

Minutes of North Carolina Textbook Commission

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

**April 22, 2016
9:00 AM – 12:00 PM**

Members Present (on site): Tracy Arnold, Kathy Crumpler, Co-Chair Charles Gaffigan, Dawn Hester, Tracey Lewis, Kathleen Linker, Cassundra Morrison, Alison Mintz, Co-Chair Dan Novey, Stacie Wood

Members Present (via webinar): Julie Felix, Brian Frees, Glenn Locklear, Jessica Schouweiler, Michelle Tiesi, Lesa Widener, Brenda Winfrey-Knox

DPI: Carmella Fair, Drew Fairchild, Teresa Parker, Oliver Upshaw

Consultant from NCSU Center for Urban Affairs & Community Services: Phyllis Jernigan

Members Absent: Joshua Gaskill, Michelle Gray, Lissa Harris, Rodney Trice, Jeremy Tucker

Welcome and Call to Order:

Commissioner Dan Novey called the meeting to order. Commissioners were recognized as to who was attending the meeting in Raleigh and who was attending via webinar. The meeting objectives of being ready for Textbook Evaluation Week were gone over.

Minutes from March 10, 2016 Meeting:

Commissioner Novey called for approval of the previous meeting's minutes. Commissioner Kathleen Linker made motion for minutes to be approved. Commissioner Alison Mintz second the motion. Unanimous vote.

Evaluation Logistics:

Commissioner Gaffigan went over the number of Bids and the planned number of Advisors for each submission.

For Healthful Living there are Thirteen Bids. Three for Grades 6-8 and 10 for Grades 9-12. Current plan is for Seven Advisors to go over the Grade 6-8 Bids with each one looking at all Three Bids. For the Grade 9-12 Bids Eight Advisors will look at Seven of the Bids, broken down between the Advisors so that all of the Bids are looked at.

For Social Studies there are Twenty One Bids for K-5, Twenty Four Bids for 6-8 and Thirty Five Bids for 9-12.

Kindergarten and First Grade have Two Bids each. Five Advisors would be assigned to go over these Four Bids.

Second Grade has Two Bids. Five Advisors would be assigned to go over these Bids.

Third Grade has Two Bids. Five Advisors would be assigned to go over these Bids.

Fourth Grade has One Bid. Six Advisors would be assigned to go over these Bids.

Fifth Grade has Twelve Bids. Six Advisors would be assigned to go over these Bids.

Sixth Grade has Six Bids. Eight Advisors would be assigned to go over these Bids.

Seventh Grade has Five Bids. Eight Advisors would be assigned to go over these Bids.

Eighth Grade has Thirteen Bids. Eight Advisors would be assigned to go over these Bids.

For Grades Ninth through Twelfth the bids were broken down by the following categories:

Psychology – Three Bids.

World History – Eight Bids.

American History Part One – Eight Bids.

American History Part Two – Eight Bids.

Civics & Economics – Eight Bids.

The number of Advisors per Bid was discussed in some detail by all Commission Members and some details will be noted in the next section of the Minutes.

Update on Advisor Selection:

Carmella Fair started the discussion of this part of the meeting by going over how many Advisors had applied this year.

For Healthful Living there are Ninety Four applicants and Twenty Four of them had included a Letter of Recommendation.

For Social Studies there are 623 applicants and 186 of them had included a Letter of Recommendation.

For Exceptional Children & English Language Learners there are Eighty Six applicants and Sixteen of them had included a Letter of Recommendation.

Commissioner Linker spoke of the fact that some applicants did not know where to send the Letter of Recommendation and that the link that was provided to submit the Letter did not work. Carmella Fair stated that though the applicants may have had technical issues there were no problems with the form. She also asked if the Location Numbers for the applicants were for their Regions or State Board Districts. Commissioner Gaffigan responded that they were the State Board District Numbers.

Carmella Fair and Phyllis Jernigan went over how the applicants could still submit Letters of Recommendation and that Commission Members would get a list of the Advisors from their Districts.

Commissioner Novey and Carmella Fair agreed that Letters of Recommendation could still be submitted to Teresa Parker until Close of Business on April 22nd.

Commissioner Arnold asked Carmella Fair if Commissioners only select Advisors for their District. The answer was yes.

Commissioners Crumpler & Novey along with Carmella Fair discussed if there were enough Advisors with Letters of Recommendations from each District.

Commissioner Novey asked that the Commissioners make sure that they have adequate number of Advisors by April 25th. Commissioner Gaffigan replied that he plans to assign Advisors based on availability.

Commissioner Novey and Carmella Fair worked out that the Commissioners must make their selections for Advisors by April 26th.

Commissioner Mintz asked if there was a Legal Requirement as to how many Advisors per subject was required. Commissioner Gaffigan replies that in the past Five Advisors per subject was used. Commissioner Novey asks Carmella Fair to look into this matter to see if there is a Legal Requirement.

Commissioner Arnold states that she would like at least one Advisor per Region in both Grade Level and Subject Matter. Carmella Fair replies that she will look into if the budget can support this. Commissioner Gaffigan points out that it would require 104 Advisors to supply the needs of Commissioner Arnold's request and another Twenty Two to cover the English as a Second Language materials for a total of 126 Advisors.

Commissioner Morrison brings up the point that the Coaches Clinic in Greensboro might conflict with any Advisors who are going to work on the Healthy Living material. Commissioners Novey and Linker respond that the Advisors would need to give priority to the Bid Material and that this should be made clear to them.

Commissioner Crumpler wanted to know if the Advisor Spreadsheet was broken down by Subject Matter. Carmella Fair responded that it was broken down by District.

Online Evaluation Forms:

Phyllis Jernigan leads this part of the meeting by going over in detail the Online Forms that she has created for the Advisors to use when they evaluate the bids. She explains that if the bid does not get at least an 80% score from the Advisor it will not be recommended. She also explained that the Advisor would still have the option to score the bid at 80%+ and make a note against recommending the bid for other reasons.

Commissioner Crumpler lead off the discussion after the presentation by bringing up the need for the Advisors to be briefed that the forms needed to be named and saved in a consistent manner. Carmella Fair and Phyllis Jernigan agreed with this.

Commissioner Arnold asked that the Advisors be required to give more than a Yes/No Answer as to if they would recommended the bid. Commissioner Gaffigan asked if the form can be made to default to NO. Phyllis Jernigan responded that she

might be able to change the form so that the default is NO. Commissioner Novey then requested that NO not be used. Commissioner Linker and Carmella Fair bring up the option to use UNANSWERED as a response. Commissioner Novey asks that instead of NO a Response Needed Prompt be the default.

Phyllis Jernigan then showed how every Advisor would have their own folder to save Evaluations in.

Then there was a long discussion between Commissioners Gaffigan, Lewis, Morrison, Novey, Crumpler, Linker, Arnold and Carmella Fair & Phyllis Jernigan about the need to make sure that the Advisors have to provide documentation in their evaluation forms as to why they did not recommend a bid and that the Advisors are to be made aware of this. Completion of this box will help preclude legal entanglements when publishers are faced with non-approval. Phyllis Jernigan responds that she can add a comment box to cover this request.

Phyllis Jernigan then went over the fact that the Advisors can edit and resubmit the forms until the last day of the review. Commissioner Linker asked if the submissions could be sorted and Phyllis Jernigan responded that they could be.

Commissioner Gaffigan then brings up the need to have good documentation for when bids are approved as well. Commissioners Novey and Linker and Carmella Fair discuss this as well so that it will be improved in the future.

Reimbursement Procedures:

Teresa Parker instructs the Commission Members how to submit their parking fee reimbursements.

Next Steps/Closing Remarks:

Commissioner Novey and Carmella Fair started winding down this meeting by reminding everyone that the next meeting would be in Greensboro, NC on July 17th.

Commissioners Crumpler, Mintz, Gaffigan, Linker and Hester then discussed the Training Times and Sunday Activities for the July 17th Meeting.

Phyllis Jernigan responded to calls for a Virtual Meeting of the Commission before the July 17th Meeting by saying that she might be available for that.

Adjournment:

Commissioner Novey called for an Adjournment of the Meeting. Commissioner Hester Seconded this. The Meeting was Adjourned at 12:05.

Minutes taken by: Oliver Upshaw

Date of Approval: _____