

**North Carolina Textbook Commission
Meeting Minutes**

February 16, 2021

1 p.m. to 3 p.m.

Virtual Only

Members Present: Jodi Rae Autry, Meghan Canady, William Chesher, Edward Coggins, Angela Flowers, Aubrey Godette, Dawn Hester, Kathleen Linker, Amy Marshall, Susan Mills, Stephen Parker, Michelle Perry, Nardi Routten, and Lindsey Sise.

Members Absent: Lora Austin, Kelly Browning, Hannah Cook, Hannah Jimenez, Renee Kimball, Dunyil Morris, Kim Robertson, and Rosalyn Yarus.

Others Present: Dr. Carmella Fair, Allison Schafer and Audrey Long

Call to Order and Welcome: Commissioner Linker called the meeting to order.

Roll Call: Dr. Carmella Fair conducted the roll call.

Approval of Minutes: Commissioner Mills made a motion for the minutes to be approved and Commissioner Canady second the motion. All the Commissioners present agreed for the minutes to be approved.

Meeting Norms: Commissioner Linker went over the meeting norms. 1) Be Ready; ensure that your equipment is working; join the meeting early to be sure you are connected appropriately 2) Mute yourself if you are not talking; prevent background noise, 3) Be present; avoid texting and emailing during the meeting; 3) Participate; Identify yourself when you speak and comment and ask questions. Because we are virtual and not face to face, they do need to have a record of participation and by commenting there will be a record of the comment in the transcripts. Commissioner Linker stressed that they really need a document of participation and the only way they can have that in a virtual only setting is by asking questions and making comments.

Commissioner Linker said there will be a presentation from the Attorney that represents the Board of Education on Ethics training, but before that Commissioner Linker wanted to point out that in their folder they have two documents. One is about attendance. You can refer to that regarding the percentage of meetings that you have to attend and any

questions on attendance. Dr. Fair has included that in your folder for your reference. Are there any questions?

Ethics Training: Dr. Carmella Fair introduced Mrs. Allison Schafer, the SBE Counsel to present the annual ethics training that is required for Commissioners. Commissioner Linker said that Mrs. Schafer is new to her role and mentioned that she had viewed the slides beforehand and that they are very thorough.

Mrs. Schafer introduced herself again that she is the new General Counsel for the State Board of Education. She provided some information on her background. She has 35 years of experience with the Public Schools. Twelve years as a private practice Attorney and as General Counsel for the NC School Boards Association. These are topics that she has covered numerous times in her prior roles for local boards and Superintendents and other groups. Her purpose today is to go over the public records, open meetings, and ethics requirements that you need to be aware of and comply with as you fulfill your role as a Textbook Commissioner.

What isn't "public" (general): 1) written communications from an attorney to any public board, council, or other governmental body that fall within the attorney-client privilege. (If you disclose legal advice that is written or recorded then you will have compromised that privilege. It is important that if you get legal advice do not disclose it to anybody else outside of the Commission) 2) Trade secrets, if properly submitted to a government entity. 3) Settlement documents in medical malpractice actions against a hospital. But the Commission will probably not have any of that. 4) Information technology security features such as passwords, security standards, etc. should not be divulged. So, there are some things that they (Commissioners) need to be aware of and if they have questions, she can answer them. They can send any questions through Dr. Fair. Other things that are confidential are: 1) student files and other education records 2) former student records 3) student PII, 3) mediation records for children with disabilities 4) student records derived from contractors, 5) juvenile court records, 6) special education records, 7) criminal history checks, 8) certain information in an employee personnel file, 9) licensure investigation files and 10) emergency response plans.

Anyone who requests records can get access. They do not have to know who is requesting records or why. They can get access to it at any reasonable time under reasonable supervision in any media format available. Email, paper, recording, etc. They must respond in a reasonable time and manner. A reasonable time is within a few days.

Considerations: 1) Verbal information – If it is recorded it must be turned over, but if it is just a discussion among yourselves and not recorded in any way then that is not produced. 2) If some records have confidential information in it, then the non-public

information part needs to be taken out because there is no obligation to create a record that doesn't exist. The only thing that matters is records that do exist. If you have information that is not coming to you from DPI or the State Board personnel then you would need to forward those things to DPI for their records if it is about the business of the Textbook Commissions. If people want to ask for public records, there is a format for doing that and it goes to the Department of Public Instruction communication department and it will be collected there. There are sanctions if they do not produce records. Order to compel release and attorney's fees.

The next subject area is their obligations regarding the Open meetings laws (G.S. 143-318.9) They are the "sunshine laws". All of the meetings of the Textbook Commission or any other public body you may be a part of are open to the public if and when the public body meets and a public body is defined as any: authority, Board, Commission, committee (of or advisor to the board) council, other body of state or local government. The meetings must be open and available for the public to attend. You also must post the meetings and allow them to know when the meetings will be held. The State Board of Education, its committees, CSAB and other examples within DPI are Professional Educator Preparation and Standards Commission and the Textbook Commission. All official meetings where the majority of the members are gathered as long as the purpose of the meeting is to execute one of five functions: 1) legislative, 2) policymaking, 3) quasi-judicial, 4) administrative and 5) advisory. It does not matter when, where, or how the meeting is held they still must be available to the public with minutes also. Public notice is required. The purpose is to let anyone who wants to attend know of the meeting, time, date, and location to gain access to the meeting. The required length for notice depends on type of meeting. A regular meeting is supposed to be scheduled at least 7 days. Special meetings must at least have a 48 hrs. notice, and an Emergency meeting is considered a crisis and at that meeting you can only discuss the emergency.

Minutes of the meetings must be kept and available to the public. Written minutes and webinar recordings must reflect what happened. There are only 3 kinds of meetings Open, Regular, and Special. Within those meetings you can have a closed session to discuss confidential information. Confidential information would be student records, attorney client privileged matters, certain contract-related matters, specific personnel matters, and trade secrets. If you hold meetings that are improper anything you do can bring injunctions or be invalidated.

Resources that are available online: www.ncdoj.com (NC Dept. of Justice), www.elon.edu/e-web/academics/communications/ncopengov/ NC Open Government Coalition, www.sunshineweek.org – more info about open access to government.

Printed resources: Institute of Government Publications: Open Meetings and Local Governments in North Carolina: Some questions and answers – Seventh Edition by David Lawrence

Public Records Law for North Carolina Local Governments by David Lawrence.

The next area is Ethics and Conduct. There are several ethics policies and criminal laws that require you to be careful not to engage in Conflict of Interest as a public Commission, such as the Textbook Commission. There are two State Board policies that outline how you are to conduct yourselves when you are on a state organization like the Textbook Board Commission. A conflict of interest is when you are serving two different groups of people. You can have personal interest and then you can have interest as a member of the Textbook Commission, and when those interest conflict, that is when you have a conflict of interest. It can also be your business interest. For example, you can work for a textbook publishing company and the company has an interest in a particular action of this committee or will be impacted by this committee. You are required to disclose this information or excuse yourself from participating in any matters that you have a conflict of interest. You must be sure to notify the Commission and be sure that it is noted in the minutes that you are recusing yourself. Recusal means not only to exempt yourself from any decision but also exempt yourself from any discussion. To treat yourself as if you are not a member of the Commission for purposes of that issue. If you have any questions you can contact her and if you're not sure if you have a conflict of interest, she can advise you, and also advise you on any actions you might need to take. All members of the board have a fiduciary obligation to the board, to the textbook Commission and to the State Board of Education. You have a duty of loyalty to do what is in the best interest as a member of the textbook Commission for the public schools and a duty to be free from a conflict of interest.

Commissioner Linker asked if it was a conflict of interest to represent yourself as a Commission member when you're not fulfilling that role as a Commission member? Atty. Schafer asked if she meant if they had it on their resume? Commissioner Linker said for instance to speak on behalf of a topic when you're not representing the Commission as a Commission member. In her local district when they talk about textbooks, she (Commissioner Linker) does not weigh in on textbooks selections as a textbook Commissioner. Atty. Schafer said that would be considered a conflict of interest because you may be acting with special knowledge or in derogation of your duties as a textbook Commission member. It would be as if you were playing two different roles, and it would be smart to exempt yourself because you want to be sure you are being consistent with the requirements. Commissioner Linker gave the example of an Educator and a Parent. Atty Schafer said that was a good example of a conflict of interest because you want to be sure that you are acting in the best interest of one organization

and exempting yourself from using that information in another capacity. You must act on the part of the Commission. Not as a parent, personal, or business. Another thing is to realize when you can or cannot be a spokesperson for the Commission, if there is some representation to be made of the Commission you must be sure that you are not acting inconsistently with that.

One individual board member cannot represent the position of the board inconsistent with how the board has voted. Every board member may have an opinion, but the position of the textbook Commission is what you voted on and not your individual position. Another area of conflict of interest is that members cannot use their position for financial gain, whether direct or indirect, for themselves or their families during their term in connection with service to the SBE. If you are approached by people that want you to advocate in favor of a position that you're voting on you must be extremely careful how you interact with them. People will try to lobby you and you must tell them that you cannot discuss outside the context of the meetings or outside of the submissions that you make. You should not divulge any confidential information that is derived from any submissions to the textbook Commission. You cannot take any financial remuneration, you cannot accept gifts, there are criminal laws against that. Be careful of any appearance of a conflict of interest. You do not want to discredit any work of the Commission. The Board is to be strictly nonpartisan. The Board, as a whole, shall not support or take a position with respect to any legislative or political matters. You can have personal opinions about political matters but should not tie it in with the work of the Commission. Be careful about being lobbied outside of the context of political or legislative matters as it impacts your Commission role. If you do find that you have conflicts of interest or think that you have conflicts of interest that should be reported to the chair of your board. Violation of Conflict of Interest Policy may result in suspension or removal from membership of the Board, as determined by the SBE. (State Board of Education). Some of the conflict of interest matters are criminal matters as well. You can be prosecuted criminally if you take money, gifts, etc.

The Standards of Conduct Policy – SBE/DPI Operation SBOP-004. Applies to all members of SBE: SBE, DPI, CSAB and other committees, Commissions, and councils. The policy requires the highest standards of personal integrity, truthfulness, honesty, and fortitude to inspire public confidence and trust in NC schools. It is important to avoid anything that is a conflict, looks like a conflict and to always act in the best educational needs of the children. You cannot solicit or accept, directly or indirectly, meals, travel, lodging, any other items of value, any favor or reward, or any promise of favor or reward from any person, group, association, organization corporation that: provides, or may reasonably be expected to provide, any service or any equipment, books, supplies, materials or other products to the DPI or local school boards; or is subject to regulation or control by the DPI. Many of these are marketing activities and acceptable in the private

sector but it is criminal in the public sector. Commissioner Linker said that most publishers are aware of the consequences of approaching a Commissioner that it could be a reason for being disqualified from the adopted list. There are exceptions, the policy does not prohibit: 1) meals, travel, lodging, or gifts provided solely because of a family relationship. 2) acceptance of certain awards or honors, or 3) reasonable compensation for approved secondary/dual employment.

There are allowances for meals, traveling and lodging sponsored by organizations existing primarily for the purpose of improving education if the meeting or seminar is consistent with the purposes of these standards. If you're a speaker and they pay for your attendance you must be careful because that can be tricky. At the meetings of the Commissioners, the "Reading of the Ethics Statement" should be read to remind everybody to avoid conflicts of interest and the appearance of conflicts of interest.

There are additional resources: Ethics Liaison: Allison Schafer (SBE)(Change in Progress), North Carolina Ethics Commission – Advisory opinions, State Government Ethics Act, Other statutes: Bribery, Benefits from public contracts, Gifts/Favors. Atty Schafer asked if there were any questions? Commissioner Linker thanked Allison Schafer for her time.

Operations Manual/Policies: Commissioner Linker continued with the Operations Manual and Policies & General Statutes. Dr. Fair stated that Commissioner Linker asked her to highlight some of the things in the Operation Manual. Dr. Fair said that it is a short manual that is in their folder and hopefully it will be a go to document as they continue their work as Commissioners. In the table of contents there is a section for Rules of Procedure, Information about bid submissions and contact with publishers, textbook samples and the general statutes that apply to the textbook adoption in the state, and the SBOE policies that apply also. Within the operations manual you also have statutes written out as well as the board policies that are written out. These are also available on the DPI website, dpi.nc.gov. Under the Textbook Adoption information there is a place for the state board policies as well as the general statutes, they are linked through those web pages as well. If you have any questions after this presentation, you can email her (Dr. Fair) or call her for clarification or she will put you in contact with someone who can provide both of you with clarification. Dr. Fair began with highlighting the Rules of Procedure. There are several but these are the specific ones that they discuss with the Commission members on a regular basis. Quorum is always mentioned because quorum is required to conduct business. The number of textbook committee members is 23 and 12 members are required for quorum. When polls are sent out, they are also collecting numbers to be sure that the dates will provide the number for quorum. The Chair/Co-Chair, the Chair presides at all meetings and if the Chair is absent the Co-chair presides. Commissioner Linker presides as the Co-Chair, she was also a member of the sub-

committee. She was the Chair of the sub-committee, so she also presided over that. Voting also comes up for minutes and other matters, all members must be present to vote. No voting is done by proxy, email, text mail, etc. The Commission is required to meet 4 times a year, but it can also meet at the call of the chair. There is more information on this in the manual. In this case it can be called by the Co-Chair, Commissioner Linker.

The next topic is Bid Submissions. Hopefully they (Commissioners) will be able to participate in some activities that will involve textbook adoption in the future. Currently they are postponed indefinitely. Publishers are responsible for determining the grade levels and courses for the materials that they present for submission. The materials that they present, the way that they indicate that it needs to be included and the grade levels and courses, is how the Commissioners will evaluate the material. The Commission will only evaluate for those grade levels and courses that are specified by the publisher. It is very important that they receive that information in the bid submission, and they have to adhere to as they are reviewing and as they help the advisor review. The publishers are responsible for labeling their material.

There are a lot of instructions in the invitation, the invitation for 2021 is the same as the 2020 invitation that is on the DPI website adoption pages. It has all of the information that publishers need if they are interested in finding out what our process looks like. If we move forward with the process, they will have an updated invitation for 2021. Dr. Fair will let them know when and if that occurs. The details are in there if they are interested in finding out. Some of them (Commissioners) may play a role in the actual review of the materials that are presented for review and this would be good for them to know as a part of that process. DPI does provide identification numbers to the publishers and they ask that they put the number on everything. Everything that is a component of the bid, the bid number should go on each component so in case things are taken out it can be replaced in the right place. In addition, correlations are part of the samples. Publishers have to provide those as well, and those correlations show the alignment with the standard and materials. It would show where you would be able to find the materials that are aligned with the standards and that would be a document made available to you that the publisher would provide. Dr. Fair also highlighted about publisher contact, she stated that this was a continuation of what Mrs. Schafer said earlier. Publishers do know that they should not make contact for influencing or attempting to influence whatever happens with the evaluation of the adoption, textbooks or programs that have been submitted for our review. If you are feeling uncomfortable or if someone is approaching you, definitely let someone know because that should not happen.

Additionally, things like sampling, piloting and the promotion of textbooks/programs under consideration for adoption, things that publishers have submitted in a bid, those things should not be discussed or done from the time the invitation is approved or issued by the state board until the day after the evaluations that you have with the advisors. Specifically, sampling, piloting, and promotions. You have several General Statutes and State Board of Education policies that provide guidance and define the work of the textbook Commission and also the responsibilities of the State Board of Education and there are also some general statutes that explain what the district responsibilities are with the textbook adoptions locally.

Dr. Fair encourages you to go to the website and look at those policies and general statutes or utilize those that are provided in the manual. It is good to review them because sometimes you don't know until you get into the process what things are happening or what things you need to be familiar with. While we are in a postponed status, now would be a good time to peruse them to see if you do need clarification before you move forward in the process. The General Statutes include several topics including details about the appointment of Textbook Commissioners and the evaluation of textbooks. The State Board policies provide guidance on various aspects of textbooks including evaluation criteria and evaluation advisors. Both have implications on how you work and how you evaluate and how the State Board adopts. Dr. Fair closed with a slide for self-reflection with questions to review. 1) How familiar am I with the rules of order? 2) How can I gain better understanding of the guidelines for textbook evaluation? 3) What is the importance of the General Statutes and State Board of Education policies in my role as a Commissioner? And 4) What can I do if I need clarification? She then opened the floor for questions. Commissioner Linker reminded everyone that the documents are in their google folder and that the information is also in the canvas course.

Commissioner Linker reminded everyone that they do need comments for documentation that they are attending this meeting. Commissioner Marshall had a question, she wanted to know if the google folder was also available in the canvas course? Commissioner Linker said the folder is not in the course but there is a video that shows you how to save the folder so you can find it and make a link so you can access it easier. Commissioner Linker said that she will check to see if they could put a link in the course to the folder. Commissioner Marshall wanted to confirm that they have an email with a link to the google folder now? Commissioner Linker said that she would have received access when she joined but they can make sure that she gets access to it. Dr. Fair told Commissioner Marshall that she will make sure that she either has new email access to it or she will send her the link herself so that she will have access to it.

Textbook Evaluation Process Draft Timeline: Commissioner Linker said the next agenda item is the Textbook Evaluation Process Draft Timeline. A slide shows the major

tasks and lists Month 1, 2, 3 and 4. Traditionally it is a 4-month process from the time they begin looking for advisors, getting their materials until they submit their final written report. Commissioner Linker said that they are proposing to the State Board Education to resume the evaluation process by the Summer to review the courses in CTE and Math that were in the invitation that you currently have access to and that are on the website. Commissioner Linker said they will have proposed changes in the invitation that reflect the new proposed timeline because the current timeline in the invitation reflects the dates from last year, the day of evaluation week, the day of deliberation reconsideration, etc. The canvas course will be updated to include this information. Some of this was talked about at the last meeting, specifically the written report. The State Board of Education will consider the changes to the invitation at their March meeting. The Commission should know at their next meeting in March if they (SBOE) did approve their request to change the date to start the process for the Summer. That is one reason they were polled for possible meeting dates in March and April because those dates would need to be included in the proposed change in the invitation. Are there any questions? Commissioner Routten wanted to clarify that they don't know the dates correct? Commissioner Linker said they will not officially know dates until the State Board approves it. Commissioner Linker said they are tentatively planning, but they won't know until the State Board approves it. Tentatively Month 1, the March meeting is where they generally start talking about their advisors, and if approved they would start selecting them in the April meeting, selecting advisors from the pool. At the same time, they will start talking about receiving the materials from the publishers., and starting their report, because their report starts when they have access to the materials from the publishers, so they have a two and a half month window to go through the materials and do their evaluation. The March meeting would start the conversation about hiring advisors, that is the content meeting. They have already had the presentations from the areas of DPI that support the process for CTE, High School Math and the EC and EL. Those four made presentations in the Spring and they will be available in the March meeting if the invitation is approved, and they will be available at the next meeting to answer any questions on what they presented last March and that information would not change. Commissioner Perry said there was a lot of hard copy material, will there be more virtual material? Does it have to be all hard copies? Commissioner Linker said that as the invitation is defined, currently the publishers choose what to submit. Commissioner Perry asked could they request if they have digital copies? Commissioner Linker said they do request them to provide it if they have it, but they don't require all publishers to have it. Commissioner Perry was asking in regard to COVID. Dr. Fair said that as the plans are being made to move the invitation forward to the Board there are some changes that are being considered due to the nature of COVID and social distancing, etc. Some of the changes are being taken into consideration for the revised invitation. Commissioner Linker asked Commissioner Routten if her question was

answered regarding the timeline? Commissioner Routten said that it did. Commissioner Routten clarified that the March meeting would be to start the conversation? Commissioner Linker said yes, the March meeting is considered the content meeting, and this would basically be a review because it is the same content as before and to start the conversation about looking for advisors and the process for that. At that meeting they will have the Boards approval or input in the invitation and be able to look deeply into what that means for the samples? When do they need them? Based on the timeline. The hardest thing was planning as if it could occur because there is so much to pack in, that if we wait until May it would be impossible to pull off a June evaluation week. It's better to start the process, and not be able to do it, then to not start the process and then be able to do it.

Commissioner Routten asked if their term was up in April? If so, what happens? Can they continue? Commissioner Linker said their term is up in April and they have been given a form to complete if they want to continue. It is a four-year appointment by the Governor, so it is subject to term. Dr. Fair said that she needs at least 10 remaining Commissioners to respond to that form because the Governor's office has contacted her, because the term does expire in April, 2021. But they (Governor's office) always reach out to see how many of the current Commissioners would like to continue, who is interested? They gather the information and if there are vacancies, they work with the Superintendent's office because they make the recommendations to fill the vacant spaces and that would be the next part of the process. The first thing she needs is to hear from the rest of the Commissioners that have not responded to do that so they will have an idea of who is interested in re-appointment and who will not be continuing on as a Commissioner. This is extremely important, but until there is a resignation, you would continue to be on the Commission. You must indicate if you are interested and then she will forward that information onto the Governor's office and she will let you know what happens from there. Commissioner Linker said you must feel qualified for the position. Example if she retired, she could not continue to be a Commissioner even if she wanted to. Dr. Fair said that is correct. Dr. Fair said if you are a parent, then you came on based on having children in certain grade levels, so they would have to look at that. There is a question on the form asking if your role or qualification has changed. All of the information on that form is important so they can move forward. As they try to move forward and resume the process, they do need to make sure they will have the Commission in place. That will be in April and they don't want any hiccups hitting in April and not being able to move forward beyond that month. If you have not completed the form please do so and let her know if you are interested in continuing, if your qualifications have changed, indicate that they have changed and put a note about how they have changed, so they can see how that will work in the confinement of what they already have or if they have to reach out to others. Commissioner Linker asked Dr. Fair if she could resend the link so that it is current in everybody's email. Dr. Fair said that

was her intention to do that. Dr. Linker said now is the time to ask questions before it gets really busy next month. Commissioner Marshall wanted to know when will you receive notice if you have been renewed for the next term? Commissioner Linker said that you will get a letter from the Governor's office. She is not sure when, but you will receive a letter from the Governor's office. Commissioner Linker said that it would probably be before April because they would need to replace the people who can't or do not wish to remain on, so that they will have a full board in April. Commissioner Linker said that is the reason they need to respond to Dr. Fair as soon as possible so that she can pass that information on to the Governor's office so they can contact the Superintendent's office at DPI so that they can fill any voids.

Commissioner Linker started talking about the timeline and reminded everyone that everything she says is tentative until they resume, this will be the general flow for how it will go. She asked if she left anything out for any of the former board members to remind her. When they meet in March it will be the content meeting, you will have some modules in the course, it will be the same information that they had last March from those divisions at DPI. They will also spend March looking at the Commissions platform and what they use to evaluate submissions and how that becomes a part of a larger form which becomes the written evaluation. They will have a representative from QUACS, they along with Dr. Fair's input designed the platform that they started using two years ago and they refined it some last year. They started using that when the process stopped last year in March. They (the Commission) got the intro, but they didn't get to login to see it from the Commission's perspective, so this will start again in March. They will have someone present to start the overview for what it looks like so they can get access to it because the next month April is when they start looking at Advisors, coming up with a potential pool, how many they will need, how they divide into regions or districts to select from the pool of possible candidates, that will come in April, which will be month 1. This occurs while the publishers are making their bid proposals. The bid proposals are opened and then they will know how much they have to review, how many bid submissions that they have, what the materials look like and then they can start their process, which is on the platform that they are going to show in April. They will be given the opportunity to see if they can login, do they have any questions, how does it work before they actually get the material to start using. Questions? Commissioner Canady had a question about recommending the advisors. How does that work? Commissioner Linker said that they have a flyer that was done last year, and the dates will have to be changed based on what happens with the Board of Education and how they approve or change the invitation. DPI sends out through their listservs, which is one way they communicate with teachers in their areas about this opportunity and some information. As Commissioners we can reach out and provide the same information, this the date, this is the time. If you are interested you need to go to this website and there is a form they would fill out with their interests, it is a google form and they would

complete it. It is a form of intent that they would complete, and it goes to a large google sheet. They have an advisor's course on canvas that they have also been working on that has some onboarding information. Dr. Fair oversees the onboarding and the logistics part for DPI. As the Commission, hopefully we will have a large pool of potential candidates and then they go in by region and choose from that list a good representation of advisors that we would recommend hiring. They are proposing that it would be in June, the middle of June.

CTE courses are a little different because there are a lot of programs and within each program there are so many courses. It depends on how many submissions they have for each course as to how many advisors they need. They like to have at least 3 advisors, but they prefer 5 for each course. But if there are not a lot of courses it may be the odd number of districts try to locate these areas and the even number try to locate these areas. They also evaluate Math 1,2,3,4, discrete Math and High School Math teachers as well. They have to be qualified in their area; all of the qualifications are on the flyer. They will go over that at the next meeting. Once they look at the pool and identify the ones they recommend to hire, Dr. Fair will reach out to those people and inquire if they are interested and will provide them with their contract, and handle all of the logistics with that. Then they will have some training and front-loading matters and training that the advisors will be enrolled in to complete. They want it to be completed by April, because April is the last meeting. At that time, you will sit down with others in your region and discuss the selections.

Last year they ranked first, second and third choice, because you do have people that will come back and have a change of mind or not be able to participate. The most important thing is to get representation from across the state and across the region. For instance, in the Southwest region there are several Commissioners, so they divide it up and there is fewer for them to find. For instance, even though she is from the Rowan-Salisbury school district she would not hire 3 from this district because there are other districts in the Region. Hopefully, every district will hire an advisor. If they don't have enough, they will go to another district. The ultimate goal is to have advisors from across the District and the Region. Commissioner Linker asked if she answered the question and Commissioner Canady said that answered it because she was wondering if they had to all come from her district. But Commissioner Linker clarified it when she said it had to be a fair representation. There are instances when the smaller Regions may not be able to find potential advisors and another Region can say that they have someone they can use. That's another reason that they do first, second and third choice and if they have to share amongst themselves to fill a void they can. They only have a few weeks before the time they notify advisors that they have been chosen and offer them the opportunity. In the past they have found that it works better if they work together as a Commission. They have done it where people have divided up their Region and taken different districts and

met somewhere and looked over the list. Everyone works differently but you will work with Commission members in your district. Commissioner Linker asked Commissioner Canady if she was able to make the first meeting last year? Commissioner Canady said she was not able to attend the first meeting because she missed the emails.

Commissioner Sise said in her Region they split up different counties, and there are a lot of them on the Commission that have a lot of contacts in other regions. So if you are having problems finding someone in your Region, email the Commissioners because a lot of them know others across the state and they may be able to reach out and say “you got an email about this one, what do you think about this one?” Definitely reach out because several of them have traveled throughout and worked in other districts throughout their career. Commissioner Linker said that they have two Commission members that are CTE experienced and have very strong networks with the CTE consultants. There are also some districts that offer some courses and some that don’t so it’s trying to find a balance that the courses are offered in some districts. Questions? Commissioner Perry said with CTE they have a statewide noodle network inside that they can post that too, so she doesn’t feel like that would be a problem. Commissioner Linker said they were mindful to pick a date when there wasn’t [AL1] a conference being held because there are several conferences being held in the Summer. The next is the submissions of the materials which starts the evaluation process, even though evaluation week is mid-June because they worked around some conferences. It needs to be done before July 1st because it needs to be done in this fiscal year for budget purposes.

Before evaluation week, the Commission needs to do their own report. They can start theirs as soon as they have access to the materials. It has been a long time since they have been able to look at the CTE materials that’s why they feel that it is critical to do them this year because it has been a long time since they had material and their standards change frequently. CTE is based with standards that are industry based. The math courses are also newer courses. A lot of the CTE courses are not formatted like traditional courses, a lot of them are hands on, apprenticeship type models, a lot of them have digital components and had digital components before we had digital components. The last time they did CTE was when they had video modules and DVDs. That’s when the Commission started looking at the digital aspect of submissions. There will probably be a lot of CTE digital submissions because that is the way of the industry. There are still textbooks submissions, the publishers will decide on the submissions. They have the criteria sheets; they know what they have in their company that can meet the criteria and they put together a package that will be their submission bid. The Commission will evaluate whatever it is they propose that meet the criteria for consideration for adoption.

The two long bars on the timeline represent the actual evaluation of the samples which is Commissioners and Advisors. They have a longer time to review the materials and come up with their evaluation. Then in month 4 they participate in Deliberations and Re-considerations, when they leave this meeting after 2 days whether in-person or virtually they submit their written evaluation electronically and the platform is closed. When you come into the Deliberations and re-considerations you come in with an idea of the materials based on what you have looked at personally and looking at the input from the advisors and you're taking that information and how it fits the criteria and discuss as a Commission. They discuss each submission, pros and cons and vote as a Commission. Their recommendations are given to the Board of Education, the Board makes the final decision.

Hopefully they will know in March if the dates of the meetings have been approved. The evaluation week, and if the date of deliberations and re-considerations have been approved. This needs to be done before the end of July because in August school starts and they have a lot of Teachers and Administrators on the Commission and its critical for them to be in their building to prepare for the school year and secondly, there have been hurricanes in August which would cause delays . This is the proposed 4-month timeline they just don't have any dates. Questions? Commissioner Hester reiterated how important the reconsiderations are and the participation of all the textbook Commissioners are at that time because it is a collaborative process. Commissioner Linker agreed. The next two weeks will provide a better understanding and you will see the tools that they have in place for the process. Dr. Fair's input has been essential in helping them to modernize the process.

Commissioner Linker told Dr. Fair that Commissioner Godette was showing as an attendee and asked if he could be moved back to participants? Dr. Fair made the correction. Commissioner Linker said if you are a new member feel free to reach out to Dr. Fair, herself, or the Commission members in their region. Next time she (Commissioner Linker) feels they should introduce themselves so that they can see who is in your region. It's on the textbook adoption website, the names and the regions they represent. Hopefully the canvas course will offer another resource as you are looking back at your notes if you have any questions.

Commissioner Linker reminded the Commissioners again that verbal participation was important so that they have documentation of everybody that was present. Active participation is necessary because it is a virtual meeting. Commissioner Linker said they can have their cameras on if that's something they would be interested in for future meetings; if you are interested in doing so let Dr. Fair know. Commissioner Godette said that it is important for everyone to stay to the end of the meetings in order for them to keep their quorum for the entire meeting. Commissioner Linker said there have been

times when they met face to face and a couple of people had to go out, they had to take a break because they had to have 12 people physically In attendance during the whole meeting. That's part of public hearing laws, if they have less than 12 they have to stop the meeting.

Next Steps: The next meeting is in March. A date was picked that would meet quorum. The afternoon was chosen because that was most accommodating. Those in school full time, or virtual if you need a substitute you will need to contact Dr. Fair. If you are a teacher or support person, contact Dr. Fair so she can provide you with the information for DPI to pick up the pay. They try to keep the meeting to two hours and have it in the afternoon. Between now and then the Board of Education will meet and at the March meeting they will know the Board's decision.

At the March meeting there will be some content people so be prepared with any questions you might have. If you feel like you need a review of what we had last year let Dr. Fair know because they are currently scheduling with them for a shorter length of time because you will have that information in a module to look over ahead of time. We want to provide you with time to ask questions for clarification for the people who are newer to the board. If you feel like you will need a more in-depth time with the consultants, reach out to Dr. Fair so they can adjust the schedule for the consultants to be available. That will be for the CTE and High School Math, the EC and the EL. Also, a more in-depth introduction of the platform from the TOPS support people. They will also discuss the advisors.

Adjournment: Meeting adjourned at 2:57 p.m. Commissioner Linker made a motion for the meeting to be dismissed. Commissioner Rotten made the motion for the meeting to be dismissed. Commissioner Coggins second the motion. A roll call was done, and the following Commissioners were still in attendance to approve for the meeting to be dismissed. Commissioner Jodi Rae Autry, Commissioner Meghan Canady, Commissioner William Chesher, Commissioner Edward Coggins, Commissioner Angela Flowers, Commissioner Aubrey Godette, Commissioner Dawn Hester, Commissioner Kathleen Linker, Commissioner Amy Marshall, Commissioner Stephen Parker, Commissioner Nardi Routten and Commissioner Lindsey Sise.

Minutes taken by: Audrey Long

Approved by:

DRAFT