



**Oklahoma State
Textbook
Committee**

Chair
STATE SUPERINTENDENT
RYAN WALTERS
Oklahoma State Department of
Education

Chair DESIGNEE
KENDRA WESSON
Oklahoma State Department of
Education: Board Member

Vice-Chair
KATHRYN SZALLAR
Congressional District 5

MEMBERS
OLIVIA EHLE
Congressional District 1

JAY ROTERT
Congressional District 1

KATHRYN YARBROUGH
Congressional District 2

JESSICA LYNN THOMPSON
Congressional District 2

SONYA COVALT
Congressional District 3

HOLLY HELM
Congressional District 3

TERRY BRANDENBURG
Congressional District 4

ALLISON KIDNEY
Congressional District 5

TERESA GERBER
At-Large

MELISSA PEARCE
At-Large

ANGELA KWOK
Secretary

STATE TEXTBOOK COMMITTEE (STC)

Regular Meeting
Oklahoma State Department of Education
2500 North Lincoln Boulevard; State Board Room, Suite 1-20
Oklahoma City, Oklahoma 73105

ORIENTATION and ORGANIZATION MEETING AGENDA
June 2, 2023 at 10:00 a.m.

1. Call to Order – Kendra Wesson, State Textbook Chair DESIGNEE
2. Pledge of Allegiance, Salute to the Oklahoma State Flag, and Prayer (*I salute the flag of the State of Oklahoma. Its symbols of peace unite all people*).
3. Roll call and determination of quorum – Shanda Finnell, Oklahoma State Department of Education
4. Welcome! Oath of office- New Appointees –Kendra Wesson, DESIGNEE
Terry Brandenburg Holly Helm
Allison Kidney Jay Rotert
Jessica Thompson
5. ACTION ITEM: Discussion and possible action on minutes of the February 3, 2023 State Textbook Committee regular meeting. [OAR 720:1-1-4](#).
6. State Textbook Committee: Overview and Purpose Presentation- Bryan Cleveland, Oklahoma State Department of Education, General Counsel
7. Open Meeting Act Overview and Ethics Presentation- Bryan Cleveland, Oklahoma State Department of Education, General Counsel- **25 O.S. § 301-314**.
8. ACTION ITEM: Discussion and decision of relocating OSDE 2022 sample products of secondary English Language Arts and World Languages. [OAR 720:10-3-5](#). Angela Kwok, Oklahoma State Department of Education.
9. ACTION ITEM: Review Out of Cycle: Health/Physical Education products received from vendor(s) as an “Out of Cycle” review with a “generic” rubric -or- request publisher to submit materials with the 2026 textbook cycle.- Angela Kwok, Oklahoma State Department of Education.
10. ACTION ITEM: Review Out of Cycle: World Languages products received from vendor(s) as an “Out of Cycle” review -or- request publisher to submit materials with the 2028 textbook cycle. Angela Kwok, Oklahoma State Department of Education.
11. Complete Travel Reimbursement Information- Shanda Finnell, Oklahoma State Department of Education.
12. 2023 Textbook Adoption Cycle- Publisher Bid Submissions. Angela Kwok, Oklahoma State Department of Education.
 - a. Early Childhood Comprehensive b. PK-12 Mathematics
13. ACTION ITEM: Adjournment- Kendra Wesson, Chair DESIGNEE

OKLAHOMA STATE TEXTBOOK COMMITTEE (STC)

2023-2024 Calendar

1. Issue "Call for Publisher Bids", – Mathematics and Early Childhood Education (Comprehensive) [70 O.S. §16-103](#); OAR 720:10-9-1 Friday, March 3, 2023
2. *Publishers' Deadline for "Notice of Intent to Bid" (by email or letter) Friday, April 7, 2023
3. **ORIENTATION AND ORGANIZATION MEETING** **Friday, June 2, 2023**
4. *Deadline for "Receipt of Publishers' Bids" Friday, June 9, 2023
5. *Deadline for "Receipt of Sample Bid Items" [70 O.S. §16-119](#) Friday, July 14, 2023
6. **OPEN AND CONSIDER BIDS/PUBLISHER PRESENTATION MEETINGS** **Tuesday-Thursday July 18-20, 2023**
[70 O.S. §16-104](#)
7. *Deadline for public hearing summary request Friday, September 15, 2023
Refer to [70 O.S. §16-102](#) and OAR 720: 10-5-2 for procedural requirements.
8. **TENTATIVE MEETING FOR PUBLIC HEARING** Friday, October 6, 2023
If summaries are received, this meeting must take place by the end of the second week of October. [70 O.S. §16-102](#); OAR 720: 10-5-2
9. **MEETING TO VOTE ON CONTENT REVIEWS OF BID ITEMS FOR LIST, 23-24 SUBJECT CYCLE APPROVAL and 2023-24 COMMITTEE CALENDAR** **Friday, November 17, 2023**
[70 O.S. §16-104](#); OAR 720:1-1-2(3)
10. Issue "Call for Substitutions" [70 O.S. §16-107](#) Friday, December 1, 2023
11. *Deadline for "Notice of Intent to Substitute" and "Receipt of Bids and Books to Substitute" from publishers Friday, January 5, 2024
[70 O.S. §16-107](#); OAC 720:10-5-6
12. **MEETING TO VOTE ON SUBSTITUTION BID ITEMS, VICE-CHAIR ELECTION, CONTENT REVIEW TEAM RUBRICS, AND APPLICATION OF TEAM MEMBERS** **Friday, February 2, 2024**
[70 O.S. §16-102](#) (E) and (F); [70 O.S. §16-107](#); OAC 720: 10-1-2(1); OAC 720:10-5-6

Regularly scheduled meeting locations will be posted on the agenda. Meetings begin at 10 a.m. at the Oliver Hodge Education Building, 2500 N. Lincoln Blvd., unless a different time is posted.


*All deadline items are due by 12:00 P.M. Central Time on the deadline dates. **Bold, underlined items** are meetings.

Oklahoma Oath of Office:

<https://www.oscn.net/applications/oscn/DeliverDocument.asp?CiteID=85111>

 **Oklahoma**

 **Oklahoma Constitution**

 **Article 15 - Oath of Office**

 **Section Article 15 section 1 - Officers required to take oath or affirmation - Form**

Cite as: O.S. §, __ __

§ 1. Officers required to take oath or affirmation - Form.

All public officers, before entering upon the duties of their offices, shall take and subscribe to the following oath or affirmation:

"I, , do solemnly swear (or affirm) that I will support, obey, and defend the Constitution of the United States, and the Constitution of the State of Oklahoma, and that I will not, knowingly, receive, directly or indirectly, any money or other valuable thing, for the performance or nonperformance of any act or duty pertaining to my office, other than the compensation allowed by law; I further swear (or affirm) that I will faithfully discharge my duties as to the best of my ability."

The Legislature may prescribe further oaths or affirmations.

Historical Data

Amended by Laws 1969, SJR 17, Section 1, State Question 466, Legislative Referendum 178, adopted at election held September 9, 1969.

Citationizer® Summary of Documents Citing This Document



MINUTES
of the
OKLAHOMA STATE TEXTBOOK COMMITTEE

February 3, 2023

The Oklahoma State Textbook Committee (STC) held a regular meeting beginning on February 3, 2023.

Deputy Superintendent Tiffany Neill as proxy for Committee Chair Ryan Walters called the meeting to order at 10:00 a.m. and requested confirmation of compliance with Open Meeting Act. Shanda Finnell confirmed compliance.

Shanda Finnell then called the roll and confirmed quorum.

The committee members that were present:

Lucianne Copelin
Sonya Covalt
Keely Cox
Kim Ellis
Teresa Gerber
Joniece LeValley
Kathryn Szallar
Kathryn Yarbrough
Tiffany Neill

The committee members absent:

Olivia Ehle
Melissa Pearce

Deputy Superintendent Tiffany Neill welcomed committee members.

The next item on the agenda was approval of the minutes for the regular December 1, 2023, meeting. Joniece LeValley made a motion to accept the minutes. Kathryn Szallar seconded the motion. Vote was called. Yes - 9 -, Lucianne Copelin, Sonya Covalt, Keely Cox, Kim Ellis, Teresa Gerber, Joniece LeValley, Kathryn Szallar, Kathryn Yarbrough, and Deputy Superintendent Neill. No-0 – The motion passed.

The next item on the agenda was a presentation of the instructional material evaluation rubrics for the 2023 adoption cycle from Rebecca Morales, Director of Instructional Materials, or designee. Tiffany Neill, Deputy Superintendent of Curriculum and Instruction, presented as designee. At the end of the presentation, Dr. Neill asked the Committee if there were any questions. The Committee did not have any questions.

The next item on the agenda was discussion and possible action on the 2023-24 instructional material evaluation rubrics for Early Childhood Education (Comprehensive), PK-5 Mathematics, and 6-12 Mathematics. 70 O.S. §16-102(F); O.A.R. 720:1-1-2(10) Jonice LeValley made a motion to accept or approve the 2023-24 instructional material evaluation rubrics for Early Childhood Education (Comprehensive), PK-5 Mathematics, and 6-12 Mathematics. Keely Cox seconded the motion. Deputy Superintendent Tiffany Neill asked if there was any discussion on the motion; Kim Ellis commented that she appreciated the inclusion of the term “research-based” into the rubrics. Vote was called. Yes – 9-, Lucianne Copelin, Sonya Covalt, Keely Cox, Kim Ellis, Teresa Gerber, Joniece LeValley, Kathryn Szallar, Kathryn Yarbrough, and Deputy Superintendent Neill. No-0 – The motion passed.

The next item on the agenda was discussion and possible action on bids for substitution – 70 O.S. § 16-107; O.A.R. 720: 1-1-2(7): i. Boizone Corporation, ii. Macmillan Learning dba Bedford, Freeman, & Worth Publishing, iii. McGraw-Hill LLC. Kim Ellis made a motion to approve all three of the bids for substitution Biozone corporation, Macmillan Learning dba Bedford, Freeman and Worth. Lucianne Copelin seconded the motion. Vote was called. Yes – 8-, Lucianne Copelin, Keely Cox, Kim Ellis, Teresa Gerber, Joniece LeValley, Kathryn Szallar, Kathryn Yarbrough, and Deputy Superintendent Neill. No-0, Abstain-1-, Sony Covalt. – The motion passed.

The next item on the agenda was discussion and possible action on 2023-24 Content Expert Review Team Application – 70 O.S. §16-102(E); O.A.R. 720:1-1-2(9). Kathryn Szallar made a motion to approve the application. Joniece Levalley seconded the motion. Vote was called. Yes – 9-, Lucianne Copelin, Sonya Covalt, Keely Cox, Kim Ellis, Teresa Gerber, Joniece LeValley, Kathryn Szallar, Kathryn Yarbrough, and Deputy Superintendent Neill. No-0 – The motion passed.

The next item on the agenda was discussion and possible action to nominate and vote on the election of a State Textbook Committee Vice-Chair to serve for one year – 70 O.S. §16-101; O.A.R. 720:1-1-2(1); 720:1-1-3. Joniece Levalley nominated Kathryn Szallar. Kathryn Szallar accepted nomination. Lucianne Copelin seconded the nomination. Vote was called. Yes – 9-, Lucianne Copelin, Sonya Covalt, Keely Cox, Kim Ellis, Teresa Gerber, Joniece LeValley, Kathryn Szallar, Kathryn Yarbrough, and Deputy Superintendent Neill. No-0 – The motion passed.

The next item on the agenda was the presentation of certificates of appreciation to the Oklahoma State Textbook Committee members scheduled to complete their term. Deputy Superintendent Tiffany Neill presented certificates to Joniece LeValley, Keely Cox, Lucianne Copelin, and Kim Ellis.

The last item on the agenda was adjournment of the February 3, 2023 STC meeting. Kim Ellis made a motion to adjourn the meeting at 10:39 a.m. Sonya Covalt seconded the motion. Vote was called. Yes – 9-, Lucianne Copelin, Sonya Covalt, Keely Cox, Kim Ellis, Teresa Gerber, Joniece LeValley, Kathryn Szallar, Kathryn Yarbrough, and Deputy Superintendent Neill. No-0 – The motion passed.

Oklahoma State Textbook Committee Orientation

June 2, 2023



OKLAHOMA
Education



Selecting or Approving Textbooks

- The Committee shall **approve textbooks or a series of textbooks** for each subject bid by publishers during a subject-cycle adoption period.
- The **state will engage in contracts** with publishers for the approved textbooks or series of textbooks allowing school districts to use state textbook funds to purchase.

70 O.S. § 16-102; § 16-106

Subject Specific Reviews and Rubrics

2023 Adoption Cycle

Early Childhood: Comprehensive

Elementary Mathematics

Middle School and High School
Mathematics

Publisher Due Dates in Oklahoma

- **March 3, 2023:** Call for Publisher Bids
 - **April 7, 2023:** Deadline for Publishers' Intent to Bid
-
- **June 9, 2023:** Deadline for Receipt of Publishers' Bids
 - **July 14, 2023:** Deadline for Receipt of Sample Bid Items
 - **December 1, 2023:** Call for Substitutions
 - **January 5, 2024:** Deadline for Notice of Intent to Substitute/
Receipt of Bids and Books to Substitute

Content Review Teams

- The State Department of Education, in coordination with the State Textbook Committee, shall approve an application process to assemble annually one or more review teams comprised of subject matter experts for each subject area under review to assist the Committee in reviewing textbooks and instructional materials.
- Review teams will review all materials according to the rubric adopted by the State Textbook Committee.

70 O.S. § 16-102

Content Review Teams 2023

Elementary Math

Middle School
Math

High School
Math

Early Childhood-
Comprehensive

2023-24 Subject Cycle

- Adoption Year 2023
 - PK-12 Mathematics
 - Early Childhood Education (Comprehensive)
- Adoption Year 2022
 - 6-12 English Language Arts
 - PK-12 World Languages Other Than English

Rubrics for Content Review Teams

The Committee, in consultation with the State Department of Education, **shall adopt a rubric to be used by the review teams** as a means of evaluating textbooks submitted for review.

The rubric shall contain a **three-tiered rating system** in which the first tier shall be labeled "**Exemplifies Quality,**" the second tier shall be labeled "**Approaching Quality,**" and the third tier shall be labeled "**Not Representing Quality.**"

~ 70 O.S. § 16-102

<https://sde.ok.gov/high-quality-instructional-materials-evaluation-rubrics>

Early Childhood

Review Summary				
Gateway		Criterion	Score	Rating
1	Content and Instructional Concepts	1.1 Communication and Language Development	/ 14	
		1.2 Emergent Literacy for Reading and Writing	/ 18	
		1.3 Mathematics	/ 14	
		1.4 Science, Social Studies, Fine Arts, and Technology Application	/ 14	
		Gateway 1 Sub-Total	/ 60	
2	Integration of Content and Skills	2.1 Integration of Content, Skills, and Effective Practices	/ 14	
		2.2 Health and Wellness Associated Domains	/ 14	
		Gateway 2 Sub-Total	/ 28	
3	Usability	3.1 Progress Monitoring	/ 8	
		3.2 Supports for All Learners	/ 8	
		3.3 Implementation	/ 10	
		Gateway 3 Sub-Total	/ 26	
Overall Rating			Total Score	Final Rating
Exemplifies Quality: All Gateways are Exemplifies Quality Approaching Quality: All Gateways are Approaching Quality or Better Not Representing Quality: Any Gateway is Not Representing Quality			/ 104	

<https://sde.ok.gov/high-quality-instructional-materials-evaluation-rubrics>

Review Summary				
Gateway		Criterion	Score	Rating
1	Alignment with the Oklahoma Academic Standards and Coherence	1.1 Alignment with the Oklahoma Academic Standards	/ 14	
		1.2 Learning Progressions and Coherence	/ 10	
		Gateway 1 Sub-Total	/ 24	
2	Building Student Knowledge	2.1 Student Opportunities to Engage in Mathematical Actions and Processes	/ 14	
		2.2 The Actions and Processes of the Oklahoma Academic Standards	/ 12	
		2.3 Assessment	/ 14	
		Gateway 2 Sub-Total	/ 40	
3	Teacher and Student Supports and Usability	3.1 Differentiation, Scaffolding, and Supports for All Learners	/ 10	
		3.2 Teacher Planning and Learning for Success with the Oklahoma Academic Standards	/ 10	
		Gateway 3 Sub-Total	/ 20	
Overall Rating Exemplifies Quality: All Gateways are Exemplifies Quality Approaching Quality: All Gateways are Approaching Quality or Better Not Representing Quality: Any Gateway is Not Representing Quality			Total Score	Final Rating
			/84	

**PK-5th
Math
&
6-12th
Math**

Review Team Timeline



STC's Twelve Criteria for Textbook Review

OAR 720:10-5-3

1. Align with recognized curriculum standards for the subject area the materials have been submitted for adoption.
2. Are objective in content and impartial in interpretations, and which do not encourage or condone civil disorder, social strife or disregard for the law.

Committee Criteria for Textbook Review

3. Do not degrade, and where appropriate, teach high moral standards including:
 - a) Honesty;
 - b) Respect for parents, teachers, and those properly in authority;
 - c) The importance of the work ethic in achieving personal goals;
 - d) The existence of absolute values of right and wrong.

Committee Criteria for Textbook Review

4. Emphasize the importance of the family as the core of American society and do not degrade traditional roles of men and women, boys and girls
5. Include the principles of the free enterprise system and the effectiveness of the system

Committee Criteria for Textbook Review

6. Are designed to foster the intellectual development of the child by providing instruction in reading, writing and arithmetic, through centuries of academic endeavor, including an awareness of the religious and classical culture of the western world and its significance to the preservation of the liberties of the American people

Committee Criteria for Textbook Review

7. Present balanced and factual treatments to controversial, political and social movements without biased editorial judgments
8. Do not promote illegal lifestyles or sexual behavior, sadistic or degrading behavior
9. Do not include blatantly offensive language or illustrations

Committee Criteria for Textbook Review

10. Do not include violence for reasons of excitement, sensationalism or as an excuse for relevance. Violence, if it appears in textbook content, shall be treated in context of cause and consequence.
11. Treat the subject of historical origins of humankind in an objective and unbiased manner
12. Do not invade the privacy of the pupils or pupils' parents

November 17, 2023

State Textbook Committee: Board Meeting

Voting to approve books for 23-24 subject cycle approval.

STC: Selection or Adoption of Textbooks

- The Committee, having verified that the review process has been conducted in a scrupulous and fair manner, **shall adopt a final rating for each textbook** prior to including it on the required textbook list.
- The Committee shall ***consider***, but **not be required to accept, the recommended rating** of the review teams.

Committee Action

- The **books selected for adoption** shall be those which the Committee rates as "**Exemplifies Quality**" or "**Approaching Quality.**" ~ 70 O.S. § 16-104
- For each vendor, the Committee may vote upon rubric results for each program and/or grade-level.

Out-of-Cycle Evaluation

- Upon determination by three-fourths (3/4) of the members of the State Textbook Committee that unusual or extraordinary circumstances exist in a particular subject area, the Committee may select one or more textbooks in that subject area for the remainder of the adoption period.

70 O.S. §§ 16-102, 16-107; OAR 720:10-5-5

Supplemental Materials

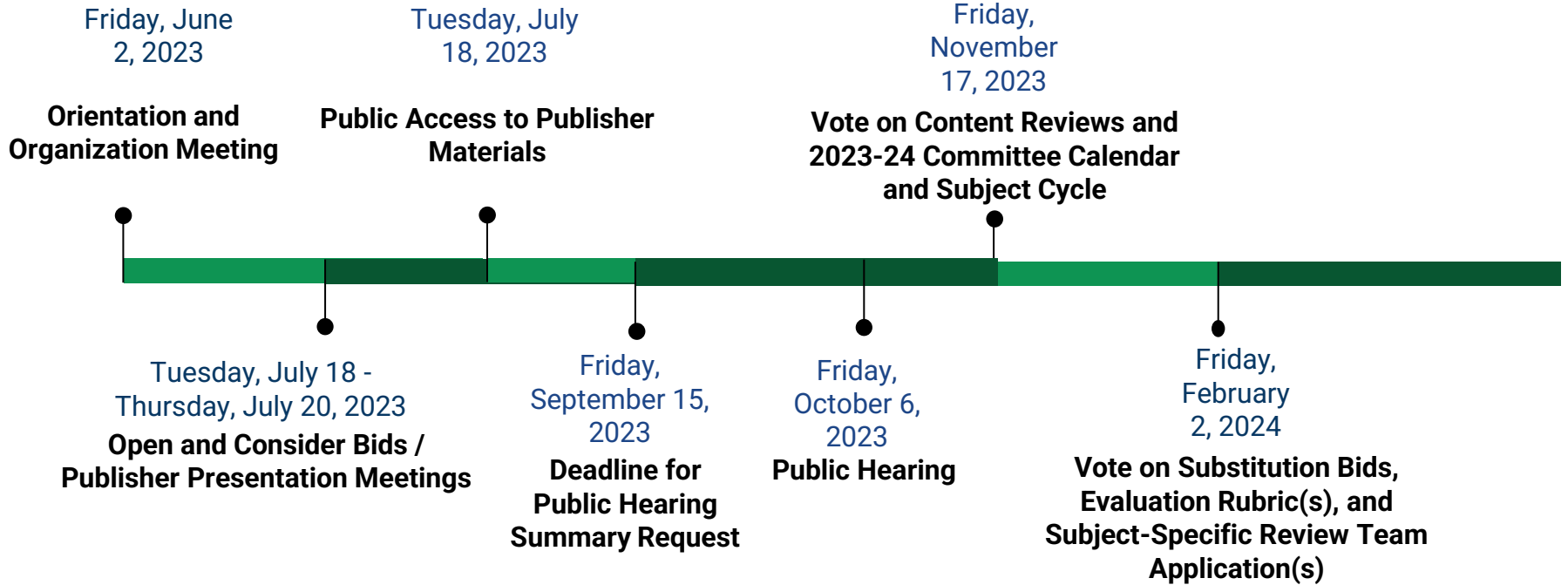
- Per OAR 720:10-3-6, supplementary materials are **not** reviewed or approved by the State Textbook Committee.
- Supplementary materials may undergo a rigorous local review to be purchased with state textbook funds.
- Supplementary programs can be used in conjunction with comprehensive programs but not replace them.

Contracts

- Standard contracts are drafted and circulated by SDE.
- State approved items are those in which the publishing company has contracted with Oklahoma to ensure the lowest price for districts and accessible formats for all Oklahoma learners.

70 O.S. § 16-106

2023-24 Calendar: Committee Meetings



Questions?

Understanding Oklahoma's Open Meeting Act and Ethics Rules

June 2, 2023



OKLAHOMA
Education



Transparency

The Open Meeting Act Title 25 O.S. §§ 301-314

Overview

1. When is the Act triggered?
2. What actions must be taken before meetings?
3. What procedures must be followed during meetings?
4. What consequences may ensue from violations?

1. When is OMA Triggered?

When does the Open Meeting Act come into play?

1. When is the OMA triggered?

- Every regular, special, emergency, or reconvened **meeting** of a **public body** shall be open, except as provided by the Act.
- The Act applies when there is a:
 - Majority of a public body together,
 - And that public body is conducting the business of the public body
- **“Public body”** and **“meeting”** are both defined by statute.

“Public Body” Defined

- Governing bodies of all municipalities
- Boards of county commissioners
- Boards of public and higher education
- All Boards, bureaus, commissions, agencies, trusteeships, authorities, councils, committees, public trusts
- All committees or subcommittees of any public body
- Supported in whole or in part by public funds, entrusted with the expending of public funds, or administering public property

Public Body Does Not Include

- Judiciary
- Legislature and legislators
- Administrative staff of public bodies (including faculty meetings and athletic staff meetings of institutions of higher ed when not meeting with public body)
- Other specific exceptions per statute, i.e., racing stewards, Council on Judicial Complaints, etc.
- Committees that are purely fact finding, information, recommendatory, or advisory with no decision-making authority.
 - *Andrews V. Ind. School District No. 29 of Cleveland Co.*, 1987 OK 40, 737 P.2d 929
- Private organizations which contract to provide goods or services to the public on behalf of a governmental agency and receive payment from public funds merely as reimbursement for goods or services provided.
 - 2002 OK AG 37

“Meeting” Defined

- When conducting business of a public body.
- By a majority of its members.
- Being personally together, OR, by teleconference, as authorized by §307.1.
 - **Note:** a “meeting” does not include informal gatherings of a majority of members when no business of the public body is being discussed. 25 O.S. § 304(2)

Electronic and Telephonic Communications

- Prohibits deciding or taking action (voting) on any matter by phone or email.
- Also prohibits deciding or taking action on any matter at an “informal gathering”.
- **Caution-** Discussion in a group email/social media group can create a virtual meeting subject to the OMA.

Hypothetical: Post-Board Meeting

- Does the OMA apply?
- Best Practice: majority of body's members should not attend lunch together
 - **Note:** If members insist on a group lunch, announce it at the end of the meeting, and invite everyone to join the public body.

2. What actions must be taken before meetings

Required Pre-Meeting Actions

- Provide Notice
- Post Agenda

Four Types of Meetings

- 1 Regularly Scheduled Meetings
- 2 Special Meetings
- 3 Emergency Meetings
- 4 Continued or Reconvened Meetings

Provide Notice: Regular Meeting

- **When?**

- Annually by December 15 for the next calendar year.
- Include *date, time, and place* of meetings.
- Regular meetings can be changed with 10 days notice to the appropriate office, and limited new business is permitted.

- **To Whom?**

- **State public bodies:** Secretary of State
- **County public bodies:** County Clerk of the county where the body is principally located
- **Municipal public bodies:** municipal clerk

Provide Notice: Special Meetings

- **When?**

- 48 hours notice of date, time and place
- Excludes Saturdays, Sundays, and Oklahoma State holidays.

- **Form:**

- Includes notice
 - Notice needs to be in writing, in person, or by telephonic means to the proper record keeping official (i.e. SOS, county clerk) AND to those who have filed written requests to receive notice of a meeting.

Provide Notice: Emergency Meetings

Emergency:

“[A] situation involving injury to persons or injury and damages to public or personal property or immediate financial loss when the time requirements for public notice of a special meeting would make such procedure impractical and increase the likelihood of injury or damages or immediate financial loss”.

- **When?**

- Give advance notice that is reasonable and possible under the circumstances.

- **Form:**

- Give Notice as soon as possible, whether in person, by phone, or electronic means.

Provide Notice: Continued or Reconvened Meetings

- **When?**

- Announce date, time, and place of continued/reconvened meeting at original meeting.

Post the Meeting's Agenda

- **When?**

- **Regular Meeting:** Display agenda 24 hours prior to meeting, excluding Saturday, Sunday, and Oklahoma State holidays.
 - *EX: If the meeting is at 10:00 am on Monday, the agenda must be posted no later than 10:00 am the Friday before.*
- **Special Meeting:** Notice posted 48 hours in advance and agenda posted 24 hours prior to meeting.

Post the Meeting's Agenda

- **Where?**

- Post notice and agenda at principal office (or location of meeting if no office exists).
 - *Must be visible to the public the entire 24 hours before the meeting begins*

OR

- Post on public body's website
 - Must also maintain an email distribution system and send notice to this group no less than 24 hours in advance.
 - AND, post notice and agenda at the principal office (or location of meeting) during normal business hours at least 24 hours in advance.

“Agendas-

[Must] be worded in plain language, directly stating the purpose... The language used should be simple, direct and comprehensible to a person of ordinary education and intelligence.”
Haworth Bd. Of Ed. V. Havens 637 P.2d 902, 904 (Okla. Civ. App. 1981

- Must contain sufficient information for the public to identify the items of business and the purpose.
- Cannot take action if the action is not on the agenda.
- Cannot be vague.
 - Ex- “Executive Director’s Report” would need more detail on what the report will cover.
- List proposed executive sessions.
- **New Business** only permitted at regularly scheduled meetings.

New Business

New Business:

“Any matter not known about or which could not have been reasonably foreseen prior to the time of posting [the agenda].”

- New Business is NOT what someone forgot to place on the agenda
- To consider new business at a regular meeting, timely post an agenda containing an item called “new business”.
- New Business is **only** allowed at a regular meeting.
 - **Caution-** Use sparingly, only when not reasonably foreseeable prior to posting the agenda.

Failed Agenda Example

Example:

Agenda said purpose of the meeting was to:

1. Appoint new board member.
2. Interview a new administrator.
3. Hire principals.

- The school board hired a superintendent. Why was this a violation of the Open Meetings Act?
 - Haworth Bd. Of Ed. V. Havens, 637 P.2d 902 (Okla. Civ. App. 1981).
- **Best Practice:** Be specific and clear. Do not vaguely refer to the action planned to be taken or discussed.

3. What actions must be taken during Meetings

When and where to hold meetings, recording votes, minutes, public comments etc.

When and Where to Hold Meetings

- Meetings “shall be held at specified time and places which are convenient to the public”.
- Use good judgement.
 - Do not host a meeting at a locked courthouse on a public holiday.
Rogers v. Excise Bd., 1984 OK 95, 701 P.2d 754

Recording Votes

- The vote of each member must be both publicly cast & recorded.
- Section 306's prohibition on informal gatherings ensures actions are taken publicly and recorded.
 - **Caution-** Failure to not have BOTH publicly cast & recorded votes will result in the action being invalid. *Oldham v. Drummond Bd. Of Ed., 1975 OK 147, 542 P.2d 1309*
- Must record the vote of each individual member at a meeting.
- If vote is unanimous, it is sufficient to record “5-0” in favor of...”
Graybill v. Oklahoma State Bd. Of Ed., 1978 OK 124, 585
 - However, best practice is to record how each individual voted, including yes and no votes and whether there were any abstentions.

Minutes

Minutes must be written and include:

- Official *summary* of the proceeding
- Identification of:
 - All members present and absent (2012 OK AG 24)
 - All matters considered
 - All actions taken
- Should reflect manner and time notice was given
- Any person may record the meeting, provided it does not interfere with the meeting
 - **Note:** Minutes of public meetings are open records

Minutes (continued)

- Minutes must be taken in Executive Session

Berry v. Bd. Of Gov. of Registered Dentists, 1980 OK 45, 611 P.2d 628

- However, minutes taken in Executive Session may be kept confidential under the Open Records Act. 51 O.S. § 24A.5(1)(b).

- Minutes for Emergency Meetings: § 312(B)

- Must state nature of emergency
- Must include reasons for declaring emergency meeting

Public Comment

- A public body is not required to provide opportunity for citizens to speak (2002 OK AG 26; 1998 OK AG 45)
 - If public body chooses to allow public comment, it is advisable to set policy
 - Could limit comments to agenda items only and/or set a time limit
 - Public body should be careful not to discuss topics on the agenda during public comment portion of meeting

Executive Sessions

- **General Rule:** No executive sessions unless specifically authorized in § 307 or another statute.
- **Limited Permissible Purposes:**
 - Personnel matter (25 O.S. § 307(b)(1))- construed narrowly
 - Not job openings (2006 OK AG 17)
 - Not hiring independent contractors (2005 OK AG 29)
 - Must Identify Individual or unique position (1997 OK AG 61)
 - Purchase or appraisal of real property (25 O.S. § 307 (B)(3))
 - Confidential communications with attorney concerning pending investigation, claim or action (25 O.S. § 307 (B)(4))
 - Other Specific statutes
- **Violation:** Criminal liability and minutes and records of the executive session shall be made public.

Executive Sessions (continued)

- **Special Procedures-Convening Executive Session:**
 - Proposed executive session must be noted on the agenda (25 O.S. § 311(B) and 82 OK AG 114).
 - Include specific citation to which provision of § 307 authorizes the executive session. (25 O.S. § 311(B)(2)(C)).
 - Must take vote at the meeting to go into executive session and have majority of quorum to convene executive session. (25 O.S. § 307 (E)(2)).
 - No executive session by videoconference (25 O.S. § 307 (B)).

Executive Sessions (continued)

- **Special Procedures-Deliberation Only:**

- Votes cannot be taken in executive session.
 - Can discuss, but actions arising out of executive session must be taken in an open meeting.
- Must take and keep minutes (i.e. what happened, who was there).
Berry v. Bd. Of Gov. of Registered Dentists, 1980 OK 45, 611 P.2d 628.
- Must vote to come out of executive session and record those votes publicly.

Executive Session (continued)

Agenda Example 1

Proposed executive session: Possible discussion and vote to enter Executive Session *pursuant to 307 (B)(4)*¹ for confidential communications between Board and its attorney concerning *the pending tort claim filed by John Doe*² against the Board, where the Board's attorney has determined disclosure *will seriously impair* the ability of the Board to process the claim in the public interest.³

1. *State applicable 307 (B) provision (§ 311 (B)(2)(C)).*
2. *Identify the claim, investigation, or proceeding.*
3. *Board's attorney must make determination if 307 (B)(4) used.*

Executive Session (continued)

Agenda Example 2

Proposed executive session: Possible discussion and vote to enter Executive Session *pursuant to 25 O.S. § 307 (B)(1)*¹ to discuss annual review of Executive Director and *possible merit raise increase*² for Executive Director.³

1. *Citation to specific 307 (B) provision (§ 311 (B)(2)(C)).*
2. *Salary and evaluations can be discussed in Executive Session (1996 OK AG 40).*
3. *Name or unique position identified (1997 OK AG 61).*

4. What consequences may ensue from violations of the OMA?

Penalties, Remedies and Willful Violations

Penalties and Remedies Under the OMA

Civil Implications

- Actions taken in willful violation are invalid 25 O.S. § 313.
- Minutes of an executive session will be made public where the OMA is willfully violated 25 O.S. § 307(F)(2).
- Any person can bring a civil action 25 O.S. § 314(B).
- Successful party is entitled to reasonable attorney fees

Criminal Penalties

- Any willful violation of the provisions of the Act are punishable.
- Misdemeanor offense.
- Fine up to \$500 and/or up to one (1) year in the county jail. 25 O.S. § 314.

Willful Violation

“The Act provides that any action taken in willful violation shall be invalid. Willfulness does not require a showing of bad faith, malice, or wantonness, but rather, encompasses **conscious, purposeful violations of law or blatant or deliberate disregard of the law by those who know, or should know...** Notice of meetings of public bodies which are deceptively vague or likely to mislead constitute a willful violation.”

Rogers v. Excise Bd. Of Greer County, 1984 OK 95, 701 P.2d 754

How to Correct an OMA Mistake

- If not in compliance with OMA when an action is taken, the act will be invalid
- The public body should redo its action in conformity with the OMA.
- How? Depends on the type of mistake.
 - Give proper public notice and put item on the next meeting's agenda.
 - Re-vote and record the decision in the public meeting.

Ethics

Ethics defined

- Conforming to professional standards of conduct

Permissible Actions

- Accept promotional material related to the job.
- Give gifts to family members and personal friends.
- Accept food served at a meeting where you are a guest.
- Accept gratuities offered at conferences made available to all attendees.

Oklahoma Ethics Commission

- Website: ethics.ok.gov
- Purpose: To prevent the misuse of public office.
- Established by an amendment to the Oklahoma Constitution.
- If you have concerns regarding ethics, you can ask either SDE Legal Services or the Oklahoma Ethics Commission.

Misuse of Office and Misuse of Authority

- You cannot use the authority of your office to coerce or induce another to provide any benefit to:
 - You.
 - Your family.
 - Any person associated within a non-governmental capacity.
- Conflicts of interest occur if you or your family has a material financial interest in a committee decision.
- The Oklahoma Ethics Commission has determined endorsements to be a misuse of office unless the endorsement is customary for the position and/or authorized by contract.

Duty of Impartiality

- State officers cannot participate in matters where impartiality may reasonably be questioned.
- Participation: Voting, discussing or non-verbal cues.

Meals and Gifts from Vendors

- Never during the purchasing process.
- After a contract has been awarded, limit is \$20 or \$50 annually.
- No alcohol EVER.
- Occasional (non-routine) modest items (e.g., donuts).

Conferences

- Speakers may accept food, travel and lodging if offered to all speakers.
- Spouses of speakers may accept food and lodging, but not travel.
- Current EOs limiting out-of-state travel.
- Conference attendees may accept hospitality given to all participants.

Scholarships and Grants

- State officers and employees may accept a scholarship, similar grant or subsidy to participate in certain educational or training events.
 - Transportation costs, lodging, meals, refreshments, entertainment, instruction and materials made available to all other participants can be included in the scholarship.
- A scholarship report must be filed with the Oklahoma Ethics Commission in certain situations.
- Reporting is not required for scholarships provided by a foreign government, the United States government or the government of another State or by an entity to which the State of Oklahoma pays membership dues.
- Reporting is required for scholarships provided by bona fide governmental, professional or business organization other than an organization described above.

Political Activities

- State officers may not:
 - Use public resources for political purposes
 - Use public personnel, funds, property, or time for political purposes
 - Post campaign materials at work

Uncertain Questions

- If you are uncertain on what to do:
 - Ask what the reasonable person would think
 - Acting ethically is more than not violating ethics laws and policies
 - Consider the appearance of your actions
 - Seek legal counsel
 - bryan.cleveland@sde.ok.gov
 - Ask the Ethics Commission for binding advice

Questions?

State Textbook Committee
June 2, 2023

ACTION ITEM #8: Discussion and decision of relocating OSDE 2022 sample products of secondary English Language Arts and World Languages.

OAR 720:10-3-5.

(c) Samples of textbooks provided to the State Textbook Committee members and review teams may be returned to the publishers, donated to a school district or donated to a college or university. Under no circumstances shall the samples become the personal property of the committee member or the review team members. Under no circumstances shall the samples be sold or donated for resale purposes.

(d) In order for a library or university to be designated by the State Textbook Committee as a Congressional District Review Center the library or university must agree to the following conditions:

(1) conveniently display materials immediately upon the receipt of materials and maintain the display until such date adopted by the State Textbook Committee;

(2) obtain approval of the State Textbook Committee before disposing or distributing the materials to any other person or entity; and remove materials from public access once they are adopted. Materials may remain accessible for on-site use to a limited audience (education professionals and pre-service teachers); and

(3) sample materials may be returned to the publisher or may be disposed of with the approval of the State Textbook Committee.

(e) Highly-visible, permanent labels stating, "sample not to be sold" must be attached to each item furnished as a sample to the State Textbook Committee, review teams, Congressional Review Centers and the office of the Secretary of the State Textbook Committee.

[Source: Added at 11 Ok Reg 707, eff 11-22-93 (emergency) Added at 11 Ok Reg 1013, eff 1-7-94 (emergency) Added at 11 Ok Reg 3553, eff 6-27-94 Amended at 12 Ok Reg 3301, eff 6-27-95 Amended at 21 Ok Reg 1834, eff 6-11-04 Amended at 22 Ok Reg 2651, eff 7-11-05 Amended at 29 Ok Reg 1485, eff 7-1-12 Amended at 39 Ok Reg 2313, eff 9-11-22]

Options to dispose/relocate OSDE 2022 sample products:

1. Publisher pick-up
2. Distribute remaining materials to schools and districts,
3. Keep select resources at Oklahoma State Department of Education for use in Professional Development
4. Recycle/Dispose materials not picked up or approved.
5. Sequential order:
 - a. Publisher: OSDE use: Districts: Recycle/Dispose
 - b. OSDE use: Districts: Publisher: Recycle/Dispose
 - c. Districts: Publisher: OSDE: Recycle/Dispose
 - d. Publisher: Districts: Recycle/Dispose
 - e. Publisher: Recycle/Dispose
6. Other: _____

Oklahoma Textbook Adoption Cycle

2023	2024	2025	2026	2027	2028
PK-12 Mathematics	PK-12 Fine arts	PK-12 Social Studies and PK-5 Social Studies Content Reading	PK-12 Science and PK-5 Science Content Reading	PK-5 English Language Arts	6-12 English Language Arts
Early Childhood Education (Comprehensive)	PK-12 Computer Science & Technology Education	Personal Financial Literacy	PK-12 Health & Physical Education	PK-12 Computer Science & Technology Education	PK-12 World Languages Other Than English
			PK-12 Vocational Education		

	Vendor	Subject
1	Frog Street Press	Early Childhood Education (Comprehensive Program)
2	QuaverEd, Inc.	Early Childhood Education (Comprehensive Program)
3	Teaching Strategies, LLC	Early Childhood Education (Comprehensive Program)
4	QuaverEd, Inc.	Out-of-Cycle, Health & Physical Education
5	US Games	Out-of-Cycle, Health & Physical Education
6	Cambridge	Out-of-Cycle, World Languages other than English
7	Klett World Languages	Out-of-Cycle, World Languages other than English
8	Alpha Plus Systems, Inc.	PK-12 Mathematics
9	Bedford, Freeman, and Worth Publishing Group LLC	PK-12 Mathematics
10	Big Ideas Learning, LLC	PK-12 Mathematics
11	Carnegie Learning, Inc.	PK-12 Mathematics
12	Cengage Learning, Inc.	PK-12 Mathematics
13	CPM Educational Program	PK-12 Mathematics
14	Curriculum Associates, LLC	PK-12 Mathematics
15	Edmentum, Inc.	PK-12 Mathematics
16	ExploreLearning, LLC	PK-12 Mathematics
17	Heinemann, a division of Greenwood Publishing Group LLC	PK-12 Mathematics
18	Houghton Mifflin Harcourt Publishing Company	PK-12 Mathematics
19	Imagine Learning, LLC	PK-12 Mathematics
20	Marshall Cavendish Corporation	PK-12 Mathematics
21	McGraw Hill LLC	PK-12 Mathematics
22	Open Up Resources	PK-12 Mathematics
23	Palm Coast Publishing, Inc.	PK-12 Mathematics
24	Savvas Learning Company LLC	PK-12 Mathematics

Oklahoma: Publisher Bids 2023: Out of Cycle: Health/Physical Education

	Publisher Company Name	Subject Area	Textbook Title	Review Bundle
1	US Games	Out-of-Cycle	FitnessGram software for physical education. Course Code: 1363.	1
2	QuaverEd, Inc.	Out-of-Cycle	QuaverHealth•PE (Kindergarten - 5th Grade), Subject Codes: 1343 and 1363	2

Summary: 2 Total

Health/PE 2021-2027

Athlos										
ISBN 10	ISBN 13	PRICE	GRADE	TITLE/COPYRIGHT/EDITION	DEP	COURSE	C/A/S	C/N/B/O	PUBLISHER	LEXILE LEVEL
978-0-578-73416-3		3,500.00	K-12	ATHLOS ATHLETIC PROG		Physical Education	C	O	Athlos	N/A
Edmentum										
ISBN 10	ISBN 13	PRICE	GRADE	TITLE/COPYRIGHT/EDITION	DEP	COURSE	C/A/S	C/N/B/O	PUBLISHER	LEXILE LEVEL
9780991583546		295.00	9-12	PHYSICAL EDUCATION / 2020 / 1ST	N/A	PHYSICAL EDUCATION	C	O	Edmentum	1120L
0991583531	9780991583539	295.00	9-12	HEALTH / 2020 / 1ST	N/A	HEALTH	C	O	Edmentum	1070L
Goodheart-Willcox (GW) Publishers										
ISBN 10	ISBN 13	PRICE	GRADE	TITLE/COPYRIGHT/EDITION	DEP	COURSE	C/A/S	C/N/B/O	PUBLISHER	LEXILE LEVEL
	9781645643883	75.96	9-12	ESSENTIAL HEALTH SKILLS FOR MS TXT / 2021 / 2E	ARCH	HEALTH/NUTRITION	C	N	GOODHEART	
	9781645643913	90.00	9-12	ESSENTIAL HEALTH SKILLS FOR MS OLS / 2021 / 2E	ARCH	HEALTH/NUTRITION	C	O	GOODHEART	
	9781645643944	113.94	9-12	ESSENTIAL HEALTH SKILLS FOR MS BNDL / 2021 / 2E	ARCH	HEALTH/NUTRITION	C	B	GOODHEART	
	9781645643722	79.98	9-12	COMPREHENSIVE HEALTH SKILLS FOR MS TXT / 2021 / 2E	ARCH	HEALTH/NUTRITION	C	N	GOODHEART	
	9781645643753	94.98	9-12	COMPREHENSIVE HEALTH SKILLS FOR MS OLS / 2021 / 2E	ARCH	HEALTH/NUTRITION	C	O	GOODHEART	
	9781645643784	119.97	9-12	COMPREHENSIVE HEALTH SKILLS FOR MS BNDL / 2021 / 2E	ARCH	HEALTH/NUTRITION	C	B	GOODHEART	
	9781645644255	86.64	9-12	ESSENTIAL HEALTH SKILLS TXT / 2021 / 3E	ARCH	HEALTH	C	N	GOODHEART	
	9781645644286	102.00	9-12	ESSENTIAL HEALTH SKILLS OLS / 2021 / 3E	ARCH	HEALTH	C	O	GOODHEART	
	9781645644316	129.96	9-12	ESSENTIAL HEALTH SKILLS BNDL / 2021 / 3E	ARCH	HEALTH	C	B	GOODHEART	
	9781645644095	91.50	9-12	COMPREHENSIVE HEALTH SKILLS TXT / 2021 / 3E	ARCH	HEALTH	C	N	GOODHEART	
	9781645644118	108.00	9-12	COMPREHENSIVE HEALTH SKILLS OLS / 2021 / 3E	ARCH	HEALTH	C	O	GOODHEART	
	9781645644149	137.25	9-12	COMPREHENSIVE HEALTH SKILLS BNDL / 2021 / 3E	ARCH	HEALTH	C	B	GOODHEART	
The Children's Health Market/Great Body Shop										
ISBN 10	ISBN 13	PRICE	GRADE	TITLE/COPYRIGHT/EDITION	DEP	COURSE	C/A/S	C/N/B/O	PUBLISHER	LEXILE LEVEL
	978-1-60638-384-1	48.25	K	Great BodyShop-Grade K (6 year)		Health			The Children's Health Market, Inc.	370

Health/PE 2021-2027

	978-1-60638-385-8	48.25	1	Great BodyShop-Grade 1 (6 year)		Health			The Children's Health Market, Inc.	400
	978-1-60638-386-5	48.25	2	Great BodyShop-Grade 2 (6 year)		Health			The Children's Health Market, Inc.	500
	978-1-60638-387-2	48.25	3	Great BodyShop-Grade 3 (6 year)		Health			The Children's Health Market, Inc.	650
	978-1-60638-388-9	48.25	4	Great BodyShop-Grade 4 (6 year)		Health			The Children's Health Market, Inc.	780
	978-1-60638-389-6	48.25	5	Great BodyShop-Grade 5 (6 year)		Health			The Children's Health Market, Inc.	850
	978-1-60638-390-2	48.25	6	Great BodyShop-Grade 6 (6 year)		Health			The Children's Health Market, Inc.	940
	978-1-60638-398-8	48.25	M1	Great BodyShop-Grade M1 (6 year)		Health			The Children's Health Market, Inc.	950
	978-1-60638-399-5	48.25	M2	Great BodyShop-Grade M2 (6 year)		Health			The Children's Health Market, Inc.	1000
				<i>Shipping & Handling INCLUDED in price</i>						
				Student Materials also available in French and Spanish						
US Games										
ISBN 10	ISBN 13	PRICE	GRADE	TITLE/COPYRIGHT/EDITION	DEP	COURSE	C/A/S	C/N/B/O	PUBLISHER	LEXILE LEVEL
FGHN		549.00	3-12	FITNESSGRAM YEAR 1 - SFTWR	CI	Physical Education	S	O	CI	N/A
FGHR		199.00	3-12	FITNESSGRAM YEARS 2 - 6 -SFTWR	CI	Physical Education	S	O	CI	N/A

Oklahoma: Publisher Bids 2023: Out of Cycle: World Languages Other than English

Publisher Company Name	Subject Area	Course Cod	Textbook Title	Review Bundle
Klett World Languages	Out-of-Cycle	2122- pk-8- French	French Reporters Francophones 1A Student Textbook Reporters Francophones 1A Workbook Reporters Francophones 1A Annotated Teacher’s Edition Reporters Francophones 1B Student Textbook Reporters Francophones 1B Workbook Reporters Francophones 1B Annotated Teacher’s Edition Reporters Francophones 1 Student Textbook Reporters Francophones Annotated Teacher’s Edition Reporters Francophones 2	French- Item 1
Klett World Languages	Out-of-Cycle	3111- HS- French I	Reporters Francophones 1 Student Textbook Reporters Francophones Annotated Teacher’s Edition	French- Item 2
Klett World Languages	Out-of-Cycle	3112- HS- French II	Reporters Francophones 2	French- Item 3
				French- 3 Items
Klett World Languages	Out-of-Cycle	2142- pk-8- German	Portfolio Deutsch NEU Level 1 Student Textbook Portfolio Deutsch NEU Level 1 Workbook Portfolio Deutsch NEU Level 1 Test Book Portfolio Deutsch NEU Level 1 Teacher’s Manual	German- Item 1
Klett World Languages	Out-of-Cycle	3121- German I	Portfolio Deutsch NEU Level 1 Student Textbook Portfolio Deutsch NEU Level 1 Workbook Portfolio Deutsch NEU Level 1 Test Book Portfolio Deutsch NEU Level 1 Teacher’s Manual	German- Item 2
Klett World Languages	Out-of-Cycle	3122- German II	Portfolio Deutsch NEU Level 2 Student Textbook Portfolio Deutsch NEU Level 2 Workbook Portfolio Deutsch NEU Level 2 Test Book Portfolio Deutsch NEU Level 2 Teacher’s Manual	German- Item 3

Oklahoma: Publisher Bids 2023: Out of Cycle: World Languages Other than English

Klett World Languages	Out-of-Cycle	3123- German III	Portfolio Deutsch NEU Level 3/4 Student Textbook Portfolio Deutsch NEU Level 3/4 Workbook Portfolio Deutsch NEU Level 3/4 Test Book Portfolio Deutsch NEU Level 3/4 Teacher’s Manual	German- Item 4
Klett World Languages	Out-of-Cycle	3124- German IV	Portfolio Deutsch NEU Level 3/4 Student Textbook Portfolio Deutsch NEU Level 3/4 Workbook Portfolio Deutsch NEU Level 3/4 Test Book Portfolio Deutsch NEU Level 3/4 Teacher’s Manual	German- Item 5
Klett World Languages	Out-of-Cycle	3125- AP German	Aspekte junior B1 Student Textbook Aspekte junior B1 Workbook Aspekte junior B1 Teacher’s Manual Aspekte junior B1+ Student Textbook Aspekte junior B1+ Workbook Aspekte junior B1+ Teacher’s Manual Aspekte junior B2 Student Textbook Aspekte junior B2 Workbook Aspekte junior B2 Teacher’s Manual Aspekte junior C1 Student Textbook Aspekte junior C1 Workbook Aspekte junior C1 Teacher’s Manual	German- Item 6
Klett World Languages	Out-of-Cycle	3126- IB German	Aspekte junior B1 Student Textbook Aspekte junior B1 Workbook Aspekte junior B1 Teacher’s Manual Aspekte junior B1+ Student Textbook Aspekte junior B1+ Workbook Aspekte junior B1+ Teacher’s Manual Aspekte junior B2 Student Textbook Aspekte junior B2 Workbook Aspekte junior B2 Teacher’s Manual Aspekte junior C1 Student Textbook Aspekte junior C1 Workbook Aspekte junior C1 Teacher’s M	German- Item 7
				German- 7 Items
Klett World Languages	Out-of-Cycle	3192- Italian I	Davvero 1 Student Textbook Davvero 1 Annotated Instructor’s Edition	Italian- Item 1
Klett World Languages	Out-of-Cycle	3193- Italian II	Davvero 2 Student Textbook Davvero 2 Annotated Instructor’s Edition	Italian- Item 2

Oklahoma: Publisher Bids 2023: Out of Cycle: World Languages Other than English

				Italian- 2 Items
Klett World Languages	Out-of-Cycle	2132- pk-8 Spanish	Mapas 1 Student Textbook Mapas 1 Workbook Mapas 1 Teacher’s Edition Mapas 2 Student Textbook Mapas 2 Workbook Mapas 2 Teacher’s Edition Reporteros 1A Student Textbook Reporteros 1A Workbook Reporteros 1A Annotated Teacher’s Edition Reporteros 1B Student Textbook Reporteros 1B Workbook Reporteros 1B Annotated Teacher’s Edition Reporteros 1 Student Textbook Reporteros 1 Workbook Reporteros 1 Annotated Teacher’s Edition Reporteros 2 Student Textbook Reporteros 2 Workbook Reporteros 2 Annotated Teacher’s Edition	Spanish- Item 1
Klett World Languages	Out-of-Cycle	3161- Spanish I	Mapas 1 Student Textbook Mapas 1 Workbook Mapas 1 Teacher’s Edition Reporteros 1 Student Textbook Reporteros 1 Workbook Reporteros 1 Annotated Teacher’s Edition	Spanish- Item 2
Klett World Languages	Out-of-Cycle	3162- Spanish II	Mapas 2 Student Textbook Mapas 2 Workbook Mapas 2 Teacher’s Edition Reporteros 2 Student Textbook Reporteros 2 Workbook Reporteros 2 Annotated Teacher’s Edition	Spanish- Item 3
Klett World Languages	Out-of-Cycle	3163- Spanish III	Mapas 3 Student Textbook Mapas 3 Workbook Mapas 3 Teacher’s Edition Reporteros 3 Student Textbook Reporteros 3 Workbook Reporteros 3 Annotated Teacher’s Edition	Spanish- Item 4
Klett World Languages	Out-of-Cycle	3164- Spanish IV	Mapas 4 Student Textbook Mapas 4 Workbook Mapas 4 Teacher’s Edition Reporteros 4 (available Summer 2024) Reporteros 4 Student Textbook Reporteros 4 Workbook Reporteros 4 Annotated Teacher’s	Spanish- Item 5
Klett World Languages	Out-of-Cycle	3168- IB Spanish	Mapas 1-4 Series	Spanish- Item 6
Klett World Languages	Out-of-Cycle	3169- Heritage Spanish I	Mapas 1-4 Series	Spanish- Item 7

Oklahoma: Publisher Bids 2023: Out of Cycle: World Languages Other than English

Klett World Languages	Out-of-Cycle	3170- Heritage Spanish II	Mapas 1-4 Series	Spanish- Item 8
				Spanish- 8 Items
Cambridge	Out-of-Cycle		Latin	Latin- Item 1
				Latin- 1 Item

Summary

French	3 Items
German	7 Items
Italian	2 Items
Spanish	8 Items
Latin	1 Item

TOTAL: 21 ITEMS

Vendor	Program Name	Subject Area
Carnegie Learning	T'es branche?	French
Vista Higher Learning, Inc.	AP French, AP	French
Vista Higher Learning, Inc.	D'Accord	French
Vista Higher Learning, Inc.	Perspective, Grade 12	French
Vista Higher Learning, Inc.	Themes, IB	French
Wayside Publishing	APprenons Grades 9-12, AP French Language and Culture	French
Wayside Publishing	EntreCultures	French
Carnegie Learning	Deutsch Aktuell	German
Vista Higher Learning, Inc.	Denk mal, Grade 12	German
Vista Higher Learning, Inc.	Mosaik	German
Vista Higher Learning, Inc.	Immagina, Grades 11-12	Italian
Wayside Publishing	Chiarissimo	Italian
Carnegie Learning	Que chevere!	Spanish
Savvas Learning Company	Autentico	Spanish
Savvas Learning Company	Realidades Level 4, 9-12	Spanish
Vista Higher Learning, Inc.	Descubre	Spanish
Vista Higher Learning, Inc.	Encuentros	Spanish
Vista Higher Learning, Inc.	Galería, Grades 7-10	Spanish
Vista Higher Learning, Inc.	Imagina, Grade 12	Spanish
Vista Higher Learning, Inc.	Intrigas, AP	Spanish
Vista Higher Learning, Inc.	Listos!, Grades K-5	Spanish
Vista Higher Learning, Inc.	Perspectivas, Grade 12	Spanish
Vista Higher Learning, Inc.	Senderos	Spanish
Vista Higher Learning, Inc.	Temas para español B, IB	Spanish
Vista Higher Learning, Inc.	Temas, Grade 12	Spanish
Wayside Publishing	Azulejo	Spanish
Wayside Publishing	EntreCulturas	Spanish
Wayside Publishing	Tejidos, Heritage Spanish I	Spanish
Wayside Publishing	Triángulo APreciado, AP Spanish Language and Culture	Spanish

720:10-5-5. Consideration of new materials due to unusual or extraordinary circumstances

(a) Under the provisions of Title 70, Article XVI, Section 16-102, any resident of the State of Oklahoma, or publisher of textbooks, who feels that unusual or extraordinary circumstances exist in a particular subject area during the period of adoption may, by written request to the State Textbook Committee, present evidence that significant new techniques of teaching, significant new findings or discoveries, or other new information or knowledge exists in a particular subject area that would warrant consideration by the State Textbook Committee of new materials in that particular subject area.

(b) Written requests will be addressed to the Secretary of the State Textbook Committee. The written request will include the name, address, and phone number of the person making the request. Also to be included are the subject area name and grade classification. The person making the request will then describe in detail any new technique, procedure, finding, discovery, and any other information that will aid the Committee in making a decision. Furthermore, the person making the request will address the impact the technique, procedure, finding or discovery will have on students or education and the impact the absence of this information will have upon students or education until the next adoption period.

(c) Upon determination by three-fourths (3/4) of the members of the State Textbook Committee that unusual or extraordinary circumstances exist in a particular subject area, the Committee may select one or more textbooks in that subject area for the remainder of the adoption period.

(1) The chairperson of the Committee will direct the Secretary of the Committee to issue a Call for Bids in the subject area indicated. Said Call for Bids will include:

(A) subject area;

(B) grade;

(C) description of new technique, Finding, discovery or procedures that must be included in any item bid;

(D) deadline date for letters of intent;

(E) deadline dates for receipt of bids and books;

(F) public hearing dates; and

(G) date of the adoption meeting.

(2) All normal adoption procedures will be followed to include sampling of Committee, State Department of Education, Congressional District Review Centers, and review team members. Adoption will be by a majority vote.

[Source: Added at 11 Ok Reg 707, eff 11-22-93 (emergency)Added at 11 Ok Reg 3553, eff 6-27-94 Amended at 39 Ok Reg 2313, eff 9-11-22]

Publisher Company Name	Subject Area	Textbook Title	Review Bundle
Frog Street Press	Early Childhood Education	Frog Street Pre-K Dual - Early Childhood Education	1
Frog Street Press	Early Childhood Education	Frog Street Pre-K English - Early Childhood Education	
Frog Street Press	Early Childhood Education	Frog Street Pre-K Spanish - Early Childhood Education	(Translated copy).
Frog Street Press	Early Childhood Education	Frog Street Threes Bilingual - Early Childhood Education	2
Frog Street Press	Early Childhood Education	Frog Street Threes English - Early Childhood Education	
Frog Street Press	Early Childhood Education	Frog Street Threes Spanish - Early Childhood Education	(Translated copy).
Frog Street Press	Early Childhood Education	Frog Street Pre-K Dual - 1012 Pre-K (Half-day), 1013 Pre-K (Full-day)	3
Frog Street Press	Early Childhood Education	Frog Street Pre-K English - 1012 Pre-K (Half-day), 1013 Pre-K (Full-day)	
Frog Street Press	Early Childhood Education	Frog Street Pre-K Spanish - 1012 Pre-K (Half-day), 1013 Pre-K (Full-day)	(Translated copy).
Frog Street Press	Early Childhood Education	Frog Street Threes Bilingual - 1012 Pre-K (Half-day), 1013 Pre-K (Full-day)	4
Frog Street Press	Early Childhood Education	Frog Street Threes English - 1012 Pre-K (Half-day), 1013 Pre-K (Full-day)	
Frog Street Press	Early Childhood Education	Frog Street Threes Spanish - 1012 Pre-K (Half-day), 1013 Pre-K (Full-day)	(Translated copy).
QuaverEd, Inc.	Early Childhood Education	QuaverPreK (PreKindergarten), Subject Codes: 1012 and 1013	5
Teaching Strategies, LLC	Early Childhood Education	The Creative Curriculum for Pre-K4: 1013 Pre -K (full day)	6
Teaching Strategies, LLC	Early Childhood Education	The Creative Curriculum for Transitional Kindergarten: 1022 Transitional Kindergarten (full day)	7
Teaching Strategies, LLC	Early Childhood Education	The Creative Curriculum for Preschool, Guided Edition: 1013 Pre -K (full day)	8

Summary: 8 Total

Publisher Company Name	Textbook Title	Review Bundle
Alpha Plus Systems, Inc.	Success with OAS Mathematics, Kindergarten	1- Alpha Plus
Alpha Plus Systems, Inc.	Success with OAS Mathematics, Grade 1	
Alpha Plus Systems, Inc.	Success with OAS Mathematics, Grade 2	
Big Ideas Learning, LLC	Oklahoma Math Grades K-2	2-Big Ideas
Carnegie Learning, Inc.	Core PK-2 Courses	3- Carnegie Learning
Curriculum Associates, LLC	i-Ready Classroom Mathematics 2024, Grades K-2	4-Curriculum Associates
Heinemann, a division of Greenwood Publishing Group LLC	Program Title: Math Expressions Grades: PreK-2	5-Heinemann
Houghton Mifflin Harcourt Publishing Company	HMH Go Math, Grades K-2	6-Houghton Mifflin
Imagine Learning, LLC	Imagine Learning Illustrative Mathematics Grades K-2	7- Imagine Learning
Marshall Cavendish Corporation	Primary Mathematics K-2	8- Marchall Cavendish Corp
McGraw Hill LLC	Reveal Math, Comprehensive, Gr K-2	9- McGraw Hill
Open Up Resources	Open Up Resources K-2 Math	10- Open Up Resources
Savvas Learning Company LLC	enVision Mathematics Oklahoma, Grade K	11- Savvas Learning Co.
Savvas Learning Company LLC	enVision Mathematics Oklahoma, Grade 1	
Savvas Learning Company LLC	enVision Mathematics Oklahoma, Grade 2	

Summary: 11 Total

Publisher Company Name	Textbook Title	Review Bundle
Alpha Plus Systems, Inc.	Success with OAS Mathematics, Grade 3	1- Alpha Plus
Alpha Plus Systems, Inc.	Success with OAS Mathematics, Grade 4	
Alpha Plus Systems, Inc.	Success with OAS Mathematics, Grade 5	
Big Ideas Learning, LLC	Oklahoma Math: Grade 3, Grade 4, Grade 5	2-Big Ideas
Carnegie Learning, Inc.	Core 3-5 Courses	3- Carnegie Learning
Curriculum Associates, LLC	i-Ready Classroom Mathematics 2024, Grades 3-5 Subject code 2204	4-Curriculum Associates
Heinemann, a division of Greenwood Publishing Group LLC	Program Title: Math Expressions Grades: 3-5 Subject Code: 2204 Mathematics	5-Heinemann
Houghton Mifflin Harcourt Publishing Company	HMH Go Math, Grades 3-5	6-Houghton Mifflin
Imagine Learning, LLC	Imagine Learning Illustrative Mathematics Grades 3-5	7- Imagine Learning
Marshall Cavendish Corporation	Primary Mathematics 3-5	8- Marshall Cavendish Corp
McGraw Hill LLC	Reveal Math, Comprehensive, Gr 3-5	9- McGraw Hill
Open Up Resources	Open Up Resources 3-5 Math	10- Open Up Resources
Savvas Learning Company LLC	enVision Mathematics Oklahoma, Grade 3, 2204	11- Savvas Learning Co.
Savvas Learning Company LLC	enVision Mathematics Oklahoma, Grade 4, 2204	
Savvas Learning Company LLC	enVision Mathematics Oklahoma, Grade 5, 2204	

Summary: 11 Total

Publisher Company Name	Textbook Title	Review Bundle
Alpha Plus Systems, Inc.	Success with OAS Mathematics, Grade 6	1. Alpha Plus- Math 6-8
Alpha Plus Systems, Inc.	Success with OAS Mathematics, Grade 7	
Alpha Plus Systems, Inc.	Success with OAS Mathematics, Grade 8	
Alpha Plus Systems, Inc.	Subject Codes 2204 Mathematics, 2217 Pre-Algebra, and 2234 Math Remediation	2. Alpha Plus- Pre-Algebra
Big Ideas Learning, LLC	Oklahoma Math Grades 6, Grade 7	3. Big Ideas- Grade 6-8, Pre-Algebra
Big Ideas Learning, LLC	Oklahoma Math Grade 8, Pre-Algebra, Code 2217	
Carnegie Learning, Inc.	Carnegie Learning Middle School Math Solution Course 1	4. Middle School Math
Carnegie Learning, Inc.	Carnegie Learning Middle School Math Solution Course 2	
Carnegie Learning, Inc.	Carnegie Learning Middle School Math Solution Course 3	
Carnegie Learning, Inc.	Core 6-8 Courses	5. Carnegie Learning
CPM Educational Program	Core Connections 2nd Edition Grades 6-8 - Subject Code 2204	6. CPM Math 6-8
CPM Educational Program	Inspiring Connections Grades 6-8 - Subject Code 2204	
Curriculum Associates, LLC	i-Ready Classroom Mathematics 2024, Grades 6-8 Subject code 2204	7. Curriculum Associates 6-8
Edmentum, Inc.	Math 6, Grade 6 - Code 2204	8. Edmentum Math 6-8
Edmentum, Inc.	Math 7, Grade 7 - Code 2204	
Edmentum, Inc.	Math 8, Grade 8 - Code 2204	

Heinemann, a division of Greenwood Publishing Group LLC	Program Title: Math Expressions Grades: PreK-6 Subject Code: 2204 Mathematics	9. Heinemann Grade 6
Houghton Mifflin Harcourt Publishing Company	HMH Into Math, Grades 6-8, 2204 Mathematics	10. HMH Math 6-8
Imagine Learning, LLC	Imagine Learning Illustrative Mathematics Grades 6-8 - 2204	11. Imagine Learning- Math 6-8
Imagine Learning, LLC	Imagine Learning Illustrative Mathematics Grades 6 Accelerated - 2204	
Marshall Cavendish Corporation	2204 (PK-8 Math)	12. Marshall Cavendish Grade 6
McGraw Hill LLC	2204 (PK-8 Math)	13. McGraw Hill, Grade 6-8
Open Up Resources	Open Up Resources 6-8 Math - Course Code 2204	14. Open Up Resources 6-8 Math
Savvas Learning Company LLC	enVision Mathematics Oklahoma, Grade 6, 2204	15. Savvas EnVision Math Grade 6-8
Savvas Learning Company LLC	enVision Mathematics Oklahoma, Grade 7, 2204	
Savvas Learning Company LLC	enVision Mathematics Accelerated, Grade 7, 2204	
Savvas Learning Company LLC	enVision Mathematics Oklahoma, Grade 8, 2217	
Savvas Learning Company LLC	Beginning Algebra, 9-12, 4405	
Savvas Learning Company LLC	Prealgebra, Grades 9-12, 4431	16. Savvas- Beginning/Pre-Algebra

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Publisher Company Name	Textbook Title	Publisher
Big Ideas Learning, LLC	Oklahoma Algebra 1 with CalcChat and CalcView, Algebra 1, Code 4411	
Big Ideas Learning, LLC	Oklahoma Algebra 2 with CalcChat and CalcView, Algebra 2, Code 4412	1. Big Ideas- Algebra 1 & 2
CPM Educational Program	Algebra 1 - Subject Code 4411	
CPM Educational Program	Algebra 2 - Subject Code 4412	2. CPM Algebra I & II
Edmentum, Inc.	Algebra I, Grades 9-12 - Code 4411	
Edmentum, Inc.	Algebra II, Grades 9-12 - Code 4412	3. Edmentum Algebra I & II
Houghton Mifflin Harcourt Publishing Company	HMH Into Algebra, Grades 9-12, 4411 Algebra I	
Houghton Mifflin Harcourt Publishing Company	HMH Into Algebra 2, Grades 9-12, 4412 Algebra II	4. HMH Algebra I & II
McGraw Hill LLC	Reveal Math Algebra I, Comprehensive, Gr 9-12, 4411	
McGraw Hill LLC	Reveal Math Algebra II, Comprehensive, Gr 9-12, 4412	5. McGraw Hill- Reveal- Algebra I & II
Open Up Resources	Open Up High School Math - Course Codes 4411 (Alg), 4520 (Geo), 4412 (Alg 2)	6. Open Up Resources Algebra I, II & Geometry
Palm Coast Publishing, Inc.	Algebra II for everyone, subject code 4412	7. Palm Coast- Algebra II
Savvas Learning Company LLC	enVision A G A Oklahoma Algebra 1, 9-12, 4411	

Savvas Learning Company LLC	enVision A G A Oklahoma Algebra 2, 9-12, 4412	8. Savvas EnVision- Algebra 1 and 2
Savvas Learning Company LLC	Beginning & Intermediate Algebra, 9-12, 4550	
Imagine Learning, LLC	Imagine Learning Illustrative Mathematics Grades 9-12 - Algebra 1 - 4411	10. Imagine Learning- Algebra I & 2
Imagine Learning, LLC	Imagine Learning Illustrative Mathematics Grades 9-12 - Algebra 2 - 4413	
Carnegie Learning, Inc.	4411 Algebra I: Carnegie Learning High School Math Solution Algebra I	
Carnegie Learning, Inc.	4412 Algebra II: Carnegie Learning High School Math Solution Algebra II	
		11. Carnegie Learning- Algebra 1 & 2

Summary: 11 Total

Publisher Company Name	Textbook Title	Publisher
Big Ideas Learning, LLC	Oklahoma Geometry with CalcChat and CalcView, Geometry, Code 4520	1. Big Ideas- Geometry
Cengage Learning, Inc.	1. Program Title: Financial Algebra/Comprehensive/9-12/4770 Mathematics of Finance	2. Cengage- Finances
Cengage Learning, Inc.	2. Program Title: Precalculus with Limits/Comprehensive/9-12 /4611 Precalculus	3. Cengage- Precalculus
Cengage Learning, Inc.	3. Program Title: Precalculus with Limits: A Graphing Approach/Comprehensive/9-12/4611 Precalculus	
CPM Educational Program	Geometry - Subject Code 4520	4. CPM Geometry
CPM Educational Program	Precalculus - Subject Code 4611	5. CPM PreCalculus
Edmentum, Inc.	Geometry, Grades 9-12 - Code 4520	6. Edmentum Geometry
Houghton Mifflin Harcourt Publishing Company	HMH Into Geometry, Grades 9-12, 4520 Geometry	7. HMH Geometry
McGraw Hill LLC	Reveal Math Geometry, Comprehensive, Gr 9-12, 4520	8. McGraw Hill- Reveal- Geometry
McGraw Hill LLC	Miller, Pre-Calculus, Comprehensive, Gr 9-12, 4611	9. McGraw Hill- Miller- PreCalculus
Savvas Learning Company LLC	enVision A G A Oklahoma Geometry, 9-12, 4520	10. Savvas EnVision- Geometry
Savvas Learning Company LLC	Precalculus: Graphical, Numerical, Algebraic, 9-12, 4611	

Savvas Learning Company LLC	Precalculus, 9-12, 4611	11. Savvas- PreCalculus
Savvas Learning Company LLC	A Graphical Approach to Precalculus with Limits, 9-12, 4611	
Savvas Learning Company LLC	Precalculus: Enhanced with Graphing Utilities, 9-12, 4611	
Savvas Learning Company LLC	Precalculus: Graphical, Numerical, Algebraic AP, 9-12, 4611	
Savvas Learning Company LLC	Thinking Mathematically, 9-12, 4630	12. Savvas- Math 9-12
Savvas Learning Company LLC	Elementary Statistics-Picturing the World, 9-12, 4740	
Imagine Learning, LLC	Imagine Learning Illustrative Mathematics Grades 9-12 - Geometry - 4520	13. Imagine Learning- Geometry
Carnegie Learning, Inc.	4520 Geometry: Carnegie Learning High School Math Solution Geometry	14. Carnegie Learning- Geometry

Summary: 14 Total

Publisher Company Name	Textbook Title	Publisher
Bedford, Freeman, and Worth Publishing Group LLC	UPDATED Version of The Practice of Statistics - Comprehensive - 4760 (AP Statistics) - 9-12 AP	1. Bedford- Statistics
Bedford, Freeman, and Worth Publishing Group LLC	Statistics and Probability with Applications (High School) - Comprehensive - 4740 (Statistics & Probability) - 10-11	
Bedford, Freeman, and Worth Publishing Group LLC	Calculus for the AP® Course - Comprehensive - 4615 (AP Calculus AB) - 9-12 AP	2. Bedford- Calculus
Bedford, Freeman, and Worth Publishing Group LLC	Calculus for the AP® Course - Comprehensive - 4616 (AP Calculus BC) - 9-12 AP	
Cengage Learning, Inc.	4. Program Title: Trigonometry/Comprehensive/9-12/ 4750 Trigonometry	3. Cengage Algebra III and Trigonometry
Cengage Learning, Inc.	5. Program Title: Algebra and Trigonometry/Comprehensive/9-12/ 4413 Algebra III	
Cengage Learning, Inc.	6. Program Title: Understanding Basic Statistics/Comprehensive/9-12/ 4740 Statistics and Probability	4. Cengage- Statistics
Cengage Learning, Inc.	7. Program Title: Statistics: Learning from Data/Comprehensive/9-12/4760 AP Statistics	
Cengage Learning, Inc.	8. Program Title: Calculus for AP/Comprehensive/9-12/ 4615 AP Calculus AB	

Cengage Learning, Inc.	9. Program Title: Calculus of a Single Variable/Comprehensive/9-12/4615 AP Calculus AB	
Cengage Learning, Inc.	10. Program Title: AP Calculus/Comprehensive/9-12/ 4615 AP Calculus AB	
Cengage Learning, Inc.	11. Program Title: Calculus for AP: A Complete Course/Comprehensive/9-12/4615 AP Calculus AB	5. Cengage- Calculus
CPM Educational Program	Statistics and Probability - Subject Code 4740	
CPM Educational Program	AP Statistics - Subject Code 4760	6. CPM Statistics
CPM Educational Program	Calculus - Subject Code 4612	
CPM Educational Program	AP Calculus AB - Subject Code 4615	
CPM Educational Program	AP Calculus BC - Subject Code 4616	7. CPM Calculus
Edmentum, Inc.	Probability & Statistics, Grades 9-12 - Code 4740	8. Edmentum Statistics
Edmentum, Inc.	AP Calculus, Grades 11-12 - Code 4615	9. Edmentum Calculus
McGraw Hill LLC	Bluman, Elementary Statistics, Comprehensive, Gr 9-12, 4740	10. McGraw Hill- Bluman- Statistics
Savvas Learning Company LLC	Calculus: Graphical, Numerical Algebraic, 9-12, 4612, 4615, 4616	11. Savvas- Calculus
Savvas Learning Company LLC	Stats In Your World, 9-12, 4740	

Savvas Learning Company LLC	Stats: Modeling the World AP, 9-12, 4760	12. Savvas- Statistics
Savvas Learning Company LLC	Trigonometry, 9-12, 4750	13. Savvas- Trigonometry

Summary: 13 Total