

EXECUTIVE SUMMARY

Title: State Board Policy Language Update

Type of Executive Summary:

- Action
- Action on First Reading
- Discussion
- Information

Policy Implications:

- Constitution _____
- General Statute #115C 85-102
- SBE Policy #HSP-H-001; HSP-H-007
- SBE Policy Amendment
- SBE Policy (New)
- APA # _____
- APA Amendment
- APA (New)
- Other

Presenter(s): Mrs. Charlotte Hughes (Director, Program Monitoring and Support) and Mrs. Harriette K. Sparlin (Textbook Administrator, Program Monitoring and Support)

Description:

Language changes to State Board policy #HSP-H-001 and HSP-H-007 are proposed to address outdated language.

Resources:

N/A

Input Process:

DPI staff and Board Attorney

Stakeholders:

Administrators, teachers, parents, students in public schools

Timeline For Action:

The item is being presented for Action on First Read at the April Board meeting.

Recommendations:

It is recommended that the State Board approve the revision of language in HSP-H-001 and HSP-H-007.

Audiovisual equipment requested for the presentation:

- Data Projector/Video (Videotape/DVD and/or Computer Data, Internet, Presentations-PowerPoint preferred)
Specify: _____
- Audio Requirements (computer or other, except for PA system which is provided)
Specify: _____
- Document Camera (for transparencies or paper documents – white paper preferred)

Motion By: _____ **Seconded By:** _____
Vote: Yes _____ No _____ Abstain _____
Approved _____ **Disapproved** _____ **Postponed** _____ **Revised** _____

*Person responsible for SBE agenda materials and SBE policy updates: Sylvia Moore, 919-807-4009

**NORTH CAROLINA STATE BOARD OF EDUCATION
Policy Manual**

Policy Identification

Priority: High Student Achievement

Category: Textbooks

Policy ID Number: HSP-H-001

Policy Title: 16 NCAC 6D.0205 Policy establishing the textbook curriculum review committee

Current Policy Date: ~~08/03/1989~~ 04/02/2009

Other Historical Information:

Statutory Reference: GS 115C-89

Administrative Procedures Act (APA) Reference Number and Category: 16 NCAC
6D.0205

***** Begin Policy *** (Do not tamper with this line)**

.0205 CURRICULUM REVIEW COMMITTEE

- (a) The Superintendent of Public Instruction shall appoint a Curriculum Review Committee to ~~serve as advisers~~ ~~advise him~~ about criteria to be included in each call letter to publishers requesting submission of textbooks for evaluation and adoption, and the development of forms for evaluation of textbooks presented for adoption.
- (b) The committee shall be organized and selected by the Superintendent of Public Instruction. The Committee should include, in addition to members of the department, representatives from local school systems, the Textbook Commission, and the community.
- (c) The committee shall begin performing its duties at least one year before the issuance of letters to publishers calling for submission of textbooks for evaluation and adoption.
- (d) The committee's responsibility is to help ensure that textbooks presented for adoption are evaluated for their conformity to the Standard Course of Study and the Competency Based Curriculum, and that the textbooks adopted in fact conform to the Standard Course of Study and the Competency Based Curriculum. The committee shall develop criteria to be included in each call letter and textbook evaluation forms that reflect the requirements of the Standard Course of Study and the Competency Based Curriculum.
- (e) The committee shall present the criteria and forms it develops to the Superintendent of Public Instruction for review and approval, and shall then present the criteria and forms to the SBE for review and adoption.

**NORTH CAROLINA STATE BOARD OF EDUCATION
Policy Manual**

Policy Identification

Priority: High Student Performance

Category: Textbooks

Policy ID Number: HSP-H-007

Policy Title: Policy amending the textbook adoption process

Current Policy Date: ~~11/01/2001~~ 04/02/2009

Other Historical Information: Previous board dates: 02/01/1996

Statutory Reference: GS 115C-85 - 102

Administrative Procedures Act (APA) Reference Number and Category:

***** Begin Policy *** (Do not tamper with this line)**

The evaluation form used by Textbook Commission members shall be revised to include the following changes:

A. The evaluation form used by Textbook Commission members shall be revised to include the following changes:

1. Part I-Compatibility with the North Carolina Curriculum
Add to Part I-Compatibility with the North Carolina Curriculum a section for comments that will serve as documentation for the member's evaluation of "acceptable" or "not acceptable."

Add to Part I the following directions: "If the evaluation of Part I indicates materials are not compatible with the North Carolina Curriculum, then do not proceed with the remaining portion of the evaluation sheet." This section must receive at least two "yes" tallies in order to be recommended. Supporting documentation must be given in the documentation section.
2. Part II and Part III-General and Specific Criteria
Add to Part II, Specific Criteria, and Part III, General Criteria, sections for comments to document tallies.
3. Part IV-Overall Analysis
Each Textbook Commission member will complete their overall analysis of materials being evaluated after the commission deliberates. Part IV indicates each commissioner's vote. A documentation section is also added to Part IV.

4. Scoring
 - (a) Limit all answers to acceptable or not acceptable.
 - (b) Comments should provide documentation for positive or negative tallies.
 - (c) Tallies shall reflect the overall recommendation in Part IV.
 - (d) Failing Part I eliminates a program from further consideration.

B. A publisher may submit a title or titles in no more than two subject categories which are outlined in the Invitation to Submit. The submitting publisher shall be responsible for placing titles in the categories.

C. A period of time shall be set aside for the Textbook Commission to meet and deliberate before a list of textbook recommendations is taken to the State Board of Education for adoption. Prior to the October Board meeting, publishers will have time to present additional information to the commission if their title(s) have been excluded from the list of recommendations. Further, the following policy for reconsideration shall be established.

1. The Textbook Commission shall meet to determine recommendations to present to the State Board of Education and shall complete those deliberations no later than the 10th of September, unless unforeseen circumstances prevent adherence to this deadline.
2. At the conclusion of deliberations, each publisher whose submission(s) have not been recommended will have the opportunity to submit additional information that might assist the Textbook Commission in re-assessing its recommendation. This additional information shall be presented verbally to the Commission. The Textbook Commission will advise publishers who wish to be heard about the format for the verbal presentation. If, after hearing the additional information, the Textbook Commission votes to alter its recommendation, the Commission will advise the publisher as soon as that decision is made and document reasons in support of the decision.
3. All submitting publishers shall be notified by the Textbook Commission about the list of its recommendations on or before the 15th of September.
4. Documentation will accompany reports of "not recommended" titles.
5. If the "not recommended" status is retained after the Textbook Commission has heard the additional information and a publisher has further documentation to substantiate reconsideration, a publisher may complete and file a Publisher's Response Form for Reconsideration of Not-Recommended Materials.
6. Completed forms for reconsideration must be submitted in writing to the State Board of Education, [SBE Chairman, Executive Director,](#) on or before the 22nd of September. The completed form shall be no longer than 2 single-sided pages.

7. Copies of the reconsideration form will be forwarded to the State Board counsel, State Board members, State Superintendent, and Textbook Commission members by the ~~Executive Director~~[SBE Chairman](#).
8. The State Board shall consider each request, with the aid of counsel, and shall inform each publishing company regarding its findings at the October State Board meeting.
9. A publishing company shall not contact any State Board member personally to discuss the reconsideration of a Textbook Commission recommendation.
10. All adoption decisions made by the State Board of Education shall be final.

D. Include in the call letter, the Invitation to Submit Textbooks for Evaluation and Adoption, the following information about contact with State Board of Education members and Textbook Commission members:

1. The Commission may meet publicly with representatives of publishers to discuss the Commission's plans and procedures for adoption of textbooks.
2. At no time during the adoption process (from the time the State Board approves the call letter in April until the State Board adopts the list of textbooks in October) may the Commission or any of its members meet privately with any publisher's representatives.
3. The Superintendent shall remove from the Textbook Company Register any publisher whose representatives attempt to exercise undue pressure of any kind to adopt its books upon a member of the Textbook Commission, the regional textbook evaluation advisory committees, the curriculum review committee or the staff of the Department of Public Instruction.
4. The State Board of Education shall direct the Superintendent of Public Instruction to remove from the Textbook Company register any publisher whose representatives attempt to exercise undue pressure of any form upon a member of the State Board of Education to adopt its books.

For purposes of restrictions, "undue pressure" means personal contact ~~(other than with the Executive Director Chairman of the State Board of Education or the Textbook Selections Coordinator of the Department of Public Instruction)~~, whether in person, or by telephone, that attempts to advocate for the selection of a particular book or series of books. "Undue pressure" does not include social contact or presentations to the Textbook Commission as a whole, and does not include written communication with Textbook Commission members or agency officials following acceptance or rejection of a submission in an effort to seek clarification or reconsideration.

- E. In an effort to insure that the textbook selection process is conducted in an impartial and ethical manner, the following shall be enacted:
1. On an annual basis, the State Board of Education shall devote a portion of its March meeting to review the Board's responsibilities to select and adopt textbooks as specified in GS 115C-85 - GS 115C-102.
 2. At this meeting, the Board shall also review those statutes related to the appointment of the Textbook Commission, the Commission's responsibilities, the selection of textbooks, and other statutes in GS 115C pertaining to textbooks and contracting with publishers.
 3. The members of the State Board of Education shall be informed annually of the legal and ethical considerations of discussions with textbook company representatives during the textbook selection process.
 4. At the beginning of each four-year selection cycle for the Textbook Commission, all members shall receive extensive training regarding rules, regulations, and the textbook selection process as outlined in the law, and in State Board of Education policy. It is recommended that the members also review annually any legal and ethical considerations related to their role, as well as any changes etc. related to the process that might be considered.
 5. The Commission Chairperson shall annually, in June, prior to the hearings for publishers to present the textbooks which will be submitted to the Commission, conduct an information session for all publishers' representatives for the purpose of discussing pertinent issues related to the current adoption.
- F. General Counsel to the State Board of Education shall review and approve the Invitation to Submit Textbooks for Evaluation and Adoption, prior to the call letter being presented to the State Board of Education in March of each year.
- G. By April 1 each publishing company piloting textbook materials being submitted for consideration in the current adoption year shall notify the Textbook Commission, in writing, which materials are being piloted and in which districts materials are being piloted. The Textbook Commission shall notify all local superintendents, involved in piloting textbook materials prior to the end of the textbook selection process, that the materials they are piloting may or may not be accepted by the Commission.

~~H. The Textbook Study Committee shall remain as an ad hoc committee to the State Board to reconvene as needed.~~