



**STATE OF SOUTH CAROLINA**  
**DEPARTMENT OF EDUCATION**

**MEMORANDUM**

**TO:** District Superintendents  
Instructional Leaders

**FROM:** Lee M. D'Andrea, PhD  
Director, Instructional Materials and Instruction Hub

**DATE:** January 17, 2024

**RE:** Instructional Materials Review Panel Recommendations

The State Board of Education (SBE) has approved the subject areas that will have instructional materials reviewed and adopted for the 2024 adoption cycle. Instructional Materials Review Panels will be created for these subject areas according to the SBE regulations. Your assistance is needed to establish the pool of candidates from which nominees and alternates for the Review Panels will be selected. Please use the attached Excel spreadsheet to provide your recommendations for outstanding teachers currently teaching in the subject areas listed or district content area specialists. Your recommendations need to be submitted by email to [OIMinfo@ed.sc.gov](mailto:OIMinfo@ed.sc.gov) by February 9, 2024.

In March, each nominee will receive a letter of invitation. The Instructional Materials Review Panels will meet in June and September and receive reimbursement for expenses to attend scheduled meetings. Districts will receive reimbursement for substitute pay.

The work of the Instructional Materials Review Panels is essential to ensure that the most appropriate and best quality instructional materials are recommended for adoption. Thank you in advance for recommending candidates to serve as Review Panel members.