

North Carolina Textbook Commission Meeting Minutes

North Carolina Department of Public Instruction
Raleigh, NC

April 17, 2019
9:30 AM
SBE Room, NCDPI

Members Present (on site): Coggins, Chesher, Sise, Linker, Morrison, Browning, Arnold, Mills, Austin

Members Present (virtual): Gray, Autry, Flowers, Jimenez, Madden, Hester

Members Absent: Moody, Hester, Madden, Goddette, Riddle, Robertson, Wood, Davis, Perry, Springle

Others Present: Kathy Parker, NCDPI; Carmella Fair, NCDPI; Kenya Wallace, NCSU

Welcome/Approval of Minutes: Linker started the meeting, and Dr. Fair conducted roll call; Linker asked for motion to approve minutes; motion made by Chesher and Arnold seconded; minutes were approved

Advisor Update: Linker started discussion and included slides of information (see Update of Process); referenced that flier has been sent out and as of yesterday over 200 names; flier has been widely shared; Linker called for questions about the flier before moving on, Hester complimented the flier; flier has link to Google form and *everyone including advisors* will have to fill out; form closes on May 3-firm date; Linker went through next steps that are included on the slide; emphasized adhering to deadlines; Hester asked if Google folder will be reshared by Dr. Fair, Linker responded that there will be a folder for each district, Dr. Fair verified and clarified how it would be organized, folder and file in folder...Hester: Will the selection sheet for first and second choices be in that folder? Linker: there will be columns where you will choose; Dr. Fair looked at questions online Q: Can we ask ELA to tweak the flier? A: Dr. Fair responded that those changes had been made and already sent out

Evaluation Week Logistics: Linker led discussion of Advisor Selection (see slide) by going through points on the slide; Noted that on the slide (last bullet) should be English 2 and 4.

Q: Arnold-Can you share this w/us A: Linker-It will be in the folder; Q: Austin asked for clarification about needing an advisor for each grade level A: Linker clarified Q: Austin do we need to find an EC advisor for K-8 span and 6-12 span. Hester noted that Licensure for EC was K-12...discussion held and Morrison noted concern that last time they had to be pulled and probably needed more...Mills asked for clarification...Austin made motion that they be divided out...Arnold recommended

elementary, middle, high. Linker noted that they could just discuss it and not have motion. Discussion ensued. Morrison described challenges last year. Arnold asked if everyone could get a K-5 and then split middle and high. Linker said that she'd update the slide based on the discussion so changes will be that ELA advisors will be cut in half and # of EC and EL advisors has increased...every district will find 1, K-5 in EC and EL, in addition the odd number districts will add 1, 6-8 EC and 1 EL and even number districts will add 1, 9-12 EC and 1 EL; moved to logistics timeline (see slide and invitation); Sise noted that slide date needs to reflect that it's July not June; Linker described the events/process of (see Evaluation Week Timeline slide); Linker- a Google form will be sent out to commissioners to determine which rooms you want so you can note your preferences; noted that it's okay if you can't come in on the 7th but should come in on the 8th; if you come in on the 7th need to be in the room by 8:30; if you come in on the 8th then come in when you can, preferably by 10; Fair: How many do you need to have there? Linker- Would love 4 per room, Morrison described process and stated it would be helpful for commissioners to be there and review materials at check-in so that when advisors come in the commissioner can help more easily, also commissioners have to attest that they followed the process, Dr. Fair recommended being there by 8:30 to be a part of the process so that it can move more smoothly, Arnold reiterated the importance of the process and that it can throw off the whole week if it doesn't get off to a good start, noted the technology pieces are important for commissioners to check it and make sure it's working, be proactive in troubleshooting; Flowers: Is 3 hours a long enough window? Should we be assigned to certain rooms. Linker noted that the Google form was to assign rooms and that 3 hours should be sufficient, clarified that the Google form will indicate who will be there and when, you'll know ahead of time your room assignments and who's there with you; Chesher: Will there be a requirement for commissioners to bring their copies of textbook samples....Linker: No, publishers will bring materials but commissioners should bring their laptops for the technology pieces and for debriefing, Linker clarified that if materials are not in the room, you cannot look at them, it's the publishers responsibility to bring 2 sets including computers to access, commissioners are responsible for checking if the materials are there and indicating if they are not Arnold asking for Hester: Do we have access to the form that shows who's signed up so far (advisors) Fair: It's not available yet, but it will be once it closes..you can email Dr. Fair if you want her to check on particular people; Chesher: Should we as individuals make our own hotel arrangements Linker: DPI will make the reservations, Embassy Suites provides breakfast, commissioners will have lunch there in the hotel provided by DPI, dinner on your own (reimbursable), you will need a credit card for incidentals at hotel

Reimbursement Procedures: Dr. Fair distributed forms and noted that they need to send Susan parking receipts as soon as possible when they returned; otherwise it will prolong reimbursements; noted that Susan is retiring next month so it's important to get this in to her quickly; for substitutes send email to Susan so she can get you the form; Dr. Fair stated that questions should be sent to Susan; Dr. Fair asked that commissioners be sure to put their names on the envelopes; if you don't

know Susan's email then contact Linker and she'll send it to you; Linker reiterated sending everything in so it can be processed before Susan retires

Linker: adjourn meeting for Lunch and will return to do roll call at 12:30
Mills noted a date error on the paperwork and asked if they can mark through it, Dr. Fair stated that they could mark through it and submit it and if that doesn't get accepted then they can resubmit electronically.

Roll Call After Lunch: Present: Arnold, Austin, Browning, Autry, Cheshier, Coggins, Flowers, Gray, Jimenez, Linker, Mills, Morrison, Sise, Madden

Evaluation Platform: Kenya Wallace, TOPS-will offer office hours training and Dr. Fair will send out a Google form for commissioners to sign up for these and complete by May 17; Kenya went through some of the new updates; demonstrated what commissioners will be able to see when advisors complete their reviews Q: Cheshier asked for clarification if this is the medium by which they are going to see in real time what the advisors are inputting A: Yes, Kenya proceeded to show example in platform and clicked through the various pages. In discussion, Kenya asked if it would be helpful to have the page open up in new window and Linker said that it would be helpful, so Kenya is going to take that back and try to make that change. Noted that the font color changes when their votes are captured. Q: Linker asked if the overall vote would be displayed for everyone. A: Yes. Q: Cheshier asked for clarification about answering yes or no A: Linker clarified that they would have to submit an answer for each. Kenya reiterated that they will have to vote for each one. For the template where commissioners note their rationale, Kenya noted that Arnold and Linker's comments from last year were used to help create this template to streamline; Arnold pointed out that it's not necessary to use notes and this form, that they can just enter in this form. Kenya agreed. Q: Linker if we hit submit accidentally is it permanent? A: Kenya said that Karen can see everything and fix it if necessary. This is not the final report; Kenya then demonstrated the final report. Emphasized that the green section is very important on this report. She emphasized that once this is submitted it is done. Pointed out that there is an alert that warns you that it cannot be undone. Linker reiterated that once you submit it's done. Q: Cheshier- Is the expectation for commissioners to review all grade level documents? A: Linker noted that this is not done until August. Commissioners will have about 3 weeks to do this. Then commissioners will meet and vote. Publishers have opportunity to request reconsideration and address the commission. Morrison stated that she will look at her samples so she takes what advisers say and the samples to help answer questions/judge. She falls back on her samples. Arnold- Ultimately it falls back on commissioners to evaluate every submission. Cheshier clarified that reconsiderations are not available until August...discussion ensued w/responses from Dr. Fair clarifying the process; Linker: I'd like to have the notes/comments section active, Kenya noted that; Linker thanked Kenya and her team for this work; Linker called for questions. Hester asked what the May 17 date was, so Kenya reiterated that it was for the office hours and the form would be sent

out by Dr. Fair; Linker pointed out the room assignment form in Dr. Fair's email sent today; Dr. Fair asked when Linker's room assignment form needs to be completed and Linker stated May 13. Linker noted that today's slides have been updated in the April 17 folder in Google and removed the inaccurate slide deck/pdf; Kenya prior to June trainings everyone will have their own logins, what is your preference in how you receive your logins? A: Linker stated that it would be great for Dr. Fair to communicate that. Linker asked if it was possible to have the same login as last year. Kenya stated that she'd check and email her next week. Kenya stated that they would receive individual emails from Kenya w/their passwords.

Closing Remarks/Adjournment: Linker will talk to Dr. Fair about communication regarding evaluation week accommodations and have Dr. Fair send it out. Q: Chesher wanted to verify that DPI will be making the hotel reservations for July A: Dr. Fair stated that DPI would be taking care of that. Q: Chesher will there be a daily agenda? A: Dr. Fair stated that there would be a daily agenda once all of the information has been received/organized. Several members then described last year's agenda to give Chesher an idea of what to expect. One discussion item emphasized...Morrison reiterated that in rooms they should be making their own decisions and not coming to a consensus. Dr. Fair said that she can take the old agenda and make general updates, just know it's a draft.

Chesher made motion to close, Morrison seconded, vote was taken and motion passed.

Adjournment: The meeting was adjourned at 1:30

Minutes taken by: Kathy Parker

Date of Approval: