



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.
State Superintendent of Education

February 8, 2023

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Eric G. Mackey *EGM*
State Superintendent of Education

RE: Recommendations for Membership on the 2023-2024 Alabama State Textbook Committee for Career and Technical Education (CTE) Clusters: Cosmetology; Education and Training; and Hospitality and Tourism

The State Textbook Law (*Code of Alabama, 1975, §16-36-60*) provides for the composition of the State Textbook Committee, which shall be composed of 23 members. The Alabama State Textbook Committee must include four elementary teachers and four secondary teachers to be appointed one from each of the eight Alabama State Board of Education districts. Four members shall be appointed from the state-at-large. These four members may be either classroom teachers or persons actively engaged in the supervisory or administrative capacity in the field of education. Two members of the committee shall be employees of state institutions of higher learning. The remaining nine members shall be appointed by the Governor of Alabama.

Please recommend three persons who are knowledgeable in the CTE Clusters: Cosmetology; Education and Training; and Hospitality and Tourism from your school system to be considered for membership on the 2023-2024 Alabama State Textbook Committee for CTE Grades 6-12. Please use the attached form to recommend one elementary teacher, one high school teacher, and one member-at-large who may be a teacher, principal, or supervisor. It would be very helpful if the persons recommended are contacted to verify that they are able to serve before the names are submitted. For planning purposes, I have attached a copy of the committee schedule for your use.

Your completed form should be returned by **March 1, 2023**, to the Alabama State Department of Education, State Textbook Program, Post Office Box 302101, Montgomery, Alabama 36130-2101. You may also send the form via email to cajones@alsde.edu.

If you have any questions, please contact Dr. Carolyn A. Jones, Administrator, State Textbook Program, at telephone number (334) 694-4778 or by email at cajones@alsde.edu. Thank you for your cooperation in this matter.

EGM:CAJ

Attachments

FY23-2026

- Alabama State Board of Education
- Governor Kay Ivey
President
- Jackie Zeigler
District I
- Tracie West
District II
President Pro Tem
- Stephanie Bell
District III
- Yvette M. Richardson, Ed.D.
District IV
- Tonya S. Cheabrut, Ed.D.
District V
- Marie Manning
District VI
- Belinda McRae
District VII
- Wayne Reynolds, Ed.D.
District VIII
Vice President
- Eric G. Mackey, Ed.D.
Secretary and Executive Officer

RECOMMENDATIONS
2023-2024 ALABAMA STATE TEXTBOOK COMMITTEE
CAREER AND TECHNICAL EDUCATION CLUSTERS GRADES 6-12
(Cosmetology; Education and Training; and Hospitality and Tourism)

ELEMENTARY TEACHER:

Name: _____ Type Certificate: _____ Endorsements: _____

Email Address: _____ State School Board District: _____ Name of School: _____

Home Address: _____ Street Address _____ City _____ Zip _____
School Address: _____ Street Address _____ City _____ Zip _____

Home Telephone Number: _____ School Telephone Number: _____

Grade Level(s) and/or Subject(s) Taught: _____

SECONDARY TEACHER:

Name: _____ Type Certificate: _____ Endorsements: _____

Email Address: _____ State School Board District: _____ Name of School: _____

Home Address: _____ Street Address _____ City _____ Zip _____
School Address: _____ Street Address _____ City _____ Zip _____

Home Telephone Number: _____ School Telephone Number: _____

Grade Level(s) and/or Subject(s) Taught: _____

MEMBER-AT-LARGE: Check One: Teacher Principal Supervisor/Administrator

Name: _____ Type Certificate: _____ Endorsements: _____

Email Address: _____ State School Board District: _____ Name of School: _____

Home Address: _____ Street Address _____ City _____ Zip _____
School Address: _____ Street Address _____ City _____ Zip _____

Home Telephone Number: _____ School Telephone Number: _____

Special Subject Area(s): _____

SIGNED: _____
Local Superintendent

DATE: _____

REVISED

2023-2024 STATE TEXTBOOK ADOPTION TIMELINE CAREER AND TECHNICAL EDUCATION

Clusters: Cosmetology; Education and Training; and Hospitality and Tourism

February 13, 2023	Email Bid Packet to Publishers
February 20, 2023	Intent to Bid Form/Registration of Representatives of Publishers Due to Alabama State Department of Education (ALSDE)
February 27, 2023	Remaining Bid Forms Due to ALSDE
May 26, 2023	Textbooks Due to ALSDE
May 30 – June 2, 2023	Publishers Shelving Date
June 2, 2023	Textbook Samples Due to Committee Members/Library Sites
June 6, 2023	Orientation for Committee Members (Face-to-Face)
June 7-9 & 12, 2023	Publisher Presentations (Participation is not daily for committee members)
June 16, 2023	Deadline for Publishers to Withdraw Textbook Bid
June 20-22, 2023	Committee Review Session (Face-to Face or Independent by Request)
July 10-12, 2023	Committee Review Session (Face-to-Face or Independent by Request)
August 8-10, 2023	Committee Review Session (Face-to-Face or Independent by Request)
August 29-31, 2023	Committee Review Session (Face-to-Face or Independent by Request)
September 12-14, 2023	Committee Review Session (Face-to-Face or Independent by Request)
October 12, 2023	Alabama State Board of Education Work Session Resolution to Receive Textbook Recommendations (unofficial)
November 9, 2023	Alabama State Board of Education Meeting: <ul style="list-style-type: none">• Receive Textbook Recommendations/Set Formal Public Examination Period (30)• Alabama State Board of Education Work Session: Committee Chairperson• Presents Overview of Textbooks Adoption Selection Process/Final Resolution
December 14, 2023	Alabama State Board of Education Meeting: Final Adoption of Textbook Recommendations (Resolution)
January 11, 2024	State Textbook Contracts Due to the ALSDE