Dallas Independent School District

Office of Internal Audit
Textbook Adoption Process Review
Proclamation 2015

April 3, 2015

Michael Singleton, Chief Internal Auditor
Office of Internal Audit
INTRODUCTION
The Office of Internal Audit (IA) accepted a request from the Teaching and Learning Department to conduct a review of the 2015 Instructional Materials selection and adoption process. Our objective was to provide reasonable assurance that district’s selection, adoption policy and procedures were followed and the district’s selection results were valid and reliable.

BACKGROUND
The State Board of Education (SBOE) issued Proclamation 2015 for the adoption and selection of new instructional materials, including textbooks, in certain subject areas for the 2015-2016 school year; the specific subject areas were K-12 Social Studies, 9-12 Math, Performance and Visual Arts, and Floral Design. The Teaching and Learning Department spearheaded the implementation of Proclamation 2015 and formed the Districtwide Instructional Materials Adoption Team (DIMAT). DIMAT consisted of teachers and principals in the district representing the specific subject areas of Proclamation 2015.

METHODOLOGY
Internal Audit attended meetings with Teaching and Learning, Educational Technology, and the DIMAT Team. In addition, IA reviewed the system and user logs from Mydallasisdonline.org to ensure the voting process was fair and equitable.

Throughout the process Internal Audit:
- Attended the initial meeting with vendors.
- Met with Teaching and Learning, and Educational Technology on several occasions to ensure the process was being conducted in a fair and ethical manner according to Board policy.
- Attended the DIMAT decision making meetings where team members selected the vendors and pricing options to make recommendations to the BOT.

RESULTS
The Office of Internal Audit conducted a review of the procurement process and an overall review of the system voting tabulation process explained below:

Procurement Process Analysis
The procurement process commenced with a list of approved TEA vendors. These vendors were invited to attend a mandatory publisher’s meeting that took place at the Food and Child Nutrition Services’ auditorium on November 13, 2014. Specific instructions were provided describing the adoption time-lines, vendor requirements and vendor expectations. The vendors were provided a packet of information and acknowledged that they understood and would adhere to these instructions with a documented signature representing their company.
Throughout the process, the Auditor attended the initial vendor meeting, the DIMAT meetings, and met with Teaching and Learning and Educational Technology to ensure the process was being conducted in a fair and ethical manner according to Board policy.

**System Voting Process Analysis**

The voting by teachers for textbook selection was accomplished using the website on Curriculum Central. There teachers could review the Proclamation 2015 adoption process, review vendor demonstrations on instructional materials and cast their vote on textbook selections. Technically, each teacher would log into the website with their Dallas ISD login and password, move to the textbook module, review documentation and then vote on the textbook selections available.

We assessed the possible risk of manipulating tabulated votes, creating phony voters' accounts by examining system logs that reflect every addition, modification, change, login and logout for any user including Administrators. The Auditor reviewed the system logs and the module logs for K-12 Social Studies, 9-12 Math. These logs were examined from the creation of the voting module on November 1, 2014 through March, 2015 after the end of voting. The Auditor was one of two people who had access to the actual voting results to monitor the digital process. The Auditor monitored the key strokes of those that visited the web site. No activity of either deleting legitimate voting or adding voters/votes to the system was found.

**CONCLUSION**

Based on our reviews, examinations and observations of the district’s implementation of Proclamation 2015 process was fair and equitable. There were no indications of influencing, manipulating or pressuring members during the selection process. The Auditor did not observe any irregularities in the voting process and there were no reported incidents of vendors not following the rules. In our opinion, the staff of Teaching and Learning performed professionally and conducted an unbiased approach throughout the textbook adoption process.