

North Carolina Textbook Commission Meeting Minutes

May 12, 2022

10:00am

Virtual Only

Members Present: Jodi Rae Autry, Kathryn Bailey, Marlena Bleau, Aubrey Godette, Kathleen Linker, Alicia Ray, Lindsey Sise

Members Absent: Rikki Baldwin, William Chesher, Susan Mills, Rob Orrill

Others Present: Dr. Carmella Fair

Call to Order and Welcome: Commissioner Linker called the meeting to order. She reviewed the Ethics Statement.

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

Approval of Minutes: Approval for minutes from March 28, 2022. Commissioner Sise made the motion for the minutes to be approved. Commissioner Autry second the motion for the minutes from March 28, 2022 to be approved. All commissioners in attendance approved the minutes. Approval for the minutes from April 13, 2022. Commissioner Alicia Ray made the motion for the minutes to be approved. Commissioner Lindsay Sise second the motion. All commissioners in attendance approved the minutes.

Commissioner Linker began with the agenda.

2022 Textbook Adoption Process – Evaluation Week: There are 6 steps for the Textbook Evaluation. The bids have been opened and are being put into a spreadsheet so that we have all the information in the next few weeks. At the end we (commissioners) will discuss the review of the bid samples to prepare for evaluation week. The third step is where we are now, to select teachers to serve as Textbook Evaluation Advisors. The 4th part will be Commissioners supervising advisors for the review and evaluation of bid materials, this is Evaluation Week which is the next thing. The first thing is the selection of advisors.

- Information sent via DPI Listserves
- Teachers interested in participating complete the Interest Form.
- Commissioners recommend advisors in their district
- Final list of recommended advisors shared with Dr. Fair
- Dr. Fair contacts applicants to share if selected or not.
- Dr. Fair manages logistics for contracting selected advisors and initial training.

The information was sent out via the listserv. It came out on the 9th. We've had some responses from some potential advisors. Commissioners have received the same information from Dr. Fair, feel free to share with your districts. The teachers that meet the qualifications and are interested in applying to be considered for that pool of advisors will need to do so by tomorrow afternoon. (Friday, 13th). The next step for the commissioners will be to look at the pool of applicants that have indicated interest and we choose from the district advisors to serve in that role with us. Over the weekend Dr. Fair will send a google sheet with all the names, and districts on the tabs. You would look at the district that you are assigned to. We will need to have this part done by the 18th so the final selection can be prepared by Dr. Fair by the 19th, because she will need to have all the names and contacts ready by the 20th. Dr. Fair will contact the applicants that we recommend, and she will advise everyone if they were selected or not. The ones that were selected she manages the logistics, contracts, and the initial timing that they were arriving in Greensboro.

We try to concentrate on the Region that we represent. Currently we have 11 commission members, and we represent 5 of the 8 State Board of Education Districts. Commissioner Linker has assigned commission members districts that may or may not be your own. In some cases, there are two people assigned.

COMMISSIONER	SBE DISTRICT	ASSIGNED DISTRICT
Jodi Rae Autry	Southwest	Southwest
Kathryn Bailey	Western	Western
Dr. Rikki Baldwin	Southwest	Southwest
Marlena Bleau	Southeast	Southeast
Major (Ret) William Chesher	Sandhills	Sandhills
Aubrey Godette	Southeast	Northeast
Kathleen Linker	Southwest	Northwest
Susan Mills	Sandhills	Sandhills
Rob Orrill	Southwest	Northwest
Alicia Ray	Piedmont Triad	Piedmont Triad
Lindsey Sise	Sandhills	North Central

The next two slides are divided by districts. The first slot is what advisors you're looking for and the second slot is the grade. Everyone will be getting the ELD, and everyone will be getting the grade levels. If you're in the SBE District - Western, Southwest, Sandhills and Southeast you'll be doing Social Studies for K-8, Founding Principles and American History. For EC/EL you'll be looking for someone in EC K-5 and 6-12, EL K-5. The SBE District - Northwest, Piedmont-Triad, North Central, and Northeast you are looking for ELD - EC Grade 6, EL - Grade 2-12. Social Studies - K-8, World History and Economics and Personal Finance. EC/EL, EC - K-5 and EC 6-12 and EL 6-12. You may have some people that have applied for more than one. Commissioner Sise wanted to clarify on the last slide for EC/EL that we need one teacher per grade bands? Commissioner Linker said yes. One for EC K-5, EC 6-12 and EL 6-12. Commissioner Bailey said that everything looks and sounds understandable. The idea is that we have a person for each region and that we have experts from across the state. With representation from small districts and large districts, and charter schools. There should be some charter school applicants as well as public schools.

Evaluation Week - The times are tentative at the beginning. There are some things that we must do as commissioners that are the front work that is not part of the chart. Commission members arrive on the 11th. The publishers come in on Saturday from 1 to 6 tentatively, it depends on the number of publishers that wish to present. They get a spot of time based on the number of submissions that they have. It could be if everyone wants to talk to us (the commissioners) at the maximum time, it would be up to 4 hours. On Sunday the Advisor Training will be from 2 to 6. The DPI consultants that trained us will be doing the same presentation for the advisors. Monday everybody will start, and the advisors will leave around 2. The commissioners will be there also to make sure that they understand and that there are no questions. The advisors will be remote the remainder of the week through Webex. There will be breakout rooms and commissioners will be on site for any questions or technical questions. Every commissioner will have a virtual room and at the Embassy Suites that will be a physical. Thursday usually the smaller one's finish in the morning and we can set the briefings. Those that are not finished will continue to work on their evaluations or the ones that debrief will come to a breakout room specifically for a debriefing where the commissioners will be. Friday will be the same, advisors who are not debriefing will be evaluating and commissioners will be in the room with the Webex. Commissioner Autry asked for clarification on Monday or Tuesday, depending on time, we will have some face-to-face time with the advisors? Commissioner Linker said yes, on Monday. On Sunday afternoon consultants are going to be in small groups and you'll also be in the room and get more familiar with them face-to-face and have more contact with them before they leave. Commissioner Linker said that the biggest feedback last year was they didn't have that time for clarifying questions and it was difficult to virtualize it.

All submissions will be uploaded to the platform, and everything will need to be checked, all the links, all pdfs and correlation guides that are provided, and that there is nothing on the correlation guide that is not supposed to be on the correlation guide. As the commissioners get access to the bid information, everything has been uploaded, Dr. Fair will share with us a checklist and we will have to check everything, make sure that nothing is missing. On the invitation it will list what they should provide. You will have a checklist for every bid submitted and if it is supposed to have a PDF, click on it and verify that it is working and complete, the platform works and that there is a correlation guide and doesn't have anything that it should not have. The passwords should be generic and there should be nothing that's asking you to identify yourself or your email. There will be a deadline for completion. The checklist needs to be completed and submitted to a Google folder that will be provided and you will drop them into the folder. Commissioner Autry said that it is important to note that when we're looking at advisors, that we're looking at candidates and teachers who have the background or are familiar with the digital side of things, because when you see that shift, some naturally and sometimes circumstance to more of the digital books, the online platforms, the remote work. Commissioner Autry said that when she is looking at advisors, she wants to make sure 1) they do know the curriculum we're looking at 80% alignment, but also 50% of our time is not figuring out how to navigate the materials. So maybe some of the materials, some of the questions, if we can ask those questions or would you be more selective when we reach out to the district and ask would they be able to fluently navigate through the platforms and be able to find the material and be able to understand it on that digital level, rather than expecting a part of it. Commissioner Linker asked if there were any questions or comments on the bid submission screen or anything else?

Bid Submission Screening

- Bid Submissions will be accessible to commission members
- Each commissioner will check each submission:
- Complete a checklist for each Bid Submission
- Notify designee of any missing components or broken links
- Checklists will be placed in a specific digital folder
- The checklists should be completed and submitted by
- Refer to the 2022 Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina for specifics (pp116-19).

The commissioners stopped at 10:48 for a 12-minute break and returned at 11:00

Commissioner Linker began the meeting after break. She introduced Kenya Wallace, with TOPS who will be giving more information about the Evaluation platform. Kenya said that there are a few updates to the platform that will make the process easier, especially since there are multiple courses. Kenya W. displayed a demo of the new changes. She started with the log-in page, when you log-in you will be able to see all the courses, because it would be easier to streamline. When they login, under the title (North Carolina Textbook Evaluation and Adoption) it will show who is logged in (Advisors and Commissioners). The page following the sign-in will show the bid information, textbook information, and the links to the 3 areas for review (standards review, criteria review and EC criteria review. After completion, it will say “yes”. The criteria sheets are the same, bullets are a little bit larger. The text boxes remain sizable, and she will remind advisors during the training that they will have to provide a rationale for responses either Yes or No. The options are the same either to save and finish later or submit. Commissioner Linker asked if they do the other option, can they still go in and edit it? K. Wallace replied “yes” that either option allows for the devices to go back and edit at any time for both advisors and commissioners. Advisors will receive alerts if they do not complete everything. For the criteria review, all the title’s information will be there. The one difference that she wanted to point out for part 3 is that in previous forms there was the technology button and the refresh button, but they have been removed because now they must respond. The one thing that has changed to the criteria review is that hyperlinks have been added, when the link is clicked it opens in a new tab. That’s it for the advisors, click content and if they are not reviewing the same subject they can log out.

Next the Commissioners platform. Commissioner Linker stated that they have had a little bit of problems with it timing out so we can make sure to tell them to save. Kenya W said it is still 120 minutes. It still goes on a 2-hour time frame. If the Commissioners can continue to remind the advisors to save and continue that would help because sometimes you can get so engrossed in your work that you can lose track of time. Kenya W. said if it is an issue, she can ask Rodney to change it. She asked if they (commissioners) wanted to keep it at 2 hours? Commissioner Linker said that they will remind them before they take their break because the break will be more than 2 hours, reminding them to make sure to save before their break. Commissioner Linker said to have them save every hour and go back in. Commissioner Autry said that she thought that was a good idea for accountability too. Commissioner Linker asked if they should tell them every hour or 2 hours? Kenya W. said to have them “save” every time they step away and the commissioners will be able to see where they are. Commissioner Sise asked Kenya W. if they will include that in the packet that they are making for the advisors? Kenya W. said yes, they will save every hour? Kenya W. confirmed that they will include it in the packets to submit every hour and to submit every time they step away. Kenya W. said that she will make sure she updates the manual. She continued with the commissioner’s side of the platform. Just like the log-in page for the advisors, under the title it will show

if the person logging in is a commissioner or advisor and throughout the platform. You still have the menu options, and your menu page will look the same. The review of standards is also the same. All the standards will show, and all the responses will populate as the devices are working and that does open into a new tab. You will be able to navigate back and forth and not have to go back to the new page. Commissioner Linker said she likes not having two separate logins. For the criteria review it is the same. She did want to remind them that Part 1, the content where it mentions the grade ban on the form, they did not include it on the platform, is that a concern for you? Commissioner Linker said that is a bid number correct. Kenya W. said that it was. Commissioner Linker said that the bid number is what they refer to so that will be okay. Commissioner Linker said that she will make a note and we also want to open a bid check at the top and make sure it is what they like. Kenya W. said that the same hyperlinks that are on the advisor's page are also on the commissioner's page also. Commissioner Linker asked if there was a way that it could trace the top bar so that if they are scrolling through? Kenya W. said she did not know, but she will ask. Commissioner Linker said if not, it's okay. Nothing changed on the Summary of Reviews page; under technology, that button and the refresh button has been removed also. For Social Studies they are still adding and it's pretty much the same information. The standards will change, so as you're looking at this, is this the way you want to present it? They said "yes". Commissioner Linker said every year there are changes to make it even better. Kenya W. said that is the goal to make sure that the commissioners have access to what they need and that it is easily accessible and that it produces what they want to generate the reports. The voting page is also the same. They combined the comments and notes for the final report so you wouldn't have two separate links; the boxes are resizable. Even when you submit, you can still go back and make changes. The only time you cannot make changes is for the final report when you're ready to submit. Kenya W. asked if anyone remote had any questions? Commissioner Bailey said that everything looked good. Kenya W. said for the final report, it will document reconsideration votes, final recommendations, and all your comments for each particular bid. When you are ready to finally submit everything, you check the box to certify that your recommendations are accurate, you'll type in your name for your digital signature. You'll get the message box to confirm that this is what you want to do, that you are ready to submit, and it will let you know that you will not be able to access the online system after submitting. Once you click okay, your access will be deactivated at that point. There were no questions. Commissioner Linker said regarding the report part, as soon as commissioners have access to the materials, the submissions, you can start looking through the report part. As soon as that is active you can start looking at it and don't have to wait until we have evaluation week.

Commissioner Linker asked if anybody had any questions?

Next Steps: Deadline for the advisors. When you get the spreadsheet, you're going to have a column for them to say yes or no on the far right. Dr. Fair said yes, it's on the far right. Commission Linker said that it's not as much stuff for the advisors to lead through. You'll (commissioners) identify in that column which one that you will choose, and Commissioner Linker will contact the first choice and then the backups.

For the persons on-site today, they have a travel person in the room to help you fill out the reimbursement form. Dr. Fair asked Shantell if she wanted to see if they had questions, or would she prefer to say something to them? Dr. Fair said that she thinks everybody present has completed the form before from previous times

Adjournment: Meeting was adjourned at 11:55 a.m. Commissioner Ray made a motion to adjourn and Commissioner Bleu second the motion. Everyone in attendance that was on-site and virtually approved to have the meeting to adjourn.

Minutes taken by: Audrey M. Long

Date of Approval: