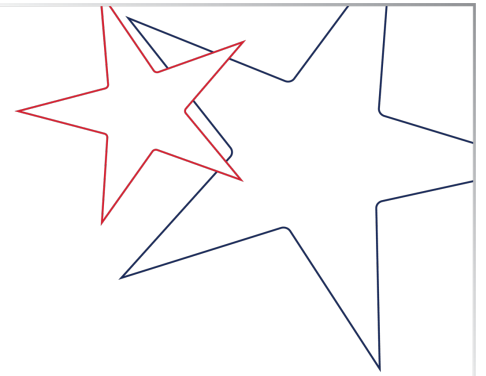


# TEXTBOOK RECAP

## August 2023 Webinar



Please complete the Google Form by August 18, 2023:

<https://docs.google.com/forms/d/e/1FAIpQLSeKvdNbKIRs682IanV4GIJpWxiBwPi59axX7kZYzrFmW278Sg/viewform>

### FRIENDLY REMINDERS

- TIMS 2.0 Inventory Report is due as soon as possible (**No later than October 2, 2023**)
  - Forms can be turned in for each individual school or as one for the entire district
- TIMS 2.0 User Security Form can be turned into the ClassGather helpdesk for new or updated accounts
  - Districts and schools should have a textbook coordinator (Audit requirement)

### TEXTBOOK HANDBOOK

- Page 27: Part C – Purchasing Procedures
- Textbooks that are adopted (on the price lists) only need one quote
- Tennessee Book Company can provide two quotes for non-adopted materials as long as they are provided enough information to create the quotes
  
- Page 37-40: TIMS 2.0
- Textbooks can be disposed after 10 years
- Titles that are considered SURPLUS should be transferred into the SURPLUS portal by June 15

### MISSISSIPPI INSTRUCTIONAL MATERIALS MATTER WEBSITE

- New textbook website: [msinstructionalmaterials.org](https://msinstructionalmaterials.org)
- Adopted materials price lists
- Website: [msinstructionalmaterials.org/adopted-materials/high-quality-instructional-materials-price-lists](https://msinstructionalmaterials.org/adopted-materials/high-quality-instructional-materials-price-lists)
- The ISBN number on the quote needs to match the adopted price list on the MIMM site. If the ISBN number does not match, then it is not considered adopted.
  
- Public School Forms
- Website: [msinstructionalmaterials.org/districts/public-schools](https://msinstructionalmaterials.org/districts/public-schools)
- TIMS inventory and security forms
- Audit rubrics
- **NEW** textbook purchasing forms: Local Committee Forms (**due October 2, 2023**) and Intent to Purchase (**due April 15, 2024**)



- The Intent to Purchase form will help the depository have available stock to ensure shorter shipment time

### TEXTBOOK INVENTORY MANAGEMENT SERVICES 2.0

- TIMS 2.0 Information
- Website: [msinstructionalmaterials.org/resources/tims2](https://msinstructionalmaterials.org/resources/tims2)
- Links to TIMS 2.0 site and helpdesk articles
- Documents and TIMS Manual
- ClassGather HelpDesk
- Coordinators can place a ticket in the helpdesk portal on the ClassGather (TIMS) website OR
- Send an email to [helpdesk@classgather.com](mailto:helpdesk@classgather.com)
  
- **Miss. Code 37-43-51:** The management of all public, private, parochial or denominational schools wherein the board is furnishing to the students thereof free school textbooks and said free school textbooks are used by the students in said school, **shall** file annually with the State Board of Education any and all reports as may be required by the board.
- To ensure that schools have access to a world-class data system to improve student achievement, then the MDE will reimburse districts for the cost of the TIMS 2.0 platform.
- Districts will receive an invoice for \$2 per student for the TIMS 2.0 platform. The invoice total is based on the SY 22-23 attendance.
- Once the districts have paid the invoice to the TN Book Company, then district will be reimbursed by the MDE.
  
- **REMINDERS**
- Please email me when you have paid your TIMS Subscription fee, and I will add you to the reimbursement list
- TIMS Subscription fee is due on October 2, 2023
- This is a dollar-to-dollar reimbursement
- To receive the reimbursement, the district must show proof of payment of the TIMS subscription invoice, turn in TIMS inventory report form to ensure records are up to date, and coordinators at both the district and school levels.
  
- **IMPORTANT NOTES**
- The TIMS subscription will not be part of instructional materials quotes. Due to the 5% shipping cost, the TN Book quote will be lower than majority of the direct vendor quotes.
- When you order from the depository, then your order will be added to your TIMS account.



- Districts and schools can add bookkeepers to their TIMS accounts to help with keeping track of quotes, invoices, and payments.
- Contact Kellie Dumas ([ms.orders@ingramcontent.com](mailto:ms.orders@ingramcontent.com)) to create TN Book Company as a new vendor in your district

