

Meeting Minutes
Tennessee State Textbook and Instructional Materials Quality Commission
March 27, 2017

The State Textbook and Instructional Materials Quality Commission met for its regular meeting in Room 16, Legislative Plaza, Nashville, TN, at 11:00 a.m. CDT, (immediately following the workshop) on March 27, 2017. The Chairman and the Secretary of the Commission were both present.

I. Welcome and Introductions

A. Call to Order

Chairman Campbell called the meeting to order, welcomed members of the audience, introduced staff, and made opening remarks.

B. Roll Call

| Present | Absent |
|--|-----------------|
| Ms. Susan Bunch | |
| Dr. Craig Hammond | |
| Mr. Kyle Mallory | |
| Ms. Lauren Nash | |
| Ms. Kelsey Reese | |
| Dr. Vicki Kirk, Commissioner of Education's designee | |
| Dr. Bill Campbell, Chairman | |
| Total Present: 7 | Total Absent: 0 |

C. Election of Chair

ACTION: Ms. Susan Bunch moved the election of chairman, Bill Campbell, to serve another term. The motion passed unanimously.

| Member | Yes | No | Present Not Voting |
|--|-----|----|--------------------|
| Ms. Susan Bunch | X | | |
| Dr. Craig Hammond | X | | |
| Mr. Kyle Mallory | X | | |
| Ms. Lauren Nash | X | | |
| Ms. Kelsey Reese | X | | |
| Dr. Vicki Kirk, Commissioner of Education's designee | X | | |
| Dr. Bill Campbell, Chairman | X | | |

II. **Consent Items (Voice Vote)**

A. Adoption of Amended Agenda

ACTION: Chairman Campbell moved adoption of the amended consent agenda. The motion passed unanimously by voice vote.

B. Approval of September 26, 2016 Meeting Minutes

ACTION: Chairman Campbell moved approval of the meeting minutes. The motion passed unanimously by voice vote.

III. Action Items (Roll Call Vote)

A. Recommendation of Textbook and Instructional Materials Substitutions

Ms. Alison Gower, Director of Content, Tennessee Department of Education, presented this item.

ACTION: Mr. Kyle Mallory moved approval of Textbook and Materials Substitutions. A roll call vote was taken as follows. The motion passed unanimously.

| Member | Yes | No | Present Not Voting |
|--|-----|----|--------------------|
| Ms. Susan Bunch | X | | |
| Dr. Craig Hammond | X | | |
| Mr. Kyle Mallory | X | | |
| Ms. Lauren Nash | X | | |
| Ms. Kelsey Reese | X | | |
| Dr. Vicki Kirk, Commissioner of Education's designee | X | | |
| Dr. Bill Campbell, Chairman | X | | |

B. Approve Section C Textbook and Instructional Materials Screening Instruments

Ms. Alison Gower, Tennessee Department of Education, presented this item.

ACTION: Mr. Kyle Mallory moved approval of Section C Textbook and Instructional Materials Screening Instruments. A roll call vote was taken as follows. The motion passed unanimously.

| Member | Yes | No | Present Not Voting |
|--|-----|----|--------------------|
| Ms. Susan Bunch | X | | |
| Dr. Craig Hammond | X | | |
| Mr. Kyle Mallory | X | | |
| Ms. Lauren Nash | X | | |
| Ms. Kelsey Reese | X | | |
| Dr. Vicki Kirk, Commissioner of Education's designee | X | | |
| Dr. Bill Campbell, Chairman | X | | |

C. Approve Panelists for Section C

Dr. Bill Campbell, Chairman, presented this item.

ACTION: Mr. Kyle Mallory moved approval of Panelists for Section C. A roll call vote was taken as follows. The motion passed unanimously.

| Member | Yes | No | Present Not Voting |
|--|-----|----|--------------------|
| Ms. Susan Bunch | X | | |
| Dr. Craig Hammond | X | | |
| Mr. Kyle Mallory | X | | |
| Ms. Lauren Nash | X | | |
| Ms. Kelsey Reese | X | | |
| Dr. Vicki Kirk, Commissioner of Education's designee | X | | |
| Dr. Bill Campbell, Chairman | X | | |

D. Bid Correction Policy

Ms. Joanna Collins, Staff Attorney and Director of Contracts, Tennessee Department of Education presented this item.

ACTION: Mr. Kyle Mallory moved approval of Bid Correction Policy. A roll call vote was taken as follows. The motion passed unanimously. Department legal counsel presented Bid Corrections Policy 2.500, which provides guidelines for the Department's review of publisher requests to revise bids after the bid submission deadline. Mr. Mallory recommended adding language to make it clear that lower costs would be considered. The Commission voted to approve the policy on first reading, as amended.

| Member | Yes | No | Present Not Voting |
|--|-----|----|--------------------|
| Ms. Susan Bunch | X | | |
| Dr. Craig Hammond | X | | |
| Mr. Kyle Mallory | X | | |
| Ms. Lauren Nash | X | | |
| Ms. Kelsey Reese | X | | |
| Dr. Vicki Kirk, Commissioner of Education's designee | X | | |
| Dr. Bill Campbell, Chairman | X | | |

E. **Adjustment to Section B Approved List**

Ms. Alison Gower, Tennessee Department of Education

ACTION: Ms. Susan Bunch moved approval of Adjustment to Section B Approved List. A roll call vote was taken as follows. The motion passed unanimously.

| Member | Yes | No | Present Not Voting |
|--|-----|----|--------------------|
| Ms. Susan Bunch | X | | |
| Dr. Craig Hammond | X | | |
| Mr. Kyle Mallory | X | | |
| Ms. Lauren Nash | X | | |
| Ms. Kelsey Reese | X | | |
| Dr. Vicki Kirk, Commissioner of Education's designee | X | | |
| Dr. Bill Campbell, Chairman | X | | |

IV. **Presentations**

A. **Acknowledgement of Section C Bids**

Ms. Alison Gower, Tennessee Department of Education, presented this item.

V. **Announcements & Notices**

A. **2017 Textbook Instructional Materials and Quality Commission Meeting Date**

Ms. Alison Gower, Tennessee Department of Education

September 18, 2017 and October 2, 2017, 10:00 a.m., were the agreed upon dates.

Chairman Campbell emphasized the importance of following the meeting schedule and how critical attendance is at these meetings.

VI. **Other Business from the Commission**

Dr. Bill Campbell, Chairman

Dr. Campbell mentioned the Social Studies Standards Review Committee meetings. Dr. Campbell mentioned the revisions and finalized documents and encouraged the Commission to review the social studies standards. Dr. Tammy Shelton reminded the commission that the standards go to the State Board of Education for first read in April

and for second read in July. Mr. Mallory inquired about who was taking the lead from TDOE concerning Social Studies. Dr. Shelton then stated various teams within TDOE were working on the alignment of standards. Ms. Gower reminded the Commission that the statewide instructional materials review for social studies will take place in 2018 and local review and adoption will occur in the 2019-2020 school year. Mr. Mallory stated that members of the legislature in the audience should be recognized, and, if wanting to speak, should be allotted time. It was clarified by Dr. Shelton and Ms. Collins that a 15 (fifteen) day written notice would be required before anyone not on the commission's agenda could speak, unless recognized by the chairman. Dr. Campbell and Ms. Bunch inquired about the three members of the commission absent from the roll. No appointments have been made at this time.

VII. Adjournment

Chairman Campbell adjourned the meeting at 11:35 a.m. CDT.

Approved by: _____ Date: _____