

## **DRAFT Minutes of North Carolina Textbook Commission**

### **Planning Meeting North Carolina Department of Public Instruction Raleigh, NC**

**February 12, 2016  
1:00 p.m. – 4:00 p.m.**

**Members Present** (on site): Charles Gaffigan, Tracey Lewis, Brenda Winfrey-Knox, Stacie Wood, Michelle Gray, Kathleen Linker

**Members Present** (via webinar): Dan Novey, Tracy Arnold, Brian Frees, Alison Mintz, Jessica Schouweiler, Michelle Tiesi, Lesa Widener

**DPI:** Carmella Fair, Tiffany Perkins, Katie Cornetto  
Via webinar: Ellen Essick, Burt Jenkins

**Members Absent:** Kathy Crumpler, Julie Felix, Joshua Gaskill, Lissa Harris, Dawn Hester, Glenn Locklear, Cassandra Morrison, Rodney Trice, Jeremy Tucker

#### **Welcome and Call to Order**

Chairman Novey welcomed everyone to the meeting.

Commissioners were asked to identify themselves as attending in person or via webinar for matter of record.

Chairman Novey asked if the meeting meet the requirements for quorum.

Commissioner Gaffigan indicated quorum has been met.

#### **Ethics Training - Review of Operations Manual/Policies:**

Katy Cornetto, DPI Legal Representative addressed the commission regarding SBE ethics policy and the operations manual highlighting areas: rules of procedure, standards of conduct policy, the textbook commission policy and the conflicts of interest policy.

Request from commission for a legal representative be on-site for the publisher's check-in for evaluation week. Katy agreed to be on-site for this.

#### **Textbook Evaluation Process and Timeline:**

Commissioner Gaffigan identified the content areas up for adoption and went through the time-line for the 2016 adoption.

March 10, 2016 Textbook Commission Meeting will be presentations from the Content Areas.

Commissioners were instructed to start working on identifying their sample site for materials to be delivered to. A google form will be created for commissioners to complete identifying their site. Information will be due by Feb. 29, 2016.

## **2016 Invitation**

Carmella Fair briefed commissioners on the draft 2016 Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina.

Commissioners were asked to send any edits they have to either Carmella Fair or Teresa Parker.

Commissioner Gray requested that Social Studies clarify "Select all that apply" for audience on the criteria sheets (ex. Page 49). Commissioner Gaffigan requested this information be given to the commission before the March 10<sup>th</sup> meeting.

Commissioner Linker asked for Social Studies to review pages for American History I and II, 49-52 and 53-56 to clarify if the pages are duplicates.

## **Advisor Interest and Recruitment**

Clarification on licensure:

Health Advisors must have Health endorsement

Social Studies Advisors must be licensed in area they are evaluating.

Commissioner Gaffigan – Think about contacting experts for interest in the content areas of Health and/or Social Studies.

DPI will send to the commissioners a list of who has applied for review and selection.

Commissioner Gaffigan – Curriculum Coaches can be used as long as they are curriculum coaches to the content area they would be evaluating. Teachers are preferred because they are using the content day-to-day.

Q: when will DPI release web address for applying to be advisor and will a flier be available?

A: we are drafting a flier and getting input. Commissioners can use their own for recruitment. DPI will develop a flier. Commissioner Gray comment that consistency will be important.

Commissioner Gaffigan

Q: How many advisors need to be contacted K-8 and 9-12?

A: Perhaps 2-3 per grade and course. Ake sure we are covering content across grade levels.

Commissioner Linker

Q: Clarifying – this is just putting feelers out for interest, not hiring/contracting right now.

A: Yes. We are not hiring, getting a sense of interest. Chairman Novey clarified that the number of publications submitted will determine the final number of advisors needed.

Chairman Mintz

Q: Will EC or ELL advisors be needed?

A: Yes. Include request for EC and ELL teachers in your recruitment. 5 for K-5; 5 for 6-8; 5 for 9-12 in each content area for EC and ELL.

Q: 5 for EC and 5 for ELL per grade span?

A: Dependent upon number of submissions.

Q: Can we pull numbers used last time as a baseline?

A: DPI will check to see if this information is available. However, that has been 10 years ago and it is different time, and different number of courses.

Q: 3 per region or 3 per commissioner?

A: 3 per commissioner

Q: Do we recruit from NCVPS?

A: That can be done. Information will be sent on multiple list serves. Continue to let us know of ways to reach out.

Q: Are evaluations going to be digital? Connectivity problems at Embassy Suites last evaluation held there.

A: There has been conversation about additional routers. We have reiterated that we have strong connectivity for each advisor every day of the evaluation week.

Commissioner Gray emphasized having easy access to power and power strips.

Commissioner Lewis emphasized a need for good tech support for both the internet and forms.

### **Digital Learning Plan Update/Discussion**

Overview of January 19<sup>th</sup> meeting around digital and textbook resources.

Noted to group who was there. Included Friday Institute overview of DLP and impact of future of textbook review.

What is intersection of digital resources districts are purchasing/using and current textbook adoption practices? How do devices fit into legislation around textbooks? Many other questions were raised. No answers, but conversation is on-going.

What is the role of the textbook commission? How does the state, when it does get money, broker the very best price so the individual state license is affordable?

State pricing has great value in savings. Reminded fact that NC used to be 4<sup>th</sup> in textbook purchasing, but due to lack of funding, that has changed significantly. This will be an on-going topic.

Chairman Novey thanked Commissioner Linker for serving on Digital Learning Plan committee.

**Next Steps/Closing Remarks**

Carmella reminded commissioners to review the draft of the 2016 Invitation and send in any edits. The approved version will be sent out via the commissioner's list serve and the publisher's registry list serve.

Commissioner Gray Noted the list of commissioners on website needs to be updated. Carmella assured the commission that the updated list is in the process of being uploaded to DPI's website. List can be emailed to the commissioners.

Chairman Novey indicated the next commission meeting will be March 10, 2016. Commissioner Gray asked if the start time could be earlier for travel requirements.

Chairman Novey closing comments:

If anyone has trouble with superintendent, don't hesitate to let him help to talk with superintendent.

The work of this group is so important.

Thanked Charles and Carmella and commissioners.

Commissioner Lewis motioned to close meeting.

Commissioner Wood 2<sup>nd</sup> motion.

Unanimous vote

Adjournment: The meeting was adjourned at 3:07 p.m.

Minutes taken by: Teresa Parker and Tiffany Perkins

Date of Approval: \_\_\_\_\_