

STATE TEXTBOOK COMMISSION MAY BUSINESS MEETING

MEETING CALLED BY	Dr. Brian Tate, Acting Chair		
TYPE OF MEETING	Business		
DATE/TIME	May 13, 2013 – 10:00 A.M.		
NOTE TAKER	Linda Curray		
COMMISSION MEMBERS PRESENT	<ol style="list-style-type: none"> 1. Dr. Brian Tate, Acting Chair, Kingsport City, Teacher/Supervisor grades 9–12 2. Dr. Jason Robinson 3. Mr. Bobby Cox 4. Mr. Robert Stidham, Hawkins County, Lay Member for East TN 5. Dr. Craig Hammond, MNPS, Principal, Hillsboro High School 6. Mr. Dan Lawson 		
COMMISSION MEMBERS NOT-PRESENT	<ol style="list-style-type: none"> 1. Mr. Kevin Huffman, Commissioner of Education, serving as Secretary of the Commission 2. Ms. Edith Williams, Haywood County Teacher, Teacher/Supervisor grades 1-3 3. Mr. Lewis Moorner, Davidson County, serving as Lay Member for Middle TN 4. Ms. Gina Johnson 		
AGENDA ITEM #I	Call to Order	PRESENTER	Dr. Brian Tate, Acting Chair
DISCUSSION	Dr. Tate called the meeting to order at 10:00 A.M. Dr. Tate welcomed everyone.		
AGENDA ITEM #II	Roll Call	PRESENTER	Morgan Branch, Director of Textbook Adoption
DISCUSSION	Roll call was taken.		
CONCLUSIONS	A quorum was present. Commissioner Huffman is out of town on business and will be speaking to the Commission by telephone.		
AGENDA ITEM #III	Introduction of Staff and Guests	PRESENTER	Dr. Brian Tate, Acting Chair
DISCUSSION	<p>Staff introductions:</p> <ol style="list-style-type: none"> 1. Emily Barton, Assistant Commissioner, TN Dept. of Education 2. Tammy Shelton, Executive Director, TN Dept. of Education 3. Kathleen Airhart, Deputy Commissioner, TN Dept. of Education 4. Morgan Branch, Director, Textbook Services, TN Dept. of Education 5. Linda Curray, TN Dept. of Education <p>Guest introductions: (sign in sheet)</p> <ol style="list-style-type: none"> 6. Amy Damstrom, MHE 7. Randy Collignon, Tennessee Books 8. Susan Smith 9. Ann Green 10. Mandy Bolin, TBC 11. Kellie Dumas, TBC 12. Phil Hester, Pearson <p>Other guests were present but did not sign in.</p>		

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CONCLUSIONS	Dr. Tate welcomed everyone and thanked them for attending. Emily Barton, Assistant Commissioner, takes the floor and explains that Commissioner Huffman is on the telephone. Next on agenda Item IV. He turns the meeting over to Morgan.		
AGENDA ITEM #IV	Approval of October, 2013 Minutes	PRESENTER	Morgan Branch, Director of Textbook Adoption
DISCUSSION	Due to technical difficulties the October minutes were not available for approval. We will get those to you and we can approve them at the next meeting.		
CONCLUSIONS	One of the technical issues was that we could not hear everyone on the tape. Everyone is asked to please use the microphone. Commission members and the audience were asked to please speak up a little louder and to identify themselves and the organization or company they represent.		
AGENDA ITEM #IV Status of Action Items October Meeting	<ol style="list-style-type: none"> 1. Adoption of Official List for Cycle V – Reading K-8 – Approved & sent to board 2. Approval of Materials for Cycle IV – Social Studies – Approved <ol style="list-style-type: none"> 1. Timeline 2. Intent to Bid Package 3. Invitation to Bid Package 4. Reviewer Application 3. Reading Caravan – Piloting Video Presentations – Approved <ol style="list-style-type: none"> 1. Guidelines for presentation 4. Lowering of the publisher bond table – Approved, sent to legal for further action. 5. Publishing of scores with the reviews- <ol style="list-style-type: none"> 1. HMH Journey K-2 appeal to raise score-not granted 2. Approved to publish the letter grade and the reviewer comments for the reading adoption textbook reviews 	PRESENTER	Dr. Brian Tate, Acting Chair
AGENDA ITEM #V Action Items 1.	1. Revision of Adoption Cycles Timeline	PRESENTER	Morgan Branch, Director of Textbook Adoption Emily Barton, Assistant Commissioner for Curriculum and Instruction.
DISCUSSION	<p>Dr. Tate suggests that we discuss the revision of the timeline for textbook adoption, since the commissioner was out of town and wanted to speak to this item by phone. Assistant Commissioner Barton takes the floor. The information is in the packet.</p> <p>Summary of considerations/effects of Adoption Cycle Changes (from the handout)</p> <ol style="list-style-type: none"> a. If rejected, current adoption cycle will continue. b. If accepted: <ol style="list-style-type: none"> i. Decide whether to adopt Plan A or Plan B regarding Cycle III (3) Change (see below) ii. Then notify all publishers of textbook cycle change <ol style="list-style-type: none"> 1. Notify Math publishers of the status of the current contracts 2. Notify Cycle III publishers of need to extend contracts 		

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	<p>3. Notify Cycle II publishers of need to extend contracts (Attorney General's Office is working on the options for all t here items above.)</p> <p>iii. October Meeting: Approval of Adoption Timeline for Mathematics, Intent to Bid Packet, Invitation to Bid Packet, Call for Reviewers, and screening/review instrument any other documents that may be ready at that time by Textbook Commission.</p> <p>iv. 18-month Textbook Adoption cycle will continue as usual.</p>		
DISCUSSION	Plan A and Plan B are explained. See attached		
CONCLUSIONS	<p>It was moved that Plan B – Revision of Textbook Cycles be accepted. Mr. Cox seconded. Roll Call Vote</p> <ol style="list-style-type: none"> 1. Mr. Cox – yes 2. Dr. Hammond – yes 3. Mr. Lawson – yes 4. Dr. Robinson - yes 5. Mr. Stidham – yes 6. Dr. Tate – yes <p>Motion passed Plan B was accepted and will be disseminated to the all parties involved in the adoption process present and past.</p>		
AGENDA ITEM #V Action Items 2.	2. Election of Chairman	PRESENTER	Dr. Brian Tate, Acting Chair
DISCUSSION	Mr. Stidham nominated Brian Tate. There were no other nominations. Mr. Lawson moved that the nominations be closed and the Mr. Tate be elected chairman. Mr. Cox seconded the motion.		
CONCLUSIONS	<ol style="list-style-type: none"> 1. Mr. Cox – yes 2. Dr. Hammond – yes 3. Mr. Lawson – yes 4. Dr. Robinson - yes 5. Mr. Stidham – yes <p>Mr. Brain Tate will serve as chairman for this year.</p>		
Citizens from Williamson County	Several citizens from Williams County asked several questions concerning the operations of the textbook commission and its determination of a book being listed on the approved list. They also asked questions concerning the state's adoption of the Common Core State Standards.		
Discussion	The staff and textbook commission members explained the textbook adoption process and the listing of a book on the state approved list. Ms. Barton, Ms. Shelton addressed the concerns about the Common Core State Standards adoption.		
Conclusions	The textbook commission is responsible for seeing that the textbooks meet the state subject area standards as adopted by the state board of education.		
AGENDA ITEM	3. Consideration of Substitutions for 2013	PRESENTER	Dr. Brian Tate, Acting Chair

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#V Action Items 3.			
DISCUSSION	Morgan instructed members to the packet & handout with a list of the books that were substituted for older editions on the approved state list. The substitutions have been vetted by the respective subject area consultant and have been approved for substitution.		
CONCLUSIONS	The motion was seconded and approved unanimously by the attending members. The list of substitutions will be forwarded to Tennessee Book Company for inclusion in the textbook catalog and the various publishers will be notified of the approval.		
AGENDA ITEM #V Action Items 4.	4. Approval of Advisory Panel Members	PRESENTER	Dr. Brian Tate, Acting Chair
DISCUSSION	The list of the selected advisory panel members was submitted for approval. These members are being contacted now with the State and they will be trained in June on the review instrument and also the publishers will present the various aspects of the book bid. The question was asked about public review of the textbook. Mr. Branch stated that ten textbook collection sites were available to the public to review these books and all the books on state contract. Forms are available at these sites for input. Motion to approve the Advisory Panel.		
CONCLUSIONS	The motion was seconded and approved unanimously by the attending members.		
AGENDA ITEM #VI Discussion Items 1.	1. Acknowledgement of Bids submitted for Section IV, Social Studies	PRESENTER	Dr. Brian Tate, Acting Chair
DISCUSSION	Morgan instructed members to the packet & handout with a list of the publishers that have bid for social studies.		
CONCLUSIONS	Morgan explained the bids were late this year because the social studies standards were not approved until April. The preliminary list will be given out before the June meeting.		
AGENDA ITEM #VI Discussion Items	2. Status of Section V - Contracts	PRESENTER	Dr. Brian Tate, Acting Chair

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2.			
DISCUSSION	Morgan explained that the Section V Reading K-8 contracts are read and reviewed by our attorneys.		
CONCLUSIONS	After the attorney releases them and they are signed by the Commissioner after which a copy will be sent to the publisher and one kept on file in the textbook services office for the duration of the contract.		
AGENDA ITEM #VI Discussion Items 3.	3. Report on the Regional Caravan and Video Caravan	PRESENTER	Dr. Brian Tate, Acting Chair
DISCUSSION	Morgan explained that we had two caravans this year. A traditional caravan that had approximately 60 stops and a video caravan selected by 29 of the school systems. I have had no feedback on the video caravan from any of the systems, but plan to survey them. One of the publishers said that they were called by many of the systems that selected the video presentation to also do face to face presentation.		
CONCLUSIONS	In October the Commission will make a decision as to whether to go back to regional systems or individual. A survey will be going out to the systems that did the video caravan.		
AGENDA ITEM #VI Discussion Items 4.	4. Update on Performance Bond Change	PRESENTER	Dr. Brian Tate, Acting Chair
DISCUSSION	This information is in the packet. Morgan explained that each publisher that is on the approved list must submit a contract and a performance bond for a fixed year period. Tennessee has the highest bond in the nation and last year the Commission voted to cut the bond in half. If a publisher is on our approved list and they do not execute the bond or contract; then they lose their bid deposit; each publisher is required to submit a bid deposit		
CONCLUSIONS	That proposal is going to the state board of education in July for first reading. It takes two readings for a rule or policy change, plus approval by the attorney general's office.		
AGENDA ITEM #VI Discussion Items 5.	5. June Meeting Discussion	PRESENTER	Dr. Brian Tate, Acting Chair

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DISCUSSION	Morgan explained that usually we have a meeting the second week of June and asked if the commission wanted to omit the June meeting. This meeting is held just before the start of the publishers hearing and the training of the state reviewers the week of June 10-14. June 10 would be the meeting date.		
CONCLUSIONS	The June meeting will be held as scheduled.		
AGENDA ITEM #VI Discussion Items 6.	6. June Sample formats	PRESENTER	Dr. Brian Tate, Acting Chair
DISCUSSION	Samples provided to the reviewers in the past usually are in the same format as submitted for sale. However, Because of the late date for the bid submission. The samples provided by the textbook companies will be accepted in a format other than finished printed books. Some formats include but not limited to PDF, Binders, etc.		
CONCLUSIONS	Publishers may use various formats for submitted samples to the reviewers as long as they have enough materials for a determination of meeting the standards and other criteria established by the commission.		
AGENDA ITEM #VI Discussion Items 7.	7. June Sample for the Commission Members	PRESENTER	Dr. Brian Tate, Acting Chair
DISCUSSION	A form is in your packet for the shipping address you would like to use if you want samples sent to you. Morgan explained that each member needs to fill out the form that is in the package indicating if they want to receive samples. The form also contains emergency contact information in case of an emergency situation while you are here at the meetings.		
CONCLUSIONS	Please give the form to Morgan before you leave.		
AGENDA ITEM #VI Discussion Items 8.	8. Announcement of change of address for the Textbook Services Office	PRESENTER	Dr. Brian Tate, Acting Chair
DISCUSSION	The Education Department is moving from the 5 th floor to the 11 th floor of the Andrew Johnson Tower.		
CONCLUSIONS	Morgan would like to see Commission members for a few minutes after we are adjourned for payroll		

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	purposes.		
AGENDA ITEM #VII Adjournment	Adjourned	PRESENTER	Dr. Brian Tate, Acting Chair