

The IMA Decision Making
Process
Step 1: Selecting Your Team

More than the Amount

- Team will need to determine more than the amount of materials to purchase
- Involvement of each stakeholder will vary depending on role

Stakeholders to Involve

- Instructional
 - Teachers
 - Principals
 - Subject-area specialists

Stakeholders to Involve

- Operational
 - Instructional Materials Coordinator
 - Superintendent
 - Finance Director
 - Technology Directors (Instructional and Technical)
 - Purchasing

Possible Team Responsibilities

- Instructional
 - Input from the campus level as to instructional needs
- Curriculum
 - Input from curriculum as to the needs of the district and campus for instructional materials
 - Ensure that instructional materials meet the TEKS or STAAR standards

Possible Team Responsibilities

- District IM Coordinator
 - Access to IMA funds for requisitions and disbursements
 - Assist in locating instructional material
 - Track instructional materials for accountability
- Superintendent
 - Ensure that the district is meeting the instructional needs of all students

Possible Team Responsibilities

- Finance:
 - Monitor IMA funds and ensure that funds are allocated to the correct accounts
 - Properly record transactions in general ledger using EMAT access for reconciliation
 - Manage budget
- Purchasing:
 - Ensure local and state purchasing procedures followed in regard to acquisition, disposition, and storage

Possible Team Responsibilities

- Technology
 - Establish district technology goals for the classroom
 - Determine purchases necessary to meet classroom technology goals
 - Determine personnel positions necessary to meet classroom technology goals

Three Basic Rules for Success of the Team

- Must work together
- Must share the same vision
- Must communicate
