



Instructional Materials Coordinator 101

IMCAT's 2021 Summer Institute Virtual Series Tentative Schedule

IMCAT's Summer Institute offers in-depth basic training for instructional materials coordinators. This year's Summer Institutes are offered as virtual sessions. The training series will be six one hour live sessions held on **June 15** and **June 16**. Each session will cover a different topic. Register online at www.imcat.org.

Session 1A

Tuesday, June 15, 8:30-9:30 am

Presenters: Matt Tyner or Linda Gerhart

- Welcome and quick overview by IMCAT President/Designee
- TEA's Melissa Lautenschlager and Janet Warren
 - What to expect in the '21-'22 School Year
 - Resources to assist the IM professional

Session 1B

Tuesday, June 15, 10:00-11:00 am

Presenters: Cyndie Garcia and Kathy Harmon

- Identification of Technology and Instructional Materials Allotment Team (TIMA) and Collaboration amongst roles: Instructional Materials Coordinator, Finance, Purchasing, Curriculum, Superintendent, and Board of Trustees
- Introduction to EMAT: Identifying individuals to request access to EMAT, registration/permission, mandatory training, overview on how to log on, confirmation of contacts, addresses, and summer ship dates

Session 1C

Tuesday, June 15, 11:30 am-12:30 pm

Presenters: Maira Garcia and Kathy Harmon

- Compliance with Texas Education Codes, allotment and TEKS Certification, mandatory approval from Board of Trustees and Superintendent of Schools
- Determine your District's preference: Disbursement Requests or Requisition or both
- Closing out SY20-21 and preparing business and IM ledgers plus files for new school year, networking/sharing ideas

Session 2A

Wednesday, June 16, 8:30-9:30 am

Presenters: Susan Lenox and Randy Mau

- Overview of EMAT
- EMAT Reports
- Biennium Allocations
- District's Curriculum Focus
- Proclamations (2021/2022/2023)

Session 2B

Wednesday, June 16, 10:00-11:00 am

Presenters: Winni Petersons and Charlene Strickland

- Preparations for ordering consumables from previous adoptions, growth in grade levels
- Consideration to Special Populations (Special Education, English Learners, Gifted and Talented, Accelerated, etc.) when projecting/planning purchases
- Accessible Instructional Materials (Braille, Large Print, etc.)
- Out of Adoption and Summer Workers

Session 2C

Wednesday, June 16, 11:30 am-12:30 pm

Presenters: Tony Black and Randy Mau

- Ordering New Instructional Materials - *Requisition* Route
- Ordering New Instructional Materials - *Disbursement Request* Route
- Reimbursement for shipping
- Legislative update from Colby Nichols