

Minutes of the North Carolina Textbook Commission

Planning Meeting (Virtual)

**December 7, 2018
9 am – 11 am**

Commission Members Present (via webinar):

Tracy Arnold
Kelly Browning
Michelle Gray
Allison Long
April Riddle

Lora Austin
Dr. James Davis
Dawn Hester
Dr. Lynn Moody
Kim Robertson

Jodi Autry
Angela Flowers
Kathleen Linker
Cassundra Morrison
Stacie Wood

Commission Members Absent:

Aubrey Godette

Waylon Lindsay

Susan Mills

Other Attendees: Dr. Carmella Fair (NCDPI)

Welcome and Call to Order

Commissioner Linker welcomed the commissioners to the meeting and called the meeting to order at approximately 9 am. She asked Dr. Carmella Fair to do the roll call. Since the meeting was virtual (a webinar), commissioners were asked to unmute themselves to answer the roll call.

Roll Call

Dr. Fair noted quorum was established with 13 commissioners responding and at least one who did not respond but the name is seen as an attendee.

Approval of Minutes

Commissioner Linker announced approving the minutes from the May and August meetings as the first order of business. Commissioner Linker asked the commissioners to look at the May 2018 minutes. Commissioner Dawn Hester made a motion to approve the minutes and Commissioner Tracy Arnold gave a second to the motion. Commissioner Linker directed everyone to look at the minutes for the August 2018 meeting. Commissioner Arnold made a motion to approve and Commissioner Wood provided a second.

Roles and Responsibilities

Commissioner Linker noted roles and responsibilities as the next agenda item. She noted she will review the roles and responsibilities because the last review was the first time for about half of the commission to participate in an evaluation. She mentioned that the review this summer (2019) would cover K-12 ELA.

(Attendance)

Commissioner Linker reminded commissioners they would have to make quorum for every meeting meaning that at least 12 commissioners would have to attend. She told commissioners to be mindful to make the meetings. It would take commitment to make quorum since total commission member number is less than 23. She thanked the commissioners in attendance and recognized everyone has other preparations taking place at this time.

(Teacher Advisors)

Commissioner Linker moved to the topic of advisors. Commissioner Linker reminded commissioners they will need to identify content specialists in area of ELA for the upcoming evaluation cycle. She told them to keep in mind what area is being evaluated so each area (region commissioners represent) will have a good number of advisors to identify. Commissioner Linker shared that information will go out through listservs and different groups like ELA.

(Evaluation Week and Tentative Schedule)

Next, Commissioner Linker discussed evaluation week and the tentative schedule that commissioners received. She told commissioners she is estimating numbers based on previous adoptions and the number of bid submissions, but she emphasized the time will be adjusted depending on the number of bids submitted later in the process. She mentioned for commissioners, it is important to attend.

Commissioner Linker shared that Dr. Fair is identifying locations and planning for evaluation week. More information about logistics for evaluation will come later in the process. She encouraged commissioners to be aware of the role as commissioners to attend evaluation week and help facilitate, to troubleshoot any technical issues with bids, to participate during debriefing with advisors, and have all that information. Commissioner Linker reminded the group that all commission meetings require a quorum. She explained the Textbook Commission can't have meetings without a quorum.

(Evaluation Process)

Commissioner Linker explained that the process includes commissioners getting materials, tentatively at the beginning of June, and she encouraged commissioners to start reviewing and evaluating materials at that time. She noted the criteria sheet will be available to commissioners and that the criteria sheets will give commissioners an idea of what to look

for before evaluation week. Commissioner Linker shared that it helps to know the materials upfront. She explained that during evaluation week when commissioners are there with advisors during debriefing, commissioners get input as well as criteria sheets from advisors.

Commissioner Linker explained the commissioner's own review with the information from advisors goes into each commissioner's report. She clarified commissioners are responsible for making a formal report to the State Board of Education (SBE). That is one of the obligations of commissioners. Commissioner Linker emphasized that every Commissioner must submit a report to the SBE and she asked if there were any questions. She also asked if those who have gone through one cycle had any questions that stood out.

Commissioner Flowers asked how many advisors would be needed. Commissioner Linker mentioned having a ballpark based on the last time but that she doesn't have the exact number. She indicated there will be at least one person per grade level per district so there is good representation across the state but that depends on the amount of submissions.

Commissioner Flowers asked if it is one person per grade level per district and Commissioner Linker responded that is the goal but if there are not enough submissions to support that method then it may be every other and that is kind of what was done last year. She explained the even numbers (SBE regions) had a grade level and the odd numbers had a grade level.

Dr. Carmella Fair asked for clarification if Commissioner Linker was referring to SBE districts. Commissioner Linker commented yes, the regions commissioners represent which is eight districts. Commissioner Arnold asked if the areas are districts or regions that the commissioners represent. Commissioner Linker clarified the commissioners represent regions which are now called districts. Commissioner Arnold noted there are multiple people per district. Commissioner Arnold asked if advisors will work on one grade level or grade spans like K-2 and 3-5. Commissioner Linker noted spans will be used: K-2, 3-5, 6-8 and ELA by course (I, II, III, IV). She told commissioners they would need to let potential advisors know up front they can be asked to work on a different grade level (if they are qualified in multiple grade levels). This has been done in the past. Commissioner Linker said at the meeting in January, commissioners will have a firmer idea. Commissioner Linker mentioned commissioners will use the record from the past to get an idea of what we might be needed. Commissioner Linker asked if there were other questions.

There were no questions. Commissioner Linker was going to move on. Dr. Fair mentioned that each commissioner is expected to review all materials that are sent to their selected sample site and expected to complete a report for the SBE. Dr. Fair mentioned the online evaluation platform can be used during deliberations to update comments. She reminded commissioners that reports are due at the end of the deliberations meeting. Dr. Fair explained the expectation is that the final report is due at the end of deliberations meeting regardless of whether a commissioner attends the meeting. She explained that allows time to ensure all reports are submitted, to prepare a report for the SBE and to meet the

timeline to submit materials for the Board to review. Dr. Fair said that part of the process will be the same. Commissioner Linker asked if there were questions about that expectation. There were no questions.

(Tentative Schedule)

Commissioner Linker transitioned to discuss the tentative schedule. She emphasized the schedule is tentative and could change. As far as tentative dates on the schedule Dr. Linker mentioned: Today's webinar, a planning meeting on Feb. 21 at DPI with a virtual option if needed, a content area planning meeting on March 28 at DPI with a virtual option, and the tentative dates for evaluation are June 24 – 28. Commissioner Linker stated Dr. Fair is looking for a location that can accommodate the logistical needs for the meeting. Commissioner Linker indicated there will be more information on that later. She noted a commission planning meeting on April 17 at DPI with a virtual option, if needed. She mentioned the Deliberations and Reconsideration meeting scheduled on August 1 – 2. Commissioner Linker announced commissioners' reports would be due at the end of that meeting (deliberations and reconsideration). Commissioner Linker reminded commissioners the dates are tentative and asked if there were any questions.

Commissioner Wood asked for the date for January. Commissioner Linker mentioned there is no meeting in January, it is in February. The meeting is February 21 with a virtual option and the time to be determined.

Commissioner Linker mentioned the last item is the evaluation process which has been discussed throughout the meeting. As a summary, Commissioner Linker stated the evaluation process for commissioners begins as soon as materials are received. She noted commissioners need to evaluate the materials with the criteria sheets. During evaluation week, advisors from across the state give their input and review the materials. In August, commissioners deliberate and give input on what they review in the report and vote to recommend or not recommend submissions for SBE consideration.

Commissioner Linker pointed out the other big part is locating advisors to do the work. Commissioners can reach out and explain what commissioners are tentatively looking at, but commissioners will still have a way to gather advisor names through the list serv like before. There are two ways to identify: commissioners locating and DPI getting information out through list servs. That provides a better pool. Commissioners work to get people across the state. Commissioners need to reach the regions that don't have any representation on the commission to have representation across the state.

Commissioner Linker noted this was a quick overview. She asked if there were any questions based on experience last year. Commissioner Arnold commented the process of putting information in the forms was easier and she is wondering if that platform will be used next year. Commissioner Linker indicated as far as she knows, yes. Commissioner Linker acknowledged that Dr. Fair has been in conversation with the platform developers

and continues to push for that as we review more digital to make the process easier. Dr. Fair confirmed the plan is to use the online platform for the upcoming evaluation.

Dr. Fair mentioned, based on conversation with the development team from NC State, the team has adjusted to improve the platform and they are including changes based on detailed comments from conversation and feedback. Dr. Fair stated the team is continuing their work on the platform. She indicated that as commissioners move forward they will have the opportunity to meet with the development team and talk with them about the adoption in 2019. She mentioned the development team will be invited to one of the commissions' meetings, the content meeting. Dr. Fair suggested the development team can come to an earlier meeting if commissioners would like.

Dr. Fair mentioned the development team is working on improvements based on comments by commissioners or things Kenya saw while working with evaluation this summer and comments that were passed along. Dr. Fair noted the online evaluation platform was a great addition to the process. She commented it will just continue to get better. Dr. Fair commented that an online platform had been discussed for quite a while, so it is good to know the platform is appreciated.

Commissioner Linker mentioned she presented to the SBE, and the feedback she got back is the SBE is happy about the process. Commissioner Linker noted that Dr. Fair was the driving force behind the online platform and making the evaluation easier for commissioners and advisors and everyone involved. Commissioner state she appreciates Dr. Fair's thoughtfulness and forethought. Commissioner Linker mentioned Dr. Fair had already started working on the online platform before we got together, and she got the ladies together. Commissioner Linker said she is grateful for Dr. Fair to have the foresight to go into that and explained she made that comment to the Board of Education. Commissioner Linker stated she appreciates Dr. Fair's work on this on behalf of commissioners.

Commissioner Arnold commented this was the easiest year the commissioners have had with electronic forms and thanked Dr. Fair. Commissioner Gray concurred and commented Dr. Fair has been proactive to make it accurate, efficient and flexible for everybody's needs. Commissioner Gray commented it's a year-round job and noted appreciation for Dr. Fair's advocacy and proactive work. Commissioner Gray thanked Commissioner Linker for her leadership. Commissioner Flowers commented she has been a commissioner previously and she can compare how much has changed and how the process is more streamlined and more efficient. She said it was a pleasure to join the commission and work with Carmella and Commissioner Linker.

Commissioner Linker mentioned making comments to leadership at DPI that in addition to evaluation week the commission needs Dr. Fair to have an administrative assistant from DPI on site during evaluation week and that person needs to be the liaison for advisors. She explained the paperwork and logistics, check-in, accommodations, should be done someone else to free up Dr. Fair to help commissioners in their role. Commissioner Moody added

comments about being grateful for Katie and Carmella and she has been impressed by others on the commission. She stated it has been a pleasure work with everyone through the task. Commissioner Wood thanked new commissioners for their work and their understanding of the process.

Next Steps/Closing Remarks

Commissioner Linker turned it over to Dr. Fair to discuss information on criteria sheets and substitute reimbursements. Dr. Fair mentioned the commissioners received the draft ELA criteria sheets developed by DPI content specialists. She explained there is an electronic form to submit feedback and asked commissioners to look over the criteria sheets to see if you they have any questions, comments or concerns prior to submitting feedback by December 18. Dr. Fair indicated the feedback will be considered by the content specialists and they may or may not make changes depending on original intent. Dr. Fair mentioned the feedback form and criteria sheets will be available and if there are any questions, commissioners should email or call her.

Dr. Fair emphasized the criteria sheets and tentative schedule will be included in the Invitation. She noted the schedule commissioners received only shows tentative commission meeting dates, so they can put holds on their calendars. Commissioner Linker mentioned the dates are tentative and may be changed as logistics are determined or based on the budget. She said she will let commissioners know as soon as possible if they need to change any dates on your calendar. She stated dates may have to change due to dates for the hotel or the budget calendar year. Commissioner Linker further stated if the dates for evaluation week change, they would be in July since the current tentative dates are June 24 – 28. Commissioner Linker noted if the dates change, new dates would tentatively be July 8 – 14.

Dr. Fair mentioned that commissioners will be asked to provide feedback and comments when they receive the Invitation. She explained that commissioners should go through the entire document because the Invitation describes the evaluation and adoption process from beginning to end. She mentioned it would be helpful especially for new commissioner to learn more about the expectations for publishers and the process. Dr. Fair pointed out the information will be useful when commissioners check-in publishers because the document provides the expectations for what publishers should do. She mentioned reading the document will help commissioners better understand the guidelines and expectations by the agency and State Board for advisors, commissioners, and publishers.

Dr. Fair indicated agency staff at various levels will have the opportunity to provide feedback on the Invitation. She mentioned possibly using time at the meeting in February, to get final comments about the Invitation and criteria sheets and prior to that commissioners can communicate comments about the documents through emails. Dr. Fair stated she will try to make sure you commissioners have links and access to the documents.

Dr. Fair also discussed substitute forms for commissioners who needed them. She explained the agency will reimburse for a substitute for a half day to allow commissioners to attend this meeting today. Dr. Fair will email the form to commissioners who indicated they need one. Dr. Fair explained the process includes someone at the school completing the form and sending the completed form back to Susan McKinney, the admin for Digital Teaching and Learning. She mentioned commissioners can direct questions about the form directly to Susan for a quicker response. Dr. Fair asked if there were any questions about the process or anything that comes through DPI. There were no questions. Dr. Fair turned it back over to Commissioner Linker.

Adjournment

Commissioner Linker asked for a motion and second to adjourn the meeting. Commissioner Gray made a motion to adjourn the meeting. Commissioner Morrison provided a second for the motion. Commissioner Linker asked Dr. Fair to do a roll call to see who is in favor of adjourning the meeting. The meeting was adjourned at 10:04 am.

Minutes taken by: Dr. Carmella Fair

Date of approval: February 21, 2019