- SAC Member     Parent     PTA     Business Partner     Volunteer

Has this layperson ever worked for the School District of Palm Beach County?     Yes     No

Does this layperson write, publish, or sell educational materials, or are they related to anyone who works for a publishing company?     Yes     No

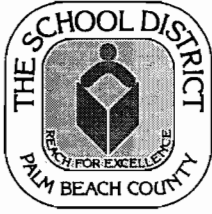
Has this person ever had an opportunity to represent the general public during a materials adoption?     Yes     No

Comments

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THE SCHOOL DISTRICT OF PALM BEACH COUNTY

## Instructional Materials Committee Member Affidavit

SCHOOL \_\_\_\_\_

SUBJECT AREA COMMITTEE \_\_\_\_\_

MEMBER'S CLASSIFICATION (Check Appropriate Box)

Classroom Teacher       Supervisor of Teachers       School Board Member       Lay Citizen

I hereby swear or affirm:

- that I will faithfully discharge the duties imposed upon me as a member of the District Instructional Materials Committee;
- that I have no interest and that, while a member of the Committee, I will assume no interest as author, as associate author, as publisher, or as representative of a publisher or manufacturer of any instructional materials;
- that I am in no way connected with the distribution of such materials;
- that I am not pecuniarily interested and that, while a member of the Committee, I will assume no pecuniary interest directly or indirectly in the business or profits of any person, firm, or corporation engaged in manufacturing, publishing or selling instructional materials designed for use in classroom teaching;
- that I will not accept any emolument or promise of future reward of any kind from any publisher or manufacturer of instructional materials, his agent, or anyone interested in or intending to bias my judgment in any way in the selection of instructional materials to be adopted.

Under penalties of perjury, I declare that I have read the foregoing affidavit and that the facts stated in it are true.

\_\_\_\_\_  
Signature of Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Member's Printed Name