



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

**MEMORANDUM**

**TO:** District Superintendents  
Instructional Leaders  
Principals  
District Textbook Coordinators  
School Textbook Coordinators  
Instructional Technology Leaders

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

**DATE:** January 7, 2025

**RE:** Office of Instructional Materials Updates: Math Adoption Process, Caravans,  
Inventory Accounts, Instructional Technology and Materials

This memo provides critical updates and actionable guidance regarding adopting K-12 math instructional materials, the upcoming caravans, inventory management, and instructional technology contacts. Please review the information carefully to ensure timely compliance with outlined processes and deadlines.

**Instructional Materials Adoption Process and Timeline of Events (Information)**

The State Board of Education (SBE) reviewed and approved the initial group of K-12 Math materials on **January 7, 2025**. The approved list will be posted on the South Carolina Department of Education (SCDE) Office of Instructional Materials website later this week. Following the initial review and rubric analysis, a "cure" period was offered to publishers to address identified deficiencies and submit additional materials. These additional materials will undergo further review by SCDE Review Panel members.

- Publishers will be notified of the "cure" period outcomes on **January 11, 2025**, and links to these materials will be made available for public comment.
- The SBE will vote on any additional recommended math materials at the **February 4, 2025**, meeting.

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Districts are encouraged to begin their local review processes immediately to ensure timely adoption and implementation. Use the [public review website](#) to access resources reviewed by the panel. Any newly "cured" materials will be added to this site after January 11.

[Webinars](#) are available to build capacity in districts as they prepare for material selection. We recommend all instructional leaders, teachers, and textbook coordinators watch these webinars.

**Key Dates:**

- **January 7:** SBE votes on the initial list of recommended instructional materials.
- **February 4:** SBE votes on additional recommended instructional materials.
- **February 18–28:** Caravans for publisher presentations (see below).
- **March 2025:** Districts finalize material selections and secure local board approval.

**Caravans**

Caravans allow districts to hear publishers present their approved materials and receive guidance from SCDE on high-quality instructional material (HQIM) implementation. Training for instructional technology team members and textbook coordinators will also be available at these events.

**Locations and Dates:**

- **February 18:** Florence
- **February 19:** Charleston
- **February 20:** Myrtle Beach
- **February 21:** Beaufort
- **February 24:** Columbia
- **February 25:** Aiken
- **February 26:** Richburg (Rock Hill)
- **February 27:** Greenville
- **February 28:** Clemson

**Registration:** Please register for caravans and training sessions by completing the form at this link: [Caravan Registration](#).

**Ordering Dates for 2025-2026 (Information and Action Needed)**

To ensure timely delivery for the 2025-2026 school year, districts must adhere to the following preordering timeline:

- **February 17-28, 2025:** Preorder consumables.
- **March 24-April 11, 2025:** Preorder newly adopted materials, including math.

SCDE will verify orders using 90- or 135-day enrollment figures, with reconciliation occurring after the PowerSchool rollover in the summer of 2025.

**Shipping and Receipt Guidelines:**

- Deliveries should be checked and scanned within two weeks of arrival.
- Report any discrepancies or damages promptly to ensure accountability.
- Notify SCDE immediately of any missed pick-up dates.

**Inventory for 2023-2024 School Year and Payment Deadlines (Action Needed)**

The Office of Instructional Materials has completed the 2023-2024 inventory, and bills are available in Destiny. **Payments were due by November 1, 2024.** Accounts with unpaid balances as of **December 1, 2024**, are now restricted, and spring orders will be blocked.

**Remit Payments To:**

Office of Instructional Materials  
South Carolina Department of Education  
849 Learning Lane  
West Columbia, SC 29172

**Contact for Inventory and Billing Questions:**

- Barbara Green: [bagreen@ed.sc.gov](mailto:bagreen@ed.sc.gov)
- Jeanna Honore: [jlhonore@ed.sc.gov](mailto:jlhonore@ed.sc.gov)
- Bryan Jeffcoat: [bgjeffcoat@ed.sc.gov](mailto:bgjeffcoat@ed.sc.gov)

**District and School Instructional Materials Contacts (Action Needed)**

To ensure seamless communication, districts must update the following roles in the District and Entity Information Management (DEIM) system:

- **District and School Instructional Materials Coordinators (Textbooks):** For inventory status, invoices, and shipping communications.
- **District Instructional Technology and Instructional Hub Contacts:** For curriculum, instructional software, and learning management integration topics.

**Deadline:** Updates must be completed immediately to prevent missed communications.

**Onsite School Inventory Visits Delayed Again for 2024-2025 (Information)**

Desk audits will be conducted for the 2024-2025 school year to ensure compliance with inventory requirements and help maintain accurate records. Please ensure that books are appropriately checked out to students. Any discrepancies identified during desk audits may result in additional billing.

Questions regarding desk audits will be directed to the School Textbook Coordinator.

**Summary of Required Actions and Deadlines:**

1. **January 7:** Review the approved instructional materials list (posted online).
2. **January 11:** Check for "cured" materials and public comment links.
3. **February 17-28:** Preorder consumables.
4. **March 24-April 11:** Preorder newly adopted materials, including math.
5. **Immediately:** Update the DEIM system with the current textbook and instructional technology contacts.
6. **Ongoing:** Check deliveries within two weeks and report discrepancies promptly.

Thank you for your cooperation as we work to ensure high-quality instructional materials are available to all South Carolina students. If you have any questions or require further assistance, please do not hesitate to contact us.