

North Carolina Textbook Commission Meeting Minutes

July 29, 2021

9:00 a.m.

Virtual Only

Members Present: Kathleen Linker, Alicia Ray, Dr. Alisa McLean, Aubrey Godette, Dawn Hester, Hannah Jimenez, Lindsey Sise, Mallory Mbalia, Missy Ellenberger, Susan Mills, Edward Coggins, Lora Austin

Members Absent: Jodi Rae-Autry, Kathryn Bailey, Dr. Rikki Baldwin, Marlana Bleau, Megan Canady, William Chesher, Shannon Everhart, Rob Orrill, Michelle Perry

Others Present: Dr. Carmella Fair and Audrey Long

Call to Order and Welcome: Dr. Mclean called the meeting to order.

Roll Call: Dr. Fair did the roll call.

Approval of Minutes: Commissioner Linker made a motion for both sets of minutes to be accepted and Commissioner Sise second the motion. All Commissioners in attendance agreed on both sets of minutes to be accepted.

Obligations and Responsibilities – Commissioner McLean reminded everyone of a few points. 1) Rules of Procedure, 2) Standards of Conduct, and 3) She reminded the Commissioners that this is an appointment from the Governor and a minimum of 12 people (for quorum) is required. If at any time you are not able to attend a meeting, please reach out to Dr. Fair, Commissioner Linker or Commissioner McLean for them to make the necessary changes.

Dr. Fair added that the Governor's office relies on them to be present at the meetings and actively involved, and to participate in everything regarding the Textbook Commissions to assure that they have quality meetings. The information is representative of what the Commission has agreed upon and considered.

Dr. McLean said if you have any questions regarding attendance expectations that Dr. Fair and Commissioner Linker have provided the Operations Manual. You can refer to the manual, it has the guidelines and standards of conduct.

Dr. Fair said that in the Operations Manual you have an outline on the Rules of Procedure that govern how you conduct business or how you conduct yourself as Commissioners including the Standards of Conduct that come from Board policy. Review the Operations Manual which gives a good idea of the expectations of a commissioner and how you are to conduct yourself. She also reiterated the importance of having quorum at each meeting and how important it is after information has gone out about a meeting if plans to attend change, to make either Dr. Fair, Commissioner Linker or Commissioner McLean aware of the change.

At the beginning of each cycle, you will receive information about all meetings. These will include the dates and what type of meeting.

Attendance - Dr. Fair shared some highlights of the Executive Order #34 which outlines the expectations for attendance. 1) Appointees are expected to maintain the highest ethical and board attendance standards. 2) Excessive absences diminish the effectiveness of the board and 3) Appointees shall attend at least 75% of all regularly scheduled meetings of the board during the calendar year.

Report Update – Dr. McLean said that in October when they return for deliberations, they will discuss bids and share comments. She suggested that commissioners begin to organize their thoughts and comments so that the discussion in October will move smoothly. They want the report at the end to be vibrant and full of information that others will find descriptive

Deliberations & Reconsiderations Meeting – 1) Prior to October 6 complete your reviews in the evaluation platform, 2) Be prepared to vote and make recommendations, 3) Attendance is expected and quorum required, and 4) Each commissioner must submit a report/complete reviews regardless of attendance at the deliberations meeting.

Commissioner Linker added her perspective as a commissioner having gone through the process. She began by saying that when they (commissioners) arrive on October 6th reports should be almost completed. When they begin conversation on each bid number, changes can be made to their report based on the conversations before the actual submission. Later, she will go over what is

considered the “workspace” as opposed to the “final report space”. Come prepared with your strengths, and your overall thoughts. At the end of the Deliberations and Reconsiderations meeting the report will be submitted. Every commissioner is expected to actively discuss and comment on each bid submission. It is important that each Commissioner is on the record as participating and commenting. If you are unable to attend, your report, nonetheless, is expected to be submitted on October 6th. However, you will not be able to vote.

Commissioner Linker proceeded showing a slide of where they will do the report. In the shared folder, they have a copy the final report that was submitted in 2019. The notes and comments tab will take them to the “workspace” where they will type in their strengths, areas of concerns and their overall comments pertaining to each bid submission. The “final report” tab shows what the final report will look like once it has been submitted. Once you click submit you will not be able to access your links or platform.

Next Steps – 1) Complete reviews/evaluations in the platform, 2) Prepare to deliberate at the meeting on October 6-7, 2021, 3) Dr. McLean will present a list of recommended/not recommended titles and commissioners’ reports tentatively at the December State Board of Education meeting.

Commissioner Linker also added that they will be debriefing by Publisher alphabetically and then numerically within that. The debriefing will not start by area.

Important Dates - Dr. Fair said that everyone will get some updated information with the dates.

Commissioner Susan Mills made a motion to adjourn the meeting and Commissioner Aubrey Godette seconded the motion. All in attendance agreed to the adjournment.

Adjournment: The meeting was adjourned at 9:55 a.m.

Minutes taken by: Audrey Long

Date of Approval: