

North Carolina Textbook Commission Meeting Minutes

North Carolina Department of Public Instruction Raleigh, NC

February 21, 2019
10:00 AM
State Board Room

Members Present (in person):

Lora Austin	Lisa Springle	Susan Mills
Kelly Browning	Stacie Wood	Dr. Lynn Moody
William Chesher	Dawn Hester	Hannah Jimenez
Edward Coggins	Kathleen Linker	Michelle Perry
Angela Flowers	Christopher Madden	Lindsey Sise

Members Present (virtual):

Tracy Arnold	Kim Robertson	Michelle Gray
Jody Autry	Aubrey Godette	Cassundra Morrison
April Riddle		

Member Absent:

Dr. James Davis

Other Attendees:

Dr. Carmella Fair	Teika Clavell
Eric Snider	

Welcome and Call to Order and Introductions

Commissioner Moody welcomed the commissioners to the meeting and called the meeting to order at approximately 10 am. Commissioners present face-to-face were asked to speak into the microphone and commissioners attending virtually were asked to unmute to introduce themselves.

Commissioner Moody began introductions and asked other commissioners to introduce themselves. Each commissioner provided an introduction and brief background. She asked Dr. Carmella Fair if it was necessary to conduct the roll call since all commissioners introduced themselves (virtually and face-to-face).

Roll Call

Attendance was taken during introductions since each commissioner in attendance provided an individual introduction.

Approval of Minutes

Commissioner Moody announced approving the minutes from the December meeting as the first order of business. Commissioner Linker made a motion to approve the minutes. Commissioner Wood provided a second.

Virtual Meeting Best Practices

Commissioner Linker set best practices for virtual meetings. Commissioner Linker suggested that all commissioners attending virtually allow at least 10 minutes prior to the meeting to log and ensure a strong Internet signal. Additionally, she encouraged commissioners to check technology no later than 15 minutes prior to make Dr. Fair aware of any concerns or problems. Commissioner Linker asked that commissioners attending virtually make sure to mute themselves when not speaking.

Commissioners attending virtually were asked to make comments for the record to show active participation. Commissioners were instructed to speak loud and clear so their comments can be heard. Commissioner Linker asked commissioners to provide their full attention to the meeting so as not to miss any information. Dr. Fair asked commissioners if there was anything to add to the virtual meeting best practices. There were no additions noted.

Review of Operations/ Manual Policies

Dr. Fair spoke about the necessity of a quorum with 12 or more commissioners for any Textbook Commission meeting. She mentioned the structure of the commissioner group with Dr. Moody as the chairperson, Commissioner Linker as co-chair. Dr. Fair is the DPI representative who works as a liaison with the commission. Dr. Fair noted that Textbook Commission meetings are public and there are possibilities that commissioners will be contacted for information and questions on the work of the commission.

(Attendance)

Dr. Fair spoke of the different topics (planning, content, deliberations) for Textbook Commission meetings. She expressed that 75% attendance is required for a commissioner as noted in the Operations Manual.

(Procedures/ Operations Manual)

Dr. Fair reminded commissioners that it is not the responsibility of the commission to determine grade levels or courses for materials. The commission has asked that publishers label all components of their sample materials. Publishers are required to label/identify all materials as well as provide a correlation with the North Carolina state standards.

Dr. Fair noted that commissioners are prohibited from meeting with publishers during blackout times. Publishers are not able to promote the materials that are submitted for adoption during the blackout times.

Commissioner Moody noted that the process and work is extremely important. She noted the rules of the process are to help prevent any biases or legal ramifications.

Dr. Fair reminded commissioners that their roles are important to the process. She asked that commissioners remember that through the lens of experiences in their roles, the commission maintains diversity.

Dr. Fair outlined the DPI process and discussed the Invitation for textbook adoptions. This included how publishers receive the Invitation, how they respond to that Invitation, and how the North Carolina State Board of Education (NC SBE) approves the Invitation and recommended list.

Commissioner Arnold asked about textbook caravans. Dr. Fair noted that these are no longer part of the process. She explained caravans were ended a number of years ago due to the lack of funding and staff.

(Roles and Responsibilities)

Commissioner Moody described the difference between the commissioners and the advisors. She outlined the responsibility of the commissioners as it pertains to the process of evaluation and explained that commissioners use information provided by advisors.

Commissioner Linker clarified the definition of a “textbook” as it appears in NC Public School Law and SBE Policy. She noted that a textbook can be a traditional book (print) or a digital textbook as well as what the definition encompasses.

Textbook Evaluation Process and Timeline

Commissioner Linker detailed the tentative adoption schedule.

- March 28th – Content Meeting: Representatives from the various DPI content teams
- April 17th – Commissioners have a planning meeting

- July 8th – 13th – Commissioners will meet for the evaluations and training of the advisors. At the end of their evaluations, the advisors will share their recommendations and comments.
- After July 13th and before August 1– Commissioners will continue to evaluate the materials and refer to information provided by advisors as needed.
- September –Commissioner. Moody or Commissioner Linker will present the findings to the SBE.

Textbook Evaluation Advisor Interest and Recruitment

Commissioner Linker outlined the evaluation process as it pertains to evaluations and deliberations.

Commissioner Hester noted the importance of commissioner presence during the publisher check in process at the evaluation site. This is crucial to understanding the process and evaluating that publishers are submitting the correct information. Commissioner Linker noted that there is a possibility of a large amount of materials since the content area is English Language Arts. Commissioner Linker and Commissioner Moody work with their local universities to store the materials which they then donate to those universities. Dr. Fair will need to know the sample site location for commissioners.

(Advisors)

Commissioner Moody explained the work of advisors to the group. She outlined that each advisor should be an expert in the subject, currently teaching in the content area under adoption. The commissioners facilitate the work of the advisors who assist in the evaluation process. Commissioners are asked to look in their SBE defined districts for potential advisors. Commissioner Linker noted that there are some SBE defined districts that have more commissioners than others. She emphasized it is important to have representation from different districts.

Dr. Fair described the organization of the SBE Districts. Commissioner Linker noted charters should also be considered when advisors are selected. Commissioner Linker noted that information for potential advisors will be sent out on the NCDPI list serve. Commissioner Hester asked about the timeline for the dissemination of the flyers. Dr. Fair noted that she will be creating a form to capture advisor interests that will be shared with Commissioners.

Commissioner Linker noted it is not known how many advisors will be needed until the amount of submitted material is known. She noted that typically, elementary level has more materials than high school for ELA. She suggested that each Commissioner locate one individual for per grade level. Commissioner Hester and Commissioner Madden asked for clarification on the number of advisors. Commissioner Linker asked that commissioners in each SBE defined district works

to find a potential advisor per grade level as well as one elementary expectational child teacher, one English Language Learner teacher, and one middle/ high school teacher for each of the aforementioned teachers. Dr. Fair asked the commission to wait until after the proposed SBE approval of the Invitation on March 7th to contact potential advisors. Dr. Fair noted that she will share advisor packets and communications with the commission.

<Break for Lunch>

Ethics Training

Dr. Fair brought the meeting back to attention. Commissioner Moody introduced Mr. Eric Snider to provide ethics training for commissioners. He welcomed questions during his presentation. Mr. Snider began with detailing what public records entail. *Public records include documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts or other documentary material, regardless of physical form or characteristic. N.C.G.S. § 132-1.* Examples include email, email attachments, and text mail messages that are public records.

Mr. Snider also detailed what is not public. Written communications from an attorney to any public board, tax records, trade secrets, etc. For schools, this includes student files, former student records, special education records, etc. Mr. Snider expresses that the public can ask for and review items that are deemed “public record”. Commissioner Chesher asked for clarification about when to contact legal for requests for documentation. Mr. Snider recommended that any request for information be sent through Dr. Fair who will forward the request appropriately. Requests are routed through the Communications Department. Mr. Snider detailed how legal counsel works to provide a timely response to information requests.

Mr. Snider detailed the characteristics of an open (public) meeting. This includes legislative, policy-making, quasi-judicial, administrative, or advisory. Legal and NCDPI are responsible for public notice and minutes kept and shared. Mr. Snider shared some materials with commissioners with information on ethics considerations. Mr. Snider encouraged commissioners to ask questions if they have any concerns. Dr. Fair shared the resources provided by Mr. Snider with commissioner through a digital folder. Mr. Snider encouraged commissioners to read the sheets provided for more information.

Reimbursement Procedures

Susan McKinney was introduced to the commission. She took a tally of Commissioners who needed substitute teacher forms. She detailed all the information that needs to be completed on the travel form and provided envelopes to each Commissioner.

Draft Invitation/ Sample Sites

Dr. Fair detailed the 2019 Invitation to Submit textbooks for Evaluation and Adoption in NC. She outlined the different key parts of the Invitation to include bid proposal details, cost proposal spreadsheet examples, and content criteria sheets for K-12 English Language Arts.

The 14th or 15th of March will be the publisher's meeting. It was noted by Dr. Fair that it would be one day of the two days depending on the meeting space available in the building. Dr. Fair noted that August 2nd is the due date for Commissioner reports unless the meeting only lasts one day. If that is the case, commissioner's reports would be due on August 1st. On July 8th, commissioners will need to be in Greensboro to help publishers check in publishers. Dr. Fair recommended that commissioners go over the evaluation and set up process as outlined in the Invitation. The correlation is provided by publishers.

Dr. Fair detailed the blackout timeframe (see pages 20-21 on the 2019 Invitation to Submit Textbooks for Evaluation and Adoption in NC). She also outlined that different evaluation forms that advisors will provide. Dr. Fair asked for any comments, suggestions, or concerns that are seen in the 2019 Invitation to Submit Textbooks for Evaluation and Adoption in NC. Dr. Fair shared that all meeting minutes, audio recordings, and presentations are available on the NCDPI website for textbook adoption. Dr. Fair noted that she will be sending an email asking each commissioner for specific site information about where they want samples sent.

Next Steps/ Closing Remarks

Commissioner Linker noted that commissioners can probably reach out to potential advisors after the next Textbook Commission Meeting. Commissioner Chesher motioned to adjourn. Commissioner Wood seconded. Commissioner Linker adjourned after all in favor.

Adjournment: The meeting adjourned at 2:00 pm.

Minutes taken by: Mrs. Teika Clavell

Date of Approval: March 28, 2019