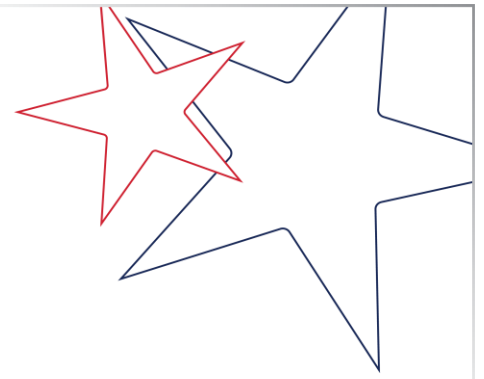


26-27 HQIM ADOPTION

State Textbook Rating Committee



I am delighted to announce that you have been appointed to the State Textbook Rating Committee for [REDACTED] on behalf of the Mississippi Department of Education. This appointment pertains to the 2026 adoption of high-quality instructional materials for Mississippi schools. Your expertise and knowledge will be essential as you collaborate with others throughout the state to choose textbooks for specific instructional purposes over the next five years.

The State Textbook Rating Committee members have the following responsibilities: An orientation session is scheduled for **Monday, September 21, 2026, at 9:00 a.m.** Textbook evaluations will commence immediately after the orientation and conclude on **Friday, September 25, 2026, at 2:00 p.m.** The AP Career Kickstart and Career-Technical Education orientation will be held virtually on TEAMS. The English Language Arts orientation will be held in person at the Mississippi Schools for Deaf and Blind auditorium. More information about the orientation sessions will be sent closer to the date.

We encourage you to take on this vital role as a member of the State Textbook Rating Committee. Please send signed documents (pages 2-5) to Elizabeth Simmons, the Director of Instructional Materials and Library Services, at esimmons@mded12.org by **2:00 p.m. on Wednesday, September 16, 2026.**

Job Description

When deciding whether to accept the position of a member of the State Textbook Rating Committee, please consider the following responsibilities:

- State Textbook Rating Committee members must participate in the orientation and reviewer portal training on Monday, September 21, 2026, at 9:00 a.m. The evaluation process will start that day, and committee members must finalize their textbook ratings via the ClassGather Reviewer Portal by Friday, September 25, 2026, at 2:00 p.m.
- Committee members will receive rubric calibration training and review print samples.
- Committee members will have access to the ClassGather Reviewer Portal to review vendor submissions, rate instructional materials, and provide comments.

Important Notes

- Participating in the State Textbook Rating Committee allows each member to earn a maximum of 4.0 CEUs. Each of the six Regional Education Service Agencies (RESA) will offer CEUs or SEMIs for \$15.00 per requested committee member.
- Committee members do not need to take personal leave while undergoing evaluation. According to [Miss. Code Ann. § 37-7-307 \(4\)](#), local boards must provide certified employees with a professional leave allowance for each day absent due to official State Textbook Rating Committee duties. After reviewing the materials, members will return to their official responsibilities.



CONFIDENTIALITY AGREEMENT

Between the Mississippi Department of Education
and State Textbook Rating Committee Member



This Confidentiality Agreement (hereinafter called the "Agreement") is made between the Mississippi Department of Education, located at 359 North West Street, Jackson, Mississippi 39201 (hereafter referred to as "MDE"), and [REDACTED] (hereinafter called "Evaluator").

WHEREAS the MDE and Evaluator assess submissions for the 2026-2027 Textbook Adoption, as detailed in the service solicitation.

WHEREAS the Evaluator serves as a State Textbook Rating Committee member for the mentioned solicitation. Their responsibilities encompass but are not limited to assessing solicitation specifications, reviewing vendor proposals submitted in response to this solicitation, evaluating these proposals, recommending contract awards, and, if necessary, negotiating the resulting contracts. Moreover, during their employment, the Evaluator will have access to confidential information concerning the solicitation specifications, vendor proposals, and the procurement process.

WHEREAS the MDE and the Evaluator agree that maintaining the confidentiality of all materials and proceedings, by Section 25-61-1 of the Mississippi Public Records Act, is essential to (a) preserving the integrity of the procurement process; (b) ensuring all communications with vendors are consistent in content and timing; (c) conducting a thorough, accurate, and objective analysis of all submitted responses ; (d) protecting the integrity of the evaluation process from inadvertent or deliberate disclosure of vendor responses, team findings, and evaluation proceedings; (e) safeguarding proprietary information submitted within vendor responses as confidential; and (f) mitigating any liability to the State in case of a disclosure;

THEREFORE, the MDE and the Evaluator hereby mutually agree to the terms of this Agreement:

1. Evaluators must treat the solicitation details, all vendor responses, and any ancillary data regarding those responses as confidential until officially released to the vendor or community. They cannot share this information with any third party without obtaining explicit written permission from the authorized MDE Contact Person. Should an Evaluator be notified of a third-party request for confidential information or receive a subpoena or any lawful administrative or judicial order requiring disclosure, they must immediately notify the official MDE Contact Person and comply with the subpoena as required by state and/or federal laws and regulations.
2. From the moment solicitation materials are given to the Evaluator or when the Evaluator participates in pre-proposal work sessions for the solicitation's development until the Contract Award, all vendor inquiries and communications with vendors, potential vendors, or third parties concerning any part of the solicitation, whether spoken or written, must be directed to the State Contact Person, unless stated otherwise MDE.
3. Evaluators serving on the State Textbook Rating Committee for a solicitation can share pertinent information with vendors at the official Proposal Conference and during onsite oral presentations and demonstrations. Only the written responses from the State Contact Person, which the Office of Public has approved, will be considered official replies to vendor inquiries Records.
4. The Evaluator agrees to maintain a copy of each vendor's response in the room during the evaluation process.
5. Sharing information about the Evaluator's response and procurement is strictly forbidden unless explicitly allowed in this document.



6. The Evaluator understands and agrees that his or her obligations under this Confidentiality Agreement concerning the solicitation specifications, vendor responses, and evaluation proceedings shall remain in effect indefinitely or until the information becomes public knowledge or is otherwise disclosed through no fault of the Evaluator.
7. The laws of Mississippi will govern this Agreement, and any disputes will be settled in Jackson, Hinds County, Mississippi.

This Confidentiality Agreement shall be effective as of the date this Agreement is signed by the parties below.

State Textbook Rating Committee Member

Date

Director of Instructional Materials and Library Services

Date

26-27 MDE Textbook GroupMe

A GroupMe was established to ensure that all team members can access assistance during the adoption process. To join the group, please click on the link: groupme.com/join_group/115826094/eiCFut57.



CONFLICT OF INTEREST FORM

State Textbook Rating Committee Member



I consent to withdraw from evaluating proposals in which I currently have or have had a financial or other prejudicial interest. Before reviewing such proposals, I will write to the Director of Instructional Materials and Library Services about any potential conflicts of interest. I understand that if a conflict of interest is present, I will not be allowed to evaluate those proposals. This includes any circumstances that might sway my opinions for or against a proposal. I also agree to reveal any external activities, financial interests, or actions that could give the impression of a conflict.

I recognize that evaluators cannot assess proposals from entities where they or their relatives have been employed in the last ten years. A relative is defined as a spouse, child, child's spouse, parent's spouse, sibling's spouse, grandparent, or grandparent's spouse.

I certify that I have reviewed the conflict-of-interest standards outlined herein and that I do not have a conflict of interest regarding evaluating this proposal or its qualifications. Furthermore, I certify that I am not involved in any negotiations or arrangements for prospective employment or association with offerors submitting proposals or qualifications or their parent or subsidiary organizations.

Noncompliance with these conflict-of-interest guidelines could result in removal from the review panel and possibly referral to the Mississippi Ethics Commission.

☐ I confirm that I have no conflicts of interest.

State Textbook Rating Committee Member

Date

Director of Instructional Materials and Library Services

Date

☐ I confirm that I am or was formerly employed by a vendor or publisher who submitted a proposal. The name of that vendor or publisher is _____.

☐ I confirm that I have a family member employed by a vendor or publisher who submitted a proposal. The vendor/publisher's name is _____.

☐ I acknowledge a conflict of interest, as outlined in the attached letter.

State Textbook Rating Committee Member

Date

Director of Instructional Materials and Library Services

Date



ADOPTION AGREEMENT

State Textbook Rating Committee Member



The Mississippi Department of Education has established the State Textbook Rating Committee to evaluate and recommend high-quality instructional materials for schools. The appointed member consents to engage in the following responsibilities.

Job Description

- All committee members must attend the orientation and review portal training scheduled for Monday, September 21, 2026.
- They will have access to ClassGather to evaluate vendor submissions and assess instructional materials. Members must include relevant comments along with supporting evidence for each score.
- Additionally, they are expected to review every part of the vendor or publisher's submission packet, which includes watching videos and examining online platforms.
- Committee members will conduct fair evaluations of all instructional materials.

Term

- The evaluation begins on Monday, September 21, 2026. Committee members must submit their ratings for each textbook via ClassGather by Friday, September 25, 2026, at 2:00 p.m.
- Committee members do not need to take personal leave while participating in the evaluation process. According to the [Miss. Code Ann. § 37-7-307 \(4\)](#), local boards must offer each certified employee a professional leave allowance for every day missed while performing official duties as part of a State Textbook Rating Committee. Once they have reviewed the materials, members will resume their official duties and responsibilities.

Compensation

- This is voluntary, yet every member will earn 4.0 CEUs for participating in the State Textbook Rating Committee. Each of the six Regional Education Service Agencies (RESA) will issue CEUs for a fee of \$15.00 per committee member, available upon request.

State Textbook Rating Committee Member

Date

School or District Administrator

Date



END OF REVIEW FORM

State Textbook Rating Committee Member



Please fill out this form after evaluating all proposals for the MDE.

Scoring Requirements

- ☐ I acknowledge that I have watched each publisher's presentation video and materials.
- ☐ I verify that I have explored the digital platform for every publisher and their materials.
- ☐ I have provided comments for every publisher and their respective materials.

Individual Evaluation

- ☐ I confirm that my score was based entirely on the assessment of each proposal.
- ☐ I confirm that my score was not solely based on evaluating each proposal.

Evaluation Team

- ☐ I confirm that the evaluators did not engage in discussions that affected my evaluation of each proposal.
- ☐ I confirm that interactions among the evaluators shaped my assessment of the proposals; thus, my scores should not be considered valid.

Comments

Feel free to share any feedback you have regarding the evaluation process.

State Textbook Rating Committee Member

Date

Director of Instructional Materials and Library Services

Date

CEUs or SEMIs (Please select one in each box)

☐ Yes, I need CEUs

☐ Yes, I need SEMIs

☐ No, I do not need CEUs or SEMIs

☐ DAAIS RESA

☐ GCEIC RESA

☐ NMEC RESA

☐ SMEC RESA

☐ EMCED RESA

☐ S-RESA

☐ I do not know my RESA



CEU OR SEMI DIRECTIONS

State Textbook Rating Committee Member



CEU Application

- Website: [2026-2027 MDE Credit Applications – North Mississippi Education Consortium](#)
- How to complete the form:
 - Select: Zoom/Live Online/Microsoft Teams
 - Select: Summer/Fall
 - Select: 25-26 High-Quality Instructional Materials Review
 - 4.0 CEUs, SEMIs, and OSLs
 - September 21 – September 25, 2026
- Complete the rest of the form with your information
- Upload the State Textbook Rating Committee's completed certification
- Agree to terms
- Complete the evaluation questions
- Complete payment information for CEUs
- CEUs will be in the MS RESA Services within 7-10 business days
- Once CEUs are processed, you will get a registration confirmation email from noreplay@msresaservices.com.
 - This will be your notification that your CEUs have been processed.
- To locate your CEUs, log in to www.msresaservices.com
 - Login ID will be the email address from which you received the notification
- Follow the steps in the document located on msinstructionalmaterials.org/resources/adoption under “State Textbook Rating Committee.”

SEMI and OSL Application:

- SEMIs and OSLs will be uploaded in MECCA 30 days after the workshop.
- No charge for SEMIs or OSLs

If you have any questions, please contact the North Mississippi Education Consortium by emailing info@northmsec.com.



NOTE: Committee members have 30 days to apply for credits after completing the training.