

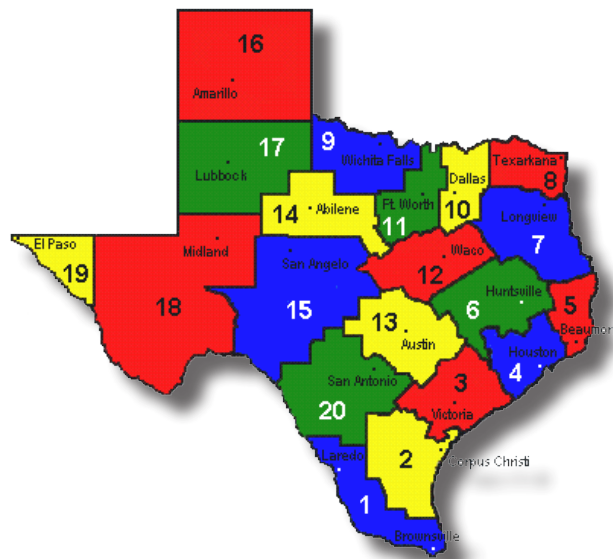
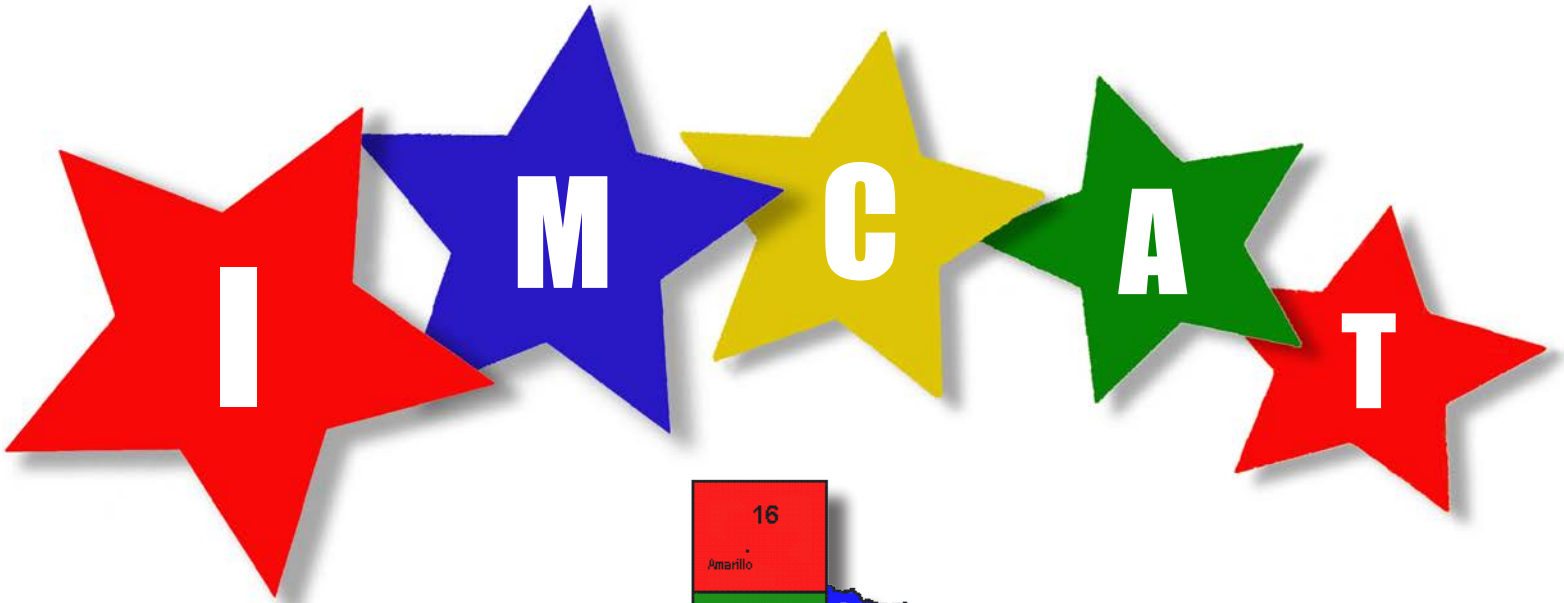


CONFERENCE PROGRAM

I.M.Texas²⁰¹⁹

The conference for instructional materials professionals

December 8 – 11 | Embassy Suites | Frisco, Texas



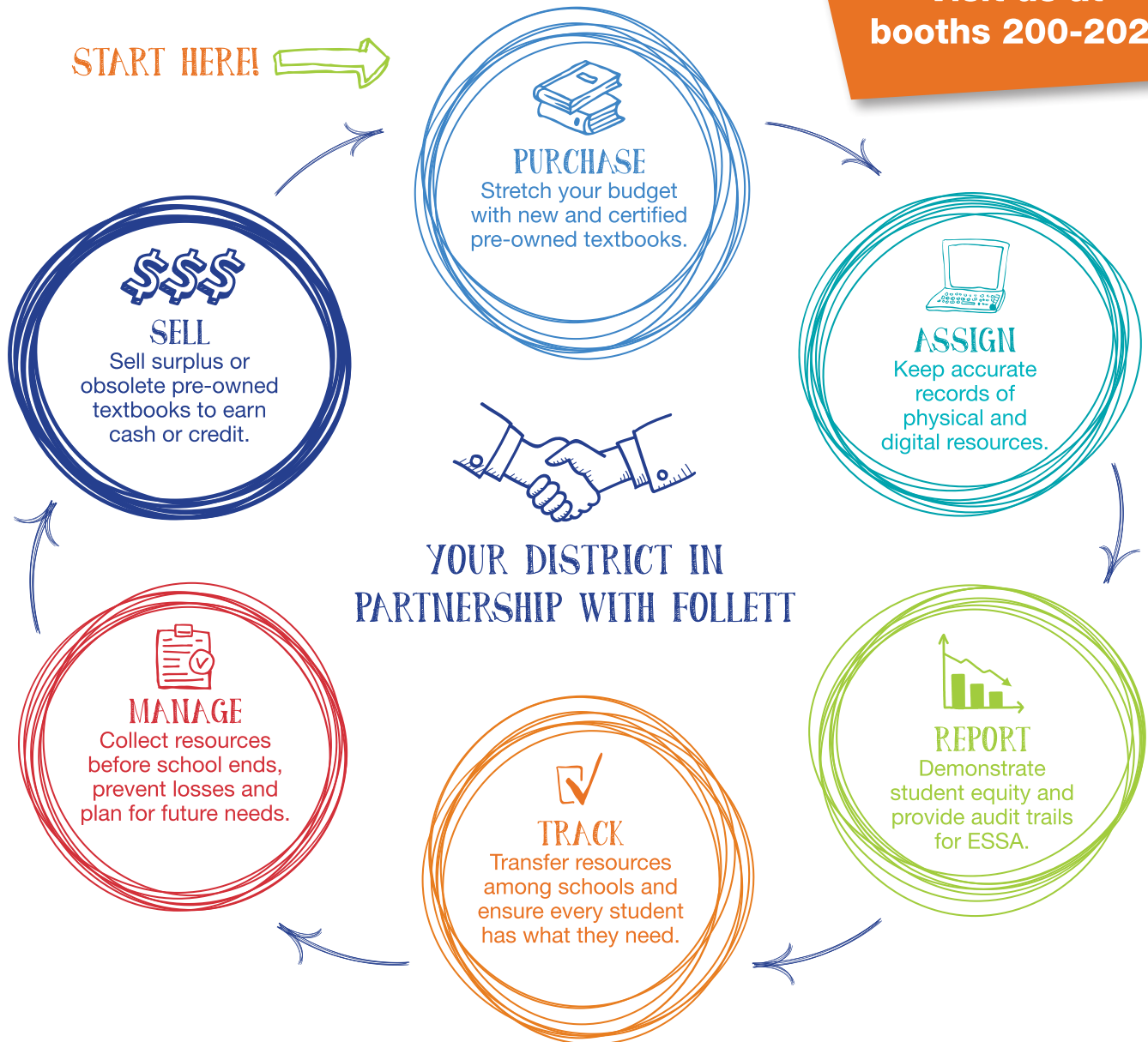
28th Annual Conference

Instructional Materials Coordinators' Association of Texas

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Welcome! *from IMCAT President Wayne Schaper*



On behalf of the IMCAT Board of Directors, welcome to Frisco and to I.M. Texas 2019, our 28th Annual Conference.

Our Conference Chair Misty Fisher and the Conference Committee have been working since last year's

conference to put together an event that involves all the disciplines involved in getting instructional materials to Texas schoolchildren. Whether you're a coordinator, a curriculum specialist, a technology director or a business office worker, you'll find information that will help you do your job and, ultimately, that will make it easier for children to learn.

Our theme this year – “Stars Across Texas” – recognizes the stars are shining for the people involved in ordering, processing and delivering instructional materials on behalf of the schoolchildren of Texas.

Throughout the year, the “stars” of your IMCAT Board have been working to inform, mentor, collaborate, advocate and train, reflecting our vision statement. We were successful in our legislative efforts to streamline the ordering process and to provide more flexibility to control the millions of dollars of inventory entrusted to Texas schools.

Summer Institutes across the state continue to grow, and we launched our new IMCAT website and management system that will open new ways for our members to connect and learn from each other.

As I conclude the “longest year” of service for an IMCAT president (I was handed the gavel 13 months ago, at our November conference), I am proud of the work we have done in advancing our goals of sharing knowledge to adapt to a changing world...and to help our kids.

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Highlights

Exhibitor Bingo

Visit IMCAT exhibitors for a chance to win a **Chromebook** or \$100 cash. Pick up a game card from the registration counter to play. To be eligible for the drawing, you must visit at least 30 exhibitor booths in **Frisco 6**. At each booth, you need to collect a label with the exhibitor's name. Affix the label with the matching name in the space provided on the game card. Turn in your game card to the registration counter by 3:15 pm Tuesday (Dec. 10). Drawings will be held at the 3:15 pm break Tuesday. If you have completed your game card by visiting all of the exhibitors, you could win \$100 cash. **Must be present to win.**

Toys for Tots Collection

IMCAT will be collecting toys to donate to Toys for Tots. You can drop off your unwrapped toy in the collection box by the IMCAT registration desk.



IMCAT will also raffle off a beautiful quilt donated by Misty Fisher of Arlington ISD. Tickets are \$1 each or six for \$5 (cash only please) and can be

purchased at the IMCAT registration desk. Proceeds from the raffle will go to Toys for Tots. You do not have to be present to win.

Casino Night

Sponsored by Follett School Solutions

Join your fellow attendees in **Frisco 1 & 2** from 7 to 9 pm Tuesday (Dec. 10) for drinks and heavy hors d'oeuvres. This fun event is included with your IMCAT registration thanks to the generous sponsorship of **Follett School Solutions**.

Russell Owen Scholarship/Raffle

IMCAT welcomes Suheill Villafane, Eanes ISD, and Monica Wahl, Navarro ISD, as this year's recipients of the Russell Owen Scholarship. The scholarship honors the late Russell Owen, textbook coordinator at Dallas ISD and a founder of the Textbook Coordinators' Association of Texas, which later became IMCAT. IMCAT's annual gift card raffle raises funds for the Russell Owen Scholarship. Buy your ticket at the IMCAT registration counter - tickets are \$1 each or six for \$5 (cash only please). You do not have to be present to win.

Conference Certificates

If you need to receive an emailed certificate after the conference, stop by the IMCAT registration desk to let us know. Certificates will be emailed out after the conference is over.

Annual Meeting Tuesday to Select New IMCAT Reps

IMCAT will elect a president-elect, treasurer and members of the Board of Directors on Tuesday, Dec. 10, during the annual meeting at the Embassy Suites Hotel and Convention Center in Frisco.

Candidates must have the support of their district to be part of the Board. Responsibilities include attending at least three of the quarterly meetings each year at various locations in the state and the annual conference, where Board members present topics to the membership. In addition, each Board member will be on a different committee, which they can choose at the first quarterly meeting.

Executive officers—president, president-elect and

past president—serve one-year terms. Secretary and treasurer positions serve two-year terms. Board of Directors serve up to three-year terms.

Candidates must be the coordinator or designee for a district or open-enrollment charter school. Two employees from the same district or charter school may not serve on the Board at the same time. Candidates for president-elect and treasurer must be serving on the Board and have served for at least one year.

Nominations for the positions closes at the conclusion of regional meetings Monday morning, Dec. 9. Nominations may be turned into the Conference Registration Desk.



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to live a literate life every day, in every classroom.*

— Irene C. Fountas and Gay Su Pinnell

— “ ” —



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Guest Speakers

Monday Lunch Speaker

IMCAT is excited to welcome Josh Roberts, school principal and award-winning actor, as a guest speaker at Monday's President's Luncheon at noon.

Roberts has been in education for 15 years as a classroom teacher, assistant principal and currently in his fourth year of being the principal of J.R. Irvin Elementary in Midlothian.

While a teacher, Roberts was recognized as a "Top Teacher" in the DFW area by *Ft. Worth Texas Magazine*. As a principal, Roberts oversaw the opening of a new campus for Irvin Elementary after being on the design and planning team for over two years. He has also sat on the district committee that brought 1:1 technology to the students of Midlothian ISD.

Roberts is also an award-winning actor who has been performing with the critically acclaimed improvisational group Four Day Weekend since 2002. He studied improvisation at the Four Day Weekend School of Improvisation. He not only performs every weekend at their theater in Fort Worth, but also performs, speaks, and hosts for companies throughout the U.S. Through speaking engagements, Roberts and the cast of Four Day Weekend show organizations the philosophy of "Yes, and..." and how the tenets of improvisation can be applied to their own business culture.

Roberts currently resides in Mansfield with his wife Andrea and their two children, Ava and Sawyer. He also helps lead music in two worship services at First Methodist Mansfield.

Christmas on the Square

While in Frisco for conference, take an evening to visit the annual Christmas on the Square. You can enjoy Skate the Square, a Christmas tree maze, trackless train rides, horse carriages, and a beautiful light show!

For more information, visit
<https://friscosquare.com/cits/>

Tuesday Morning Keynote

Matt Frey will speak during the General Session on Tuesday, Dec. 10 at 8:30 am.

Frey serves as Plano ISD's Executive Director for Instructional Technology. Before moving to Texas four years ago, Matt enjoyed a 23-year career with Brevard Public Schools, a district of 83 schools and 73,000 students located on Florida's Space Coast.

Now a proud member of the Texas K-12 CTO Council, he previously served as a Board Member and President for the Florida Council of Instructional Technology Leaders as well as the CoSN Council of Florida.

Frey was awarded ISTE's Making IT Happen Award in 2015 and was named an EdTech Digest Trend Setter Award Finalist in 2016 for building a coalition of districts charting a new course for digital textbook and tool administration.

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Tuesday Lunch Keynote: Pam Little, SBOE

IMCAT welcomes State Board of Education District 12 Representative Pam Little to its Annual Conference to give the keynote speech during the Tuesday luncheon.

Residing in North Texas for more than 30 years, Little is a business owner and active community volunteer. Along with Larry, her husband of 45 years, she is the co-owner of Ace Fence of DFW, which they started from their garage 40 years ago and is now one of the largest fence companies in the metroplex.

Little, a Republican, was first elected to the State Board of Education in November 2018.

A native Texan who grew up in the College Station area, Little attended Texas A&M University and graduated from the University of Houston. She and her family have lived in the Vineyards of Fairview for 14 years.

Little is an active community volunteer. She is an

alumna of the Allen-Fairview Leadership class 24, past board member of the Allen Fairview Chamber, the Texas Federation of Republican Women, the executive board of the Plano Rotary and the Junior League Community Advisory Board and the past president and current board member of the Samaritan Inn.

Little served as a community college instructor, teaching courses in small business management. She also worked in educational publishing, retiring as a regional vice president from Houghton Mifflin Publishers in 2008.

Little is the mother of two children, who are both married and live in the McKinney area. She and her husband are grandparents of three grandsons.

As a member of the State Board of Education, Little represents the citizens of Collin County and part of Dallas County.

Teach All Texas Students to SHINE!

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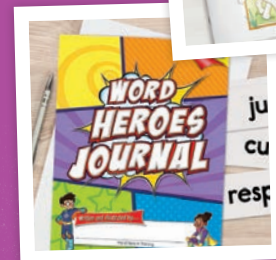
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<https://my.yapp.us/IMCAT2019>

on your smartphone (you may need to download the free app Yapp if prompted).



Or, scan the QR code at left with your smartphone.

Session Highlights New Website

Join us for a special session on Monday, Dec. 9 at 9:30 am that will highlight the new IMCAT website and all the features available to you.

Powered by MemberClicks' association management software, the website will help with keeping our membership connected. With social networking support, simple tools for staying in touch and space for sharing documents, photos and resources to support committees, we can use it to help market our association and highlight the great work being done.

Being an IMCAT member has exciting new benefits in the Member Only area of the website. Members can create a profile page, view their invoices and event registrations, access a searchable member directory and communicate with other IMCAT members on forums or individually.

Find out more during Monday's session!



Russell Owen Scholarship Winners

The scholarship honors the late Russell Owen, textbook coordinator at Dallas ISD and a founder of the Textbook Coordinators' Association of Texas, which later became IMCAT.

2013: Lotte Talley, Happy ISD

2014: Jeff Funderburgh, Birdville ISD
2014: Karen Phillips, Sulphur Springs ISD

2015: Glenn Barfield, New Boston ISD
2015: Ricky Northrup, Valentine ISD
2015: Dayna Prochaska, Early ISD

2016: Gayle Parenica, Wharton ISD
2016: Donna Carnagey, Petersburg ISD

2017: Sheri Hayes, Bishop CISD
2017: Shannon Ripley, Winters ISD

2018: Jerry Brannen, Paris ISD
2018: Jena Gonzalez, Del Valle ISD

2019: Suheill Villafane, Eanes ISD
2019: Monica Wahl, Navarro ISD

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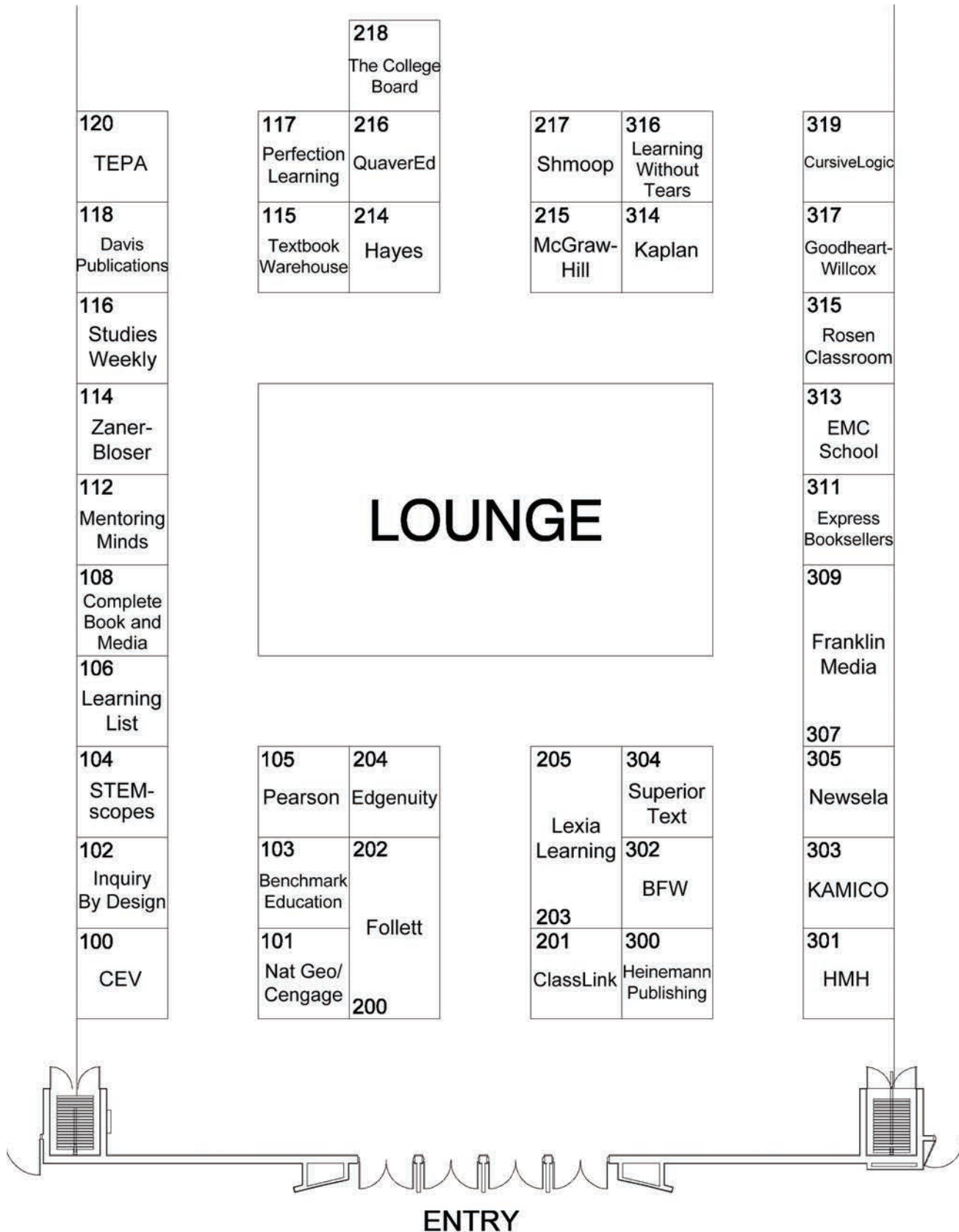
Textbook Warehouse

Visit Our Exhibitors!

Bedford, Freeman & Worth High School Publishers.....	302
Benchmark Education.....	103
CEV Multimedia.....	100
ClassLink.....	201
Complete Book & Media Supply.....	108
CursiveLogic.....	319
Davis Publications.....	118
Edgenuity.....	204
EMC School.....	313
Express Booksellers.....	311
Follett.....	200 & 202
Franklin Media.....	307 & 309
Goodheart-Willcox Publisher.....	317
Hayes Software Systems.....	214
Heinemann Publishing.....	300
Houghton Mifflin Harcourt.....	301
Inquiry By Design.....	102
KAMICO Instructional Media, Inc.....	303
Kaplan Early Learning Company.....	314
Learning List.....	106
Learning Without Tears.....	316
Lexia Learning.....	203 & 205
McGraw-Hill Education.....	215
Mentoring Minds.....	112
National Geographic Learning/Cengage.....	101
Newsela, Inc.....	305
Pearson K-12 Learning.....	105
Perfection Learning Corporation.....	117
QuaverED.....	216
Rosen Classroom.....	315
Shmoop.....	217
STEMscopes.....	104
Studies Weekly.....	116
Superior Text.....	304
Texas Educational Publishers Association.....	120
Textbook Warehouse.....	115
The College Board.....	218
Zaner-Bloser.....	114

2019 IMCAT Exhibit Hall

Frisco 6



IM Texas 2019 Schedule

Color of circles next to a listing suggest interest area for that session.

A Administration

P Purchasing/Finance

W Warehousing

C Curriculum

T Technology

* Indicates repeated sessions

BYOD: Bring Your Own Device to the session

SUNDAY, DECEMBER 8

1-6 pm Registration Foyer

1:30-5 pm Exhibitor Move-In Frisco 6

2-5 pm **TIMA 101** **A C P T W** Frisco 7
 This session will provide an overview of instructional materials. If you are just starting your career as an IM Coordinator, we can help you with some basic knowledge and procedures. Session offered on Sunday only.
 Amy Melching, Georgetown ISD
 Susan Lenox, Plano ISD

MONDAY, DECEMBER 9

6:30-8:30 am Breakfast provided in hotel lobby for hotel guests

7:30 am-5 pm Registration Foyer

8-8:30 am Continental Breakfast in Exhibit Hall Frisco 6

8 am-5 pm Toy Collection Foyer

8:30-8:45 am General Session: Welcome Frisco 1 & 2

8:50-9:20 am Region Meetings
 Regions 1, 2, 3, 4 Frisco 9
 Linda Gerhart & Frank Hernandez III
 Regions 5, 6, 7, 8 Frisco 5
 Tony Black
 Regions 9, 10, 11, 12 Frisco 8
 Kathryn Rey & Shannon Troester
 Regions 13, 14, 15, 16 Frisco 4
 Kim Slough & Amy Melching
 Regions 17, 18, 19, 20 Frisco 3
 Kelley Mosley & Carol Bielke

9:25 am Deadline for IMCAT Board nominations Registration Desk

Breakout Session 1 » 9:30-10:30 am

TIMA 101: Part 1 **A C P T W** Frisco 3
 The facilitators will cover basic instructional materials topics, which will help you build strategies in your district. This is a condensed version of the TIMA 101 session that was offered Sunday afternoon.
 Kim Slough, Abilene ISD
 Kelley Mosley, Schertz-Cibolo
 Universal City ISD

***How to Know When IM Are Expiring** **A C W** Frisco 4
 Even experienced IM Coordinators sometimes find it difficult to determine what materials are adopted by their district or open enrollment charter school. We will be looking at ways districts large and small can make this task work for them.
 Amy Melching, Georgetown ISD
 *Repeated 12/10 at 9:45 am

***Show Me the Money** **P** Frisco 5
 Strategically plan to utilize funds for proclamations, yearly renewals and best ways to cut cost.
 Maira Garcia, McAllen ISD
 *Repeated 12/10 at 2:15 pm

***Best Practices for an IM Coordinator** **A C P T W** Frisco 7
 Starting off on uneven ground? Join us while we discuss best practices for the IM Coordinator and share some of our processes with you.
 Kellie Skarda, Goose Creek ISD
 Jodi Carmichael, Galena Park ISD
 *Repeated 12/10 at 2:15 pm

***Forms & Processes/IM Manuals** **A C P T W** Frisco 8
 Learn how to create or update District Policy Manuals and Forms for Instructional Materials - state and local policies, preferred practices, timelines, OOA, new adoptions and much more.
 Cherie Crews, Keller ISD
 Greg Wright, Leander ISD
 *Repeated 12/10 at 2:15 pm

MemberClicks - IMCAT Website **A T** Frisco 9
 Learn the benefits to the new IMCAT website and MemberClicks affiliation.
 Chere Keltgen, GCP Association Services

***Managing Online Licenses** **C T** Bush/Erudia
 How to manage online textbook licenses.
 Jill Dorland, Clear Creek ISD
 *Repeated 12/10 at 11 am

***Component List & How to Use Them?** **A C P W** Lebanon/Hamilton
 Learn how the Component Requisition is useful for your district.
 Nick Gleicher, Irving ISD
 *Repeated 12/10 at 11 am

Exhibitor Forum **A C P T W** Rockhill
 Houghton Mifflin Harcourt: HMH provides comprehensive learning solutions to help all students achieve their maximum

potential. HMH serves as the leading source for personalized, flexible and dynamic instruction. From the first day of Pre-K to Graduation Day, HMH's programs offer students, teachers, families and administrators a path for raising student achievement. We are proud to collaborate on ways we can be of service to you and your district through our pk-12 Core, Intervention, Supplemental and Services solutions.

10:30-11 am Exhibit Hall Grand Opening Frisco 6

Breakout Session 2 » 11 am-Noon

TIMA 101: Part 2 **A C P T W** Frisco 3
The facilitators will cover basic instructional materials topics, which will help you build strategies in your district. This is a condensed version of the TIMA 101 session that was offered Sunday afternoon.

Kim Slough, Abilene ISD
Kelley Mosley, Schertz-Cibolo
Universal City ISD

***How to Handle Warehouse Shipments** **A W** Frisco 4
Come learn how to organize your warehouse from top to bottom. Learn to manage requests and deliveries like a pro and set up your warehouse so you can do inventory counts in a snap.

Jeff Funderburgh, Birdville ISD
Frank Hernandez III, United ISD
*Repeated 12/10 at 11 am

***Lingo Bingo** **A C P T W** Frisco 5
Learn what abbreviations stand for in a fun little game.

Lynn Grell-Boethel, Columbia-Brazoria ISD
Susan Lenox, Plano ISD
*Repeated 12/10 at 11 am

***Quotes and Purchase Orders** **A P** Frisco 7
An overview of the purchasing process and use of funds from state and federal sources.

John Bridges, Fort Bend ISD
Kellie Skarda, Goose Creek ISD
*Repeated 12/10 at 11 am

***How to Involve Your District TEAM** **A C P T W** Frisco 8
The important role of each department on your TIMA Team.

Charlene Strickland, Pasadena ISD
*Repeated 12/10 at 11 am

***Accessible Instructional Materials** **C P** Frisco 9
This session provides an overview of accessible instructional materials for students with disabilities. Electronic, braille, large-print and audio materials will be discussed, along with some tips for ordering special instructional materials.

Lea Ann Lee, TEA
*Repeated 12/10 at 11 am

***G Suites Tools: BYOD** **A T** Bush/Erudia
The school business is a lot like a rodeo; sometimes you've just gotta hang on a little longer. But you also need the right tools to stay in the saddle. Come join in on the fun as we discover some Google tools that will help you ride through

the day a little easier by learning some tips and tricks to spur you on to higher plains of productivity. We'll wrangle Gmail, Docs, Slides and a whole herd of other Google critters. Come on y'all and bring your own device to the corral.

Tony Black, Whitehouse ISD
*Repeated 12/10 at 2:15 pm

***Small School: IM Tracking with No Program** **A W** Lebanon/Hamilton
Can I do this with just a spreadsheet? I think you can. Let's look at how.

Linda Gerhart, Barbers Hill ISD
Randy Mau, Channelview ISD
*Repeated 12/10 at 9:45 am

Exhibitor Forum **A C P T W** Rockhill
Pearson: Pearson K12 Learning is a global education company that produces award-winning learning solutions that empower educators and engage students with the highest quality content. Recognized as an industry leader, we serve millions of K-12 learners with innovative, student-centered educational programs that turn today's classrooms into active learning environments. Our award-winning digital platform, PEARSON REALIZE™ is a Google Premier Partner and is the destination for TEKS-aligned content, flexible class management tools and embedded assessments that deliver rich data instantly to teachers. Partnering with Texas school districts and educators, we are committed to delivering the best possible learning experiences that improve every student's chance of success.

Noon-2 pm President's Luncheon Frisco 1 & 2
Colby Nichols & Josh Roberts
Introduce Board Nominees

2-2:15 pm Visit Exhibits/Door Prizes Frisco 6

Breakout Session 3 » 2:15-3:15 pm

***Organizing Deliveries from Publishers** **A W** Frisco 3
Organization of deliveries from the publisher directly to campuses and or warehouse.

Winni Petersons, Fort Bend ISD
Charlene Strickland, Pasadena ISD
*Repeated 12/10 at 9:45 am

***Tips on Hiring Summer Help** **A P W** Frisco 4
Finding the right help for summer projects can be difficult. We will be looking at ways districts have been successful at hiring the best candidates for summer textbook distribution.

Amy Melching, Georgetown ISD
*Repeated 12/10 at 2:15 pm

***You Don't Know What You Don't Know** **A C P T W** Frisco 5
Do you feel like you're a little lost sometimes? Is there something you heard before and didn't know what it meant but was afraid to ask? Ask the question and if I don't know the answer we can make one up together.

Matt Tyner, Dallas ISD
*Repeated 12/10 at 11 am

***Legislative Questions** **A C P T W** Frisco 7
 Questions and Answers regarding Legislative matters.
 Colby Nichols, Underwood Law Firm
 *Repeated 12/10 at 9:45 am

***Oh No, Not Another One! Tips for Stretching Your Money** **A C P T W** Frisco 8
 Strategies for improving your adoption process, pitfalls to avoid when adopting online materials and important considerations when selection open educational resources.
 Susan Geye, Everman ISD
 *Repeated 12/9 at 3:30 pm

***Successful Requisitions and Disbursements** **P T** Frisco 9
 This session is an overview of the allowable allotment expenditures and in-depth instructions for accessing allotment funds in EMAT. It will include details about requisitions, shipping, submitting successful requisitions and accurate disbursements requests
 Janet Warren, TEA
 Latrice Burlison, TEA
 *Repeated 12/10 at 2:15 pm

Q&A with Veteran Coordinators **A C P T W** Bush/Erudia
 We all have those questions and concerns we'd like to bounce off someone who's "been there, done that!" Here's your chance. Come with your questions and let some STAR coordinators give you some insight.
 Cherie Crews, Keller ISD
 Kathryn Rey, Lewisville ISD

***Handling One Adoption as Another Begins** **C P W** Lebanon/Hamilton
 Discuss ways to organize two running proclamations at the same time. We will review ordering, distributing and organizing the materials so students and teachers have what they need.
 Susan Lenox, Plano ISD
 *Repeated 12/10 at 2:15 pm

Exhibitor Forum **A C P T W** Rockhill
Follett: Supporting Your Adoption with Custom Curated Classroom Libraries

3:15-3:30 pm Visit Exhibits/Door Prizes/ Refreshment Break Frisco 6

Breakout Session 4 » 3:30-4:30 pm

***Small Schools: Managing Responsibilities** **A** Frisco 3
 Discussion of small district tasks and how to balance responsibilities.
 Linda Gerhart, Barbers Hill ISD
 Lynn Grell-Boethel, Columbia-Brazoria ISD
 *Repeated 12/10 at 2:15 pm

Publisher Forum: Proclamation 2020 **A C P T W** Frisco 4
 Come join us as we talk to our Publishers. Please feel free to ask questions about concerns you have.
 Publishers
 Susan Lenox, Plano ISD

***Adoption Timeline/Rubrics** **A C W** Frisco 5
 This session will help you manage your adoption timeline and help you understand the importance of a rubric.
 Kelley Mosley, Schertz-Cibolo-Universal City ISD
 Carol Bielke, San Antonio ISD
 *Repeated 12/10 at 9:45 am

***Budget Codes & Finance** **P** Frisco 7
 Objectives focus on the budget codes used in finance to fund instructional materials. We will discuss setting up codes and organizing an audit schedule.
 Greg Wright, Leander ISD
 Jennifer Anderson, Leander ISD
 *Repeated 12/10 at 9:45 am

***Oh No, Not Another One! Tips for Stretching Your Money** **A C P T W** Frisco 8
 Strategies for improving your adoption process, pitfalls to avoid when adopting online materials and important considerations when selection open educational resources.
 Susan Geye, Everman ISD
 *Repeated 12/9 at 2:15 pm

***IM Adoptions of School Years Past, Present and Yet to Come** **C P** Frisco 9
 This session will help you understand the process by which instructional materials are adopted at the state level and how you play a part. You will also learn more about upcoming Language Arts adoptions including Proclamation 2020.
 Amie Williams, TEA
 *Repeated 12/10 at 9:45 am

***Integration Teams (SIS, SMS, Etc.)** **A C T** Bush/Erudia
 System Integrations is basically taking different software programs and linking them together in a way that they work together. Users login to one place/software, but that one software login can provide access to multiple different programs and applications.
 Jill Dorland, Clear Creek ISD
 Amanda Piper-McClure, Northwest ISD
 *Repeated 12/10 at 9:45 am

Exhibitor Forum **A C P T W** Lebanon/Hamilton
Hayes: Hayes Software Systems specializes in asset management software and consulting services to support K-12 mobile and fixed assets as well as instructional material accountability. For nearly 30 years, Hayes has empowered administrators to make confident, data-driven decisions with products and services built for the unique needs of K-12.

Exhibitor Forum **A C P T W** Rockhill
National Geographic: National Geographic Learning, a part of Cengage, is a leading publisher of PreK-12 School

Educational Materials including Science, Social Studies, Mathematics, Language Arts, World Languages, Career and Technical Education and Advanced, Honors and Electives.

4:30-5 pm Mentor/Mentee Debrief Bush/Erudia
5-5:30 pm IMCAT Board Meeting Bush/Erudia

instructional materials are adopted at the state level and how you play a part. You will also learn more about upcoming Language Arts adoptions including Proclamation 2020.

Amie Williams, TEA
*Repeated 12/9 at 3:30 pm

TUESDAY, DECEMBER 10

6:30-8:30 am Breakfast provided in hotel lobby for hotel guests
7:30 am-5 pm Registration Foyer
8-8:30 am Continental Breakfast in Exhibit Hall Frisco 6
8 am-5 pm Toy Collection Foyer
8:30-9:30 am General Session: Matt Frey, Electronic Backpacks, Plano ISD Frisco 1 & 2
9:30-9:45 am Visit Exhibits Frisco 6

***Integration Teams (SIS, SMS, Etc.)** A C T Bush/Erudia
System Integrations is basically taking different software programs and linking them together in a way that they work together. Users login to one place/software, but that one software login can provide access to multiple different programs and applications.

Jill Dorland, Clear Creek ISD
Amanda Piper-McClure, Northwest ISD
*Repeated 12/9 at 3:30 pm

Breakout Session 5 » 9:45-10:45 am

***Organizing Deliveries from Publishers** A W Frisco 3
Organization of deliveries from the publisher directly to campuses and or warehouse.

Winni Petersons, Fort Bend ISD
Charlene Strickland, Pasadena ISD
*Repeated 12/9 at 2:15 pm

***How to Know When IM are Expiring** A C W Frisco 4
Even experienced IM Coordinators sometimes find it difficult to determine what materials are adopted by their district or open enrollment charter school. We will be looking at ways districts large and small can make this task work for them.

Amy Melching, Georgetown ISD
*Repeated 12/9 at 9:30 am

***Adoption Timeline/Rubrics** A C W Frisco 5
This session will help you manage your adoption timeline and help you understand the importance of a rubric.

Kelley Mosley, Schertz-Cibolo-Universal City ISD
Carol Bielke, San Antonio ISD
*Repeated 12/9 at 3:30 pm

***Budget Codes & Finance** P Frisco 7
Objectives focus on the budget codes used in finance to fund instructional materials. We will discuss setting up codes and organizing an audit schedule.

Greg Wright, Leander ISD
Jennifer Anderson, Leander ISD
*Repeated 12/9 at 3:30 pm

***Legislative Questions** A C P T W Frisco 8
Questions and Answers regarding Legislative matters.

Colby Nichols, Underwood Law Firm
*Repeated 12/9 at 2:15 pm

***IM Adoptions of School Years Past, Present and Yet to Come** C P Frisco 9
This session will help you understand the process by which

***Small School: IM Tracking with No Program** A W Lebanon/Hamilton

Can I do this with just a spreadsheet? I think you can. Let's look at how.

Linda Gerhart, Barbers Hill ISD
Randy Mau, Channelview ISD
*Repeated 12/9 at 11 am

Exhibitor Forum A C P T W Rockhill
ClassLink: Along with providing seamless SSO, automated rostering and identity management systems, ClassLink understands you have invested in digital learning resources. With ClassLink Analytics you can track these resources, identify districtwide online resource usage, including textbooks, and maximize your investment.

10:45-11 am Visit Exhibits Frisco 6

Breakout Session 6 » 11 am-Noon

***Lingo Bingo** A C P T W Frisco 3
Learn what abbreviations stand for in a fun little game.

Lynn Grell-Boethel, Columbia-Brazoria ISD
Susan Lenox, Plano ISD
*Repeated 12/9 at 11 am

***How to Handle Warehouse Shipments** A W Frisco 4
Come learn how to organize your warehouse from top to bottom. Learn to manage requests and deliveries like a pro and set up your warehouse so you can do inventory counts in a snap.

Jeff Funderburgh, Birdville ISD
Frank Hernandez III, United ISD
*Repeated 12/9 at 11 am

***You Don't Know** Frisco 5

What You Don't Know A C P T W
Do you feel like you're a little lost sometimes? Is there something you heard before and didn't know what it meant but was afraid to ask? Ask the question and if I don't know the answer we can make one up together.

Matt Tyner, Dallas ISD
*Repeated 12/9 at 2:15 pm

CONTINUED PAGE 16

***Quotes and Purchase Orders** **A P** Frisco 7
 An overview of the purchasing process and use of funds from state and federal sources.
 John Bridges, Fort Bend ISD
 Kellie Skarda, Goose Creek ISD
 *Repeated 12/9 at 11 am

***How to Involve Your District TEAM** **A C P T W** Frisco 8
 The important role of each department on your TIMA Team.
 Charlene Strickland, Pasadena ISD
 *Repeated 12/9 at 11 am

***Accessible Instructional Materials** **C P** Frisco 9
 This session provides an overview of accessible instructional materials for students with disabilities. Electronic, braille, large-print and audio materials will be discussed, along with some tips for ordering special instructional materials.
 Lea Ann Lee, TEA
 *Repeated 12/9 at 11 am

***Managing Online Licenses** **C T** Bush/Erudia
 How to manage online textbook licenses.
 Jill Dorland, Clear Creek ISD
 *Repeated 12/9 at 9:30 am

***Component List & How to Use Them?** **A C P W** Lebanon/Hamilton
 Learn how the Component Requisition is useful for your district.
 Nick Gleicher, Irving ISD
 *Repeated 12/9 at 9:30 am

Exhibitor Forum **A C P T W** Rockhill
Follett: District Instructional Materials Best Practices - Panel Discussion

Noon-2 pm	President's Luncheon	Frisco 1 & 2
12:30 pm	Pam Little, SBOE	Frisco 1 & 2
1:30 pm	IMCAT Business Meeting	Frisco 1 & 2
1:45 pm	Vote for New Board Members	Frisco 1 & 2
2-2:15 pm	Visit Exhibits/Door Prizes	Frisco 6

Breakout Session 7 » 2:15-3:15 pm

***Small Schools: Managing Responsibilities** **A** Frisco 3
 Do you work in a small district and wear a lot of hats? We will discuss together how others manage issues like yours.
 Linda Gerhart, Barbers Hill ISD
 Lynn Grell-Boethel, Columbia-Brazoria ISD
 *Repeated 12/9 at 3:30 pm

***Tips on Hiring Summer Help** **A P W** Frisco 4
 Finding the right help for summer projects can be difficult. We will be looking at ways districts have been successful at hiring the best candidates for summer textbook distribution.
 Amy Melching, Georgetown ISD
 *Repeated 12/9 at 2:15 pm

***Show Me the Money** **P** Frisco 5
 Strategically plan to utilize funds for proclamations, yearly renewals and best ways to cut cost.
 Maira Garcia, McAllen ISD
 *Repeated 12/9 at 9:30 am

***Best Practices for an IM Coordinator** **A C P T W** Frisco 7
 Starting off on uneven ground? Join us while we discuss best practices for the IM Coordinator and share some of our processes with you.
 Kellie Skarda, Goose Creek ISD
 Jodi Carmichael, Galena Park ISD
 *Repeated 12/9 at 9:30 am

***Forms & Processes/IM Manuals** **A C P T W** Frisco 8
 Learn how to create or update District Policy Manuals and Forms for Instructional Materials - state and local policies, preferred practices, timelines, OOA, new adoptions and much more.
 Cherie Crews, Keller ISD
 Greg Wright, Leander ISD
 *Repeated 12/9 at 9:30 am

***Successful Requisitions and Disbursements** **P T** Frisco 9
 This session is an overview of the allowable allotment expenditures and in-depth instructions for accessing allotment funds in EMAT. It will include details about requisitions, shipping, submitting successful requisitions and accurate disbursements requests
 Janet Warren, TEA
 Latrice Burlison, TEA
 *Repeated 12/9 at 2:15 pm

***G Suites Tools: BYOD** **A T** Bush/Erudia
 The school business is a lot like a rodeo; sometimes you've just gotta hang on a little longer. But you also need the right tools to stay in the saddle. Come join in on the fun as we discover some Google tools that will help you ride through the day a little easier by learning some tips and tricks to spur you on to higher plains of productivity. We'll wrangle Gmail, Docs, Slides and a whole herd of other Google critters. Come on y'all and bring your own device to the corral.
 Tony Black, Whitehouse ISD
 *Repeated 12/9 at 11 am

***Handling One Adoption as Another Begins** **C P W** Lebanon/Hamilton
 Discuss ways to organize two running proclamations at the same time. We will review ordering, distributing and organizing the materials so students and teachers have what they need.
 Susan Lenox, Plano ISD
 *Repeated 12/9 at 2:15 pm

Follett: *Destiny Resource Manager - Bring your questions. Bring your feedback. Join this user group style meeting and learn how to maximize your resources.*

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3:15-3:30 pm Visit Exhibits/Door Prizes/ Refreshment Break Frisco 6

Breakout Session 8 » 3:30-4:30 pm

Debriefing Session by Enrollment 1-1,000 Frisco 3
Greg Wright, Leander ISD

Debriefing Session by Enrollment 1,000-5,000 Frisco 4
Lynn Grell-Boethel, Columbia-Brazoria ISD

Debriefing Session by Enrollment 5,000-10,000 Frisco 5
Linda Gerhart, Barbers Hill ISD
Amy Melching, Georgetown ISD

Debriefing Session by Enrollment 10,000-25,000 Frisco 7
Shannon Troester, Wichita Falls ISD

Debriefing Session by Enrollment 25,000-50,000 Frisco 8
Frank Hernandez III, United ISD
Jeff Funderburgh, Birdville ISD

Debriefing Session by Enrollment 50,000+ Frisco 9
Matt Tyner, Dallas ISD
Susan Lenox, Plano ISD

Debriefing Charter Schools Bush/Erudia
Jennifer Malloy, Harmony Public Schools
Misty Fisher, Arlington ISD

4:30-5 pm Mentor/Mentee Debrief Bush/Erudia

5-5:30 pm IMCAT Board Meeting Bush/Erudia

6:30-8:30 am Breakfast provided in hotel lobby for hotel guests

7:30 am-Noon Registration Foyer

8:30-11 am General Session Frisco 1 & 2
Only beverages served
Quilt Raffle, Toys for Tots Donation to Marines and Fox 4 News

8:30-9:15 am Speaker: Kelly Callaway, TEA Frisco 1 & 2

9:15-10 am Board Election Results/Awards Frisco 1 & 2

10-10:45 am Frisco ISD Memorial High School Jazz Choir Frisco 1 & 2

10:45-11 am Grand Prize Drawing and Gift Card Tree Raffle Frisco 1 & 2

11 am Conference Adjourns

11 am-12 pm IMCAT Board Meeting Bush/Erudia

WEDNESDAY, DECEMBER 11

**See you at next year's
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P.D. Thomas Past Honorees

In 2009, the P.D. Thomas Award was established to honor an outstanding Texas Instructional Material Coordinator for achievement and excellence in the Instructional Materials Administration. P.D. Thomas is a founding father of the Instructional Materials Coordinators' Association of Texas (IMCAT), formerly known as the Textbook Coordinators' Association of Texas (TCAT) formed in 1991. This year's honoree will be announced at the Tuesday luncheon.

Previous P.D. Thomas Award Honorees

- 2009: P.D. Thomas, Allen ISD
- 2010: Bert Curtis, Garland ISD
- 2011: Anne Tweedt, Humble ISD
- 2012: Chuck Kennedy, Irving ISD
- 2013: Mike Fowler, Pasadena ISD
- 2014: Ann McGuffey, Duncanville ISD
- 2015: Karla Christman, Brazosport ISD
- 2016: Brian Squyres, Northside ISD
- 2017: Steve Hanson, Galena Park ISD
- 2018: Abel Villarreal, Corpus Christi ISD

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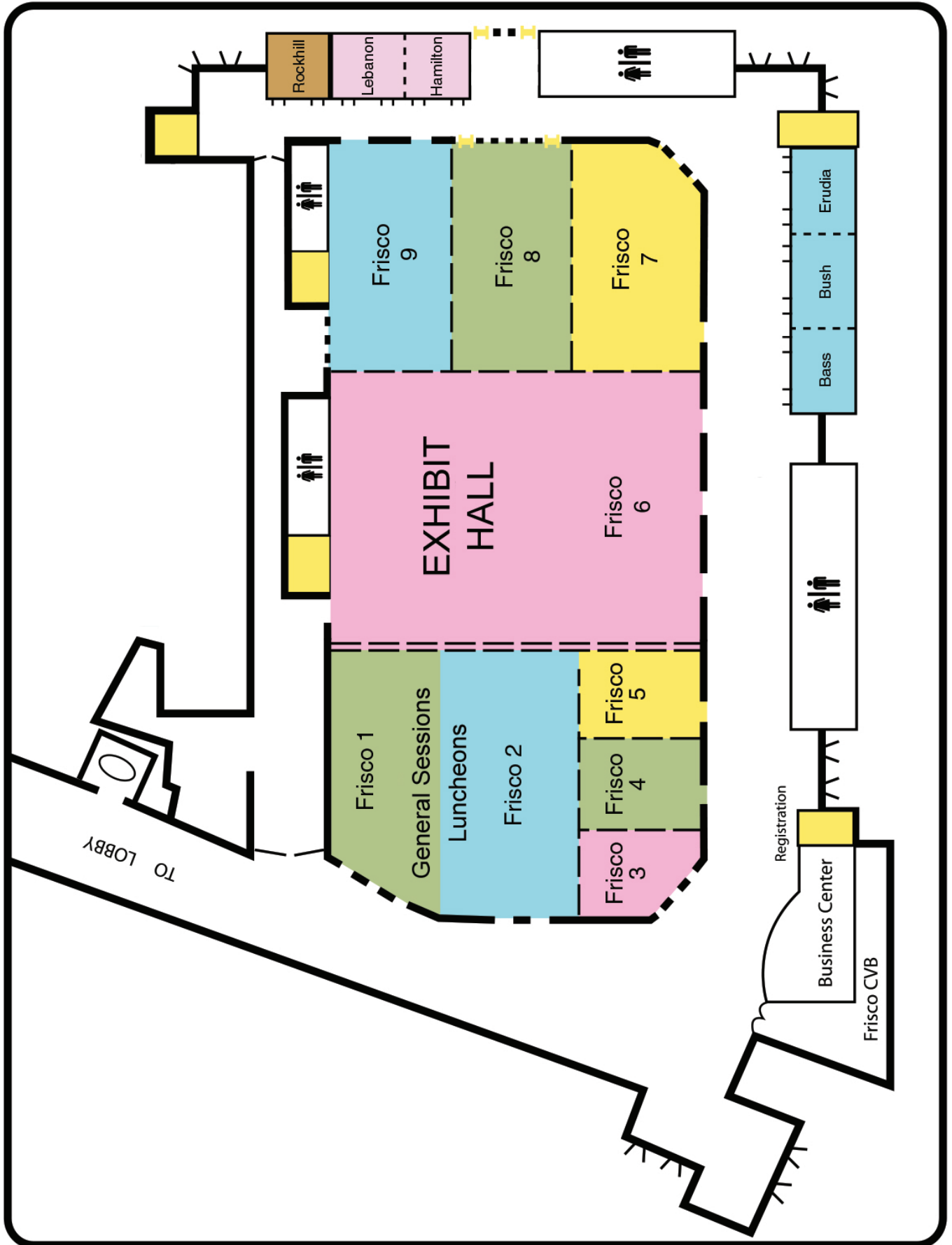
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—Clifford Burns, Elementary Principal, New Jersey

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