

## North Carolina Textbook Commission Meeting Minutes

April 13, 2022  
9:00am – 11:00am  
Virtual Only

**Members Present:** Jodi Rae Autry, Marlena Bleu, Aubrey Godette, Kathleen Linker, Mallory Mbalia, Susan Mills, Alicia Ray

**Members Absent:** Kathryn Bailey, Rikki Baldwin, William Chesher, Dawn Hester, Rob Orrill, Lindsey Sise

**Others Present:** Dr. Carmella Fair, Audrey Long

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

**Roll Call:** Dr. Fair did the roll call. After the roll call Commissioner Linker read the Ethics Statement.

**Approval of Minutes:** Commissioner Linker said that they are going to put off approval of the minutes until the May meeting and they will approve the minutes for the March meeting and this meeting.

**Textbook Evaluation Advisor Recruitment/Selection** – Commissioner Linker began with a timeline of the Textbook Evaluation process:

1. Bid samples submitted by publishers
2. Commissioners review bid samples to prepare for evaluation week
3. Commissioners select teachers to serve as Textbook Evaluation Advisors
4. Commissioners supervise advisors for the review and evaluation of
5. Commissioners hold debriefing meetings with advisors
6. Commissioners evaluate bid materials individually
7. Commissioners deliberate and formulate a list of recommended textbooks

Commissioner Linker said publishers have requested their bid numbers and they have been sent. The next step is that the publishers will supply the commissioners with the bid information when the bids are opened. Dr. Fair said they will be opened on April 28th. Commissioner Linker said that would be before the meeting on May 12th. Commissioner Linker said she was going to skip #2 and #3 which is the part about selecting the teachers to serve as advisors for the textbook evaluation. The process is that they estimate the number of bids to know how many items they (commissioners) will be evaluating. Based on the patterns of the past, it is estimated that they will need 6 advisors for every area. The areas that will be evaluated are:

- 1) K-12 Social Studies, which is K-8 Social Studies,
- 2) American History,
- 3) World History,
- 4) Economics of World,

## 5) Economics and Personal Finance.

So, they are estimating 6 teachers for K-8, 6 of each, and 5 for the courses. They will also be evaluating ELD - English language development. They are estimating K-8, 6 teachers for each of those and 9-12, 5 teachers for each of those. Those numbers are subject to change a little bit when we look at what must be evaluated. They are anticipating only 4 EL, specific for that criteria sheet because of what we're evaluating, the EL teachers that will be recruited would only be looking at the Social Studies because ELD English language doesn't have an EL criteria and it is the EL teachers that will do that work. They (commissioners) will be looking for 10 EC teachers that will split between the ELD content and the Social Studies content.

We have 8 districts, but each district will not end up getting one person per grade level and there will be a chart that will be sent out that says Southwest region will be looking for a kindergarten, 1<sup>st</sup> grade and 4th grade to spread it out. The idea is that we are looking for highly qualified teachers in the field. Working with the standards that are being evaluated and trying to get a good representation across the state.

They have asked that DPI's various list serves send out the information. The content area will send out to their list serve and the social studies will send out to their list serves. As a commission member if you know anyone you can make that person aware. If you want to contact people in your region at the district level and ask if they want to distribute the information. The idea is to get a large pool and the way we (commissioners) approach the advisors is that we will have a flier with the general information and the dates that's coming before the next meeting. We send that out, get all the applications when they come in and we will have a spreadsheet and that's when we do our work as commissioners by region. You should work within your region to identify some potential advisors. Those advisors are contacted to see if they are still interested and there are some backup names in case there are conflicts. We select and train the advisors, get the materials and submissions and discuss the logistics and start the review.

The date that we will start training the advisors will be June 12<sup>th</sup> and possibly run through June 17<sup>th</sup> depending on what areas they must review. Commissioners will also receive a copy of the flier that goes out on the list serve so you can forward it to the appropriate people that you have contact with at the district level and within your region. The criteria will be on the same flier, and you will be able to share that information with others also when it comes.

**Evaluation Week** - There are two things that go hand in hand. The first is the actual submissions and when we receive the bid submissions and the process of what that involves. The next is the actual evaluation week. Both processes have to do with the evaluation process. We will discuss the bid samples and what our roles (commissioners) and responsibilities are. The general process for the bid submissions, once the bids are open, we will know exactly who is bidding what and then there is a date that those materials will be available to us. This year there will be a dedicated Canvas course and within that course we will have a hyperlink to the publisher's online platform and any PDFs of printed material that is attached to the submission if they have one. There should also be a hyperlink to a PDF if there is any print material that comes with the bid. Each submission should also have a correlation guide that will be hyperlinked. Everything will be housed in a Canvas course this year versus a Google site. Once all the information is in the course and it goes live, commission members must check every link to confirm that it opens correctly. If there is a problem with the link, we need to let Dr. Fair know, and the publishers will have a deadline when that must be corrected before

evaluation week. Once everything has been entered, and you are able to access the submissions, you can start your review.

Beginning with the timeline, the commission members will start on Saturday, June 11<sup>th</sup>, and the advisors will start on Sunday, June 12<sup>th</sup>. It will be face-to-face at the Embassy Suites in Greensboro. They (commissioners) will start with a publisher presentation. The publishers will get a time slot based on the number of submissions they submit and make their presentations. The publishers will provide information on how to access and, navigate their platforms and locate the information to verify in the criteria sheets.

The advisors will come in on June 12<sup>th</sup> and after lunch we will start their training. We will do an overview of the expectations and what the work looks like. We will break into 3 smaller groups for content area training, ELD, Social Studies content group, EL and EC groups will be combined. They will be given the criteria sheets that were provided by the DPI consultants at our (commissioners) last meeting. The EL and EC reviewers do not have standard reviews, so they will have their own criteria sheets and individual training.

Again, the commissioners will do the first part, then the DPI consultants will do their part on the criteria sheets and the TOPS team come in and do the evaluation platform. The next morning the first evaluations will be done by the advisors. The next day the advisors will continue their review at home via Webex and the commissioners will be on site. The first two days will be reviewing the information and on that Thursday debriefing will start with the smaller things like the high school courses they tend to finish quicker than the kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade courses. Based on how it is going we (commissioners) will start assigning for them to debrief and what times they will start; debriefing will start on Thursday and finish on Friday. The advisors that finish up will be assigned a time virtually to a different site to debrief and the commission will meet in our room on site for the debriefings.

The final step, commissioners evaluate bid materials individually, which starts as soon as you receive the bid submissions, and this is done until the commissioners come back to meet in August with the reports prepared. When commissioners leave evaluation week you will continue evaluating and begin to formulate your report which would need to be completed for the August meeting. Commissioner Mbalia said that she would not be able to attend the whole week because she committed to something over a year ago. Commissioner Linker said it would make more sense for her to attend all that she could. Commissioner Linker advised to be present for the debriefings. Commissioner Linker said it would be a public meeting so she would have access to the recording if she would want to go back and listen.

If you have any questions between now and when we next meet you can make note of them or you can contact Dr. Fair or a commission member. Dr. Fair is very knowledgeable of the process, documentation and reference materials and would probably be able to get you the quickest response. Commissioners will receive a form from Commissioner Linker within the next week. There will be areas that will need to be manned virtually and each commissioner will be assigned to a group. We will be rotating between some groups. We try to get your preference, so you will receive a Google form that is going to ask you to rank your 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> preference of what area you would like to be assigned to and she (Commissioner Linker) will make every effort to give you your 1<sup>st</sup> choice. That will be coming in the next week and based on that information you will know by the time we (commissioners) meet at the next meeting in May what area you will be in. You will be with that

group of people in their training and Webex, you will be their go to person. You will have the opportunity to listen again to their specific training. When the publishers present their materials, you want to make sure you are familiar with your area because you'll be the one helping the advisors to find things on the platform.

By May 12<sup>th</sup> we are hoping that we will have some new commission members joining us at that meeting. Dr. Fair said that commissioners will need to send her an email if they are not planning to attend, otherwise, the assumption will be that you are attending and plans will be made for you to attend. Dr. Fair said that Commissioner Mbalia's situation is an exception and not the rule. The typical standard is that commissioners attend evaluation week to help lead and guide advisors through their work.

A commissioner will be assigned to each one of the (virtual meeting) rooms and assistance is also needed to do other things as some of you may have experienced last year. Commissioners would need to talk with Commissioner Linker or Dr. Fair about exceptions. The planning is underway for setting up the rooms, planning to provide needed assistance, and planning what additional DPI staff will do. Other staff members from DPI may need to assist to cover the rooms and help advisors when commissioners are attending debriefing meetings. Commissioners not attending need to provide communication if there is an exception for them. Dr. Fair mentioned that since they are working on the contract for the rooms this week she wants to make sure that everybody that will need a room has one. Commissioner Linker said that timely emails you will be getting will be the advisor's list, publication, and your 1<sup>st</sup>, 2<sup>nd</sup>, choice for advisors from your region, that kind of logistics because they will need that information before meeting in May.

Regarding the May 12<sup>th</sup> meeting we will meet face-to-face and there will not be a virtual option. The meeting will be at DPI, Rm. 504. Dr. Fair will not be sending out a poll saying can you attend on May 12<sup>th</sup>. Hopefully we will have the new commission members and no vacancies at that point. If you will not be attending, let Dr. Fair know. There will be a lot of logistics covered at that meeting and if quorum is not met it will make more work for evaluation week. You will get an email when it's closer to that date with the time.

Commissioner Autry commented that Commissioner Linker has done a great job giving an overview of everything. She has been a commissioner for a couple of years, but it cleared up some things for this year because this year is a little different coming out of the COVID situation, so it helps that we (commissioners) are getting back to face-to-face. Hopefully the new commissioners will be able to jump in and learn the real way things are done. Commissioner Linker said that with last year being different and a change, the new commissioner members came in with a fresh eye and were able to help solve things.

**Adjournment:** The meeting was adjourned at 9:54 a.m. Commissioner Autry made a motion to dismiss. Commissioner Ray made a second to the motion. All commissioners in attendance approved to adjourn the meeting.

**Minutes taken by:** Audrey M. Long

**Date of Approval:**