

Sunset Public Hearing Questions for
State Textbook Commission
Created by Section 49-6-2201, *Tennessee Code Annotated*
(Sunset termination June 2014)

1. Provide a brief introduction to the commission, including information about its purpose, statutory duties, staff, and administrative attachment.

0520-5-1-.01 DEFINITION.

- (1) Textbook shall be defined as any medium or manual of instruction which contains a systematic presentation of the principles of a subject and which constitutes a major instructional vehicle for that subject.

Authority: T.C.A. 49-6-2203. Administrative History: Original rule certified June 10, 1974. Repeal and new rule filed April 8, 1986; effective July 14, 1986. Repeal and new rule filed April 27, 1992; effective June 29, 1992.

The purpose of the State Textbook Commission (Commission) is to facilitate the delivery of quality textbook programs to the school systems of the state. This purpose is fulfilled through the development of rules for the bidding and contracting of these textbook programs, the adoption of physical standards and specifications which assure the durability of these materials, the review of programs bid against the curriculum standards approved by the State Board of Education (Board), and the establishment of contracts which guarantee the availability of adopted programs to all local school systems at the lowest price those programs are available anywhere in the nation.

The state textbook adoption process is administered in accord with the statutory requirements as set forth in T.C.A. 49-6-2201-2209 and 49-3-310. The Commission is composed of 10 members whose responsibility is to recommend an official list of textbooks for approval of the Board. The official list is divided into six sections, with new books considered for listing in one section each year. The textbook adoption cycle is keyed to the Board's curriculum standards revision cycle so that new textbook contracts go into effect simultaneously with revised standards for a particular subject area. In accord with T.C.A. 49-6-2201(j), the Commission appoints a panel of expert teachers in each subject area and/or grade level under consideration to advise the Commission on book selections.

By law, the Commission includes a county director, a city director, a principal, one teacher or supervisor from grades 1-3, one teacher or supervisor from grades 4-8, one teacher or supervisor from grades 9-12, and one lay member from each of the three grand divisions of the state. The Commissioner of Education serves as Secretary of the Commission. The Commission is attached to the Division of Curriculum and Instruction, Content and Resources. Morgan Branch, Director of Textbook Services, is the staff member responsible for administering Commission functions.

2. Provide a list of current members of the commission. For each member please indicate who appointed the member, how the member's presence on the commission complies

with T.C.A. 49-6-2201, and the member's county of principal residence. Please indicate each member's race and gender and which members, if any, are 60 years of age or older.

Dr. Brian Tate, Chair Hawkins County Male White	Teacher 9-12 Kingsport, TN at appointment
Mr. Kevin Huffman, Secretary Male White	Commissioner
Mr. Emmett Lewis Moorner , Jr Williamson County Male White	Lay Citizen, Middle TN
Dr. Jason Robinson Bradley County Male White	Teacher Grades 4-8
Dr. Craig Hammond Nashville, TN Male White	Principal
Mrs. Edith G. Williams Haywood County Female Afro-American	Teacher, Grades 1-3
Mr. Dan Lawson Tulahoma Male White	City Superintendent
Mr. John R. (Bobby) Cox Warren County Male White	County Superintendent
Ms. Gina Johnson Shelby County Female White	Lay Citizen, West Tennessee
Mr. Robert Stidham Hawkins County Male White >60	Lay Citizen, East Tennessee (At time of Appointment)

The governor appoints all members.

3. How many times did the commission meet in fiscal year 2012 and to date for 2013, and how many members were present at each meeting?

Fiscal 2012	Members Present	Fiscal 2013	Members Present
September 2011	4 for 10	September 2012	3 of 6; 4 vacant
October 2011	6 of 9; 1-vacant	October 2012	4 of 6; 4-vacant
March 2012	3 of 8; 2-vacant	May 2013	6 of 10
June 2012	3 of 7; 3-vacant	June 2013	Not yet held
June 2012 Call via phone	6 of 7; 3-vacant		

4. What per diem or travel reimbursement do members receive? How much was paid to commission members during fiscal year 2012 and to date for 2013?

Commission members receive \$15 per day for each day they are in meetings plus reimbursement for travel according to state rates.

5. Please provide a list of current members of the advisory panel of expert teachers in each subject area or grade level who advise the commission on book selections, as authorized by Section 49-6-2201. Please describe how the members are chosen, how often the panel(s) met in fiscal year 2012 and to date for 2013, and what reimbursement members received.

The advisory panels overlap fiscal years since the contracts begin in June of each year and continue at least through December of the calendar year. The number of members varies from adoption to adoption depending upon the number of subjects covered in the particular adoption and also the number of books bid in the specific subject(s) of that adoption. The lowest number of positions is the Reading K-8 adoption, which usually has four committees consisting of three members each for a total of 12 positions. Usually the largest is Cycle IV which consists of Visual Arts, Music, Theatre Arts, Dance, Spelling, Literature, Driver Education, Computer Science, Health Sciences Education, Business Technology, Marketing Education, Technology Engineering Education, and Trade & Industrial Education. This adoption traditionally has 12 committees each with at least three members with some committees consisting of four members.

These positions were advertised through listserves, mailings to superintendents, supervisors, elementary principals, secondary principals, school system textbook adoption coordinators, and the *Directors Update*. Teachers meeting the statutory requirements for eligibility to serve on a local textbook adoption committee were eligible to apply. A subcommittee of Commission members and the subject area consultant selected the reviewers from over 80 applications submitted. The committees appointed for fiscal year 2012 met for an orientation session in June and a debriefing session in July/August. A representative of each subcommittee attended the September hearings at which publishers responded to their findings. The 2013 committees have been chosen but have not met at the time of this submission. They will meet in June for training and publisher hearings on the books bid. They will review the books independently during June and July and then meet in July to reach consensus on each book submitted to their committee for review.

Before 2005, members were compensated at the rate of \$12.50 per documented hour up to a maximum of \$1000 for their independent work in the interval between the orientation and debriefing sessions. Around 2005 that was changed to a stipend of \$1000 per reviewer. The \$1000 was paid whether the reviewer reviewed the four books or 83 books dependent upon the number of books bid for that category/subject. Responding to feedback from reviewers, the compensation was changed to a scale based compensation. For 1 – 15 books reviewed \$1000, with a \$250 increment per each 15 books to a maximum of \$2500. Due to budget reductions and the increased cost of travel and meals, the scale was changed, the increment was increased by five books and the maximum compensation was lowered to \$1,500. The scale-based compensation is a more equitable compensation. Reviewers were reimbursed at state rates for their travel to the orientation and debriefing sessions and the September meeting. School systems were reimbursed for substitutes for the reviewers for the meetings when necessary. The budget for this process varies from \$58,000 - \$65,000.

Please see Exhibit 5-A Cycle IV Social Studies Fiscal Year 2013 for the list of 27 teachers appointed to advise the Commission on book selections for book contracts beginning June 1, 2013. Exhibit 5-B Cycle V Reading K-8 Exhibit C lists the committee members for the adoption years meeting in July 2012 and September 2012 of fiscal year 2013. Exhibit 5-B Cycle V Reading K-8 also lists those committee members who met in June 2012 of fiscal year 2012. Exhibit 5-C Cycle VI, Visual Arts, Music, Theatre Arts, Dance, Spelling, Literature, Driver Education, Computer Science, Health Sciences Education, Business Technology, Marketing Education, Technology Engineering Education, Trade & Industrial

Education, list the advisory panel that meet in July 2011 and September 2011 of fiscal year 2012.

6. What were the commission's revenues (by source) and expenditures (by object) for fiscal year 2012 and to date for 2013? Does the commission carry a fund balance and, if so, what is the total of that fund balance? If expenditures exceeded revenues, and the commission does not carry a fund balance, what was the source of the revenue for the excess expenditures?

Textbook Commission
 Information for Legislative Sunset Meeting
 FY 2011-12 and FY 2012-13

	FY 2011-12		FY 2012-13	
	Budget	Expenditures	Budget through 6-30-13	Expenditures through 5-28-13
Salaries	\$ 96,500	\$ 74,203	\$ 92,500	\$ 62,615
Longevity	3,200	2,600	3,500	-
Benefits	28,200	24,294	28,200	19,363
Total Payroll	\$ 127,900	\$ 101,097	\$ 124,200	\$ 81,978
Travel	9,000	8,387	9,000	2,652
Printing	-	-	-	-
Communications	500	229	300	60
Third Party Professional Services	65,700	70,887	80,800	34,292
Supplies	1,900	41	1,900	-
Rentals and Insurance				4,886
Training of State Employees	100	740	100	-
Computer Related items	300	25	300	-
State Agency Professional Services	6,500	6,164	6,500	5,930
Total Other	84,000	86,473	98,900	47,820
Total	\$ 211,900	\$ 187,570	\$ 223,100	\$ 129,798
State Appropriations	\$ 211,900	\$ 187,570	\$ 223,100	\$ 129,798
Positions				
Full-Time	1		1	
Part-Time	9		9	

The textbook commission does not carry a fund balance.

7. Is the commission subject to Sunshine law requirements (Section 8-44-101 et seq.) for public notice of meetings, prompt and full recording of minutes, and public access to

minutes? If so, what procedures does the commission have for informing the public of its meetings and making its minutes available to the public?

The Department of Education's Office of Communications announces all meetings. Minutes are available for inspection upon request from the Office of Textbook Services.

8. How does the commission ensure that its members and staff are operating in an impartial manner and that there are no conflicts of interest? If the commission operates under a formal conflict of interest policy, please attach a copy of that policy.

T.C.A. 49-6-2201(f) requires each member of the Commission to subscribe to the following oath: "I do hereby declare that I am not now directly or indirectly financially interested in, or employed by, any textbook publisher or agency, and that I will not become directly or indirectly financially interested in any of the proposed contracts, nor in any book, nor in any publishing concern handling or offering any books or other publications to the commission, of which I am a member, for listing and adoption, and I do hereby promise that I will act honestly, faithfully, and conscientiously, and in all respects will discharge my duty as a member of this commission to the best of my skill and ability."

T.C.A. 49-6-2201 (g) prohibits Commission members from receiving "any gift, reward, present, or emolument from any author, publisher, or distributor of such book or books except copies of books offered for listing and adoption." This section also prohibits any member or employee of the Commission from accepting "any employment as agent, attorney, subagent, employee or representative of any author, publisher or distributor of such books during his term of service neither on the Commission nor within twelve (12) months after the expiration of his term of office.

The Commission requires that members of its advisory committee subscribe to an oath which includes the same provisions as the oath required of Commission members. It also includes a provision that for the period of employment plus the twelve months thereafter, reviewers will not communicate any confidential or proprietary information acquired in their capacity as a textbook reviewer to any textbook publisher or publishing concern.

9. Can the commission promulgate rules? If so, please cite the reference.

T.C.A. 49-6-2203 & 2205 authorize the Commission to promulgate rules for the bid and contract process. The rules promulgated constitute Chapter 0520-5-.01 - .06 of the official compilation Rules and Regulations of the State of Tennessee published by the Secretary of State. (Please see <http://www.tn.gov/sos/rules/index.htm>)

10. Describe the process the commission uses to prepare a list of standard editions of textbooks for approval by the State Board of Education. Who reviews the textbooks, what types of factors are considered, what types of additional information is provided (e.g., by publishers), and how much does a review typically cost?

After the Commission approves the **Invitation to Bid** for the upcoming year at its October meeting, preliminary bid information is mailed to each publisher holding a current contract with the Commission and to every other publisher requesting this information. In January,

the official Invitation to Bid is forwarded to every publisher responding to the preliminary call, and also in a press release. The invitation is then forwarded to any other publisher responding to the notification and also posted on the Textbook Services website under Publisher Information, <http://www.tennessee.gov/education/ci/textbook/txtbkmenu.shtml>

Depending on the categories to be reviewed and the number of titles expected to be bid in a particular year, the commission contracts with approximately 30 teachers with experience in these subject areas. Books submitted are reviewed against the course content standards approved by the State Board of Education as well as current research in that subject area using an instrument developed by the subject area consultant and approved by the commission.

Publishers bidding books for the commission's consideration prepare correlations of their programs to state and national standards and make presentations to the commission and the reviewers during the scheduled orientation of the reviewers in June. Reviewers spend approximately two to three weeks independently reviewing books sent to them and return in late July or early August to compile committee reports of their findings. The respective publishers file written responses to these findings and are given an opportunity to make oral responses to the findings before the commission and a representative group of the reviewers at the September meeting of the commission. During the July – August period, the books bid for the specific adoption are available at the ten district collection sites for public review. The public can then submit their input using the forms provided. This information is provided the reviewers and also presented to the commission member. They may also speak at the September meeting of the commission. In early October, the commission recommends the titles to be included in the official list for the consideration of the State Board of Education at its October meeting.

Exhibit 10-A shows the adoption cycles. Exhibit 10-B is a typical calendar for an adoption cycle.

11. Is public input received (other than through the citizen members on the commission)? If so, how is such input solicited and in what form are comments provided to the commission?

Yes. Publishers submitting materials for the consideration of the Commission must place those materials in 10 District Textbook Collections located across the state. These collections house the books that a bid and are usually located in the teacher education area of the college. A news release announcing these locations and inviting public review is forwarded to the media. Members of the public may forward written comments to the Commission through the Office of Textbook Services. They may also appear before the Commission at the September meeting. The public has access to the textbooks in the collection sites the entire 73 month contract period and may make comments to the commission about the books at any time. Not just during the adoption cycle.

Exhibit 11-A Press release

12. Describe the process local school boards use in selecting textbooks from the lists of books approved by the commission.

Upon the approval of the official list by the State Board of Education the list is forwarded to local textbook adoption coordinators. This usually occurs in late October. The web site address to which reviews of the approved programs have been posted is also shared with locals. The local textbook adoption coordinator also receives an electronic copy of the reviews. According to local requests, the publishers forward samples of adopted textbooks to committees of local teachers, principals and supervisors identified by the local board within the guidelines established by the commission.

T.C.A. 49-6-2207 requires local boards to adopt books from the list of textbooks listed for adoption by the State Textbook Commission, based upon the recommendations of these committees. Locals may adopt as many of the listed books for a particular course as they deem necessary to meet the varied needs in their system. Local superintendents forward the report of local adoption to the Office of Textbook Services so that the publishers and the depository can project the number of copies of each title that will be needed. The deadline for adoption by a local system is April 15.

T.C.A. 49-6-2206 authorizes the Commissioner of Education, upon request of the local board of education, to approve the use of titles not included in the official list in order to meet the unusual needs of that system.

The final adoption decision by the local system committee(s) is approved by the local board and an electronic copy and paper copy are sent to the Office of Textbooks Services for filing. The local system by law must adopt a text; however, they do not have to purchase the textbooks. In the BEP textbook money is allocated to the system but may be used by the system in other instructional areas.

13. How many times during fiscal year 2012 and to date for 2013 were instances of schools using unapproved textbooks identified? How were the instances of noncompliance identified and what actions, including levying fines, were taken? How many times a year, on average, does the Commissioner of Education approve local boards' requests to select textbooks not included in the approved list, in order to meet the unusual needs of the local system?

The State Department of Education's Accountability Audit Section has not reported to the Office of Textbook Services any instances of school systems utilizing textbooks not adopted by the Commission for fiscal years 2012 and 2013.

The commission has established guidelines for the approval of books not on the official list. These books fall into three categories:

- I. Books in subject areas that had no books bid by a publisher for the adoption. This also includes new subject offerings approved by the State Board of Education after the bid deadline or during the adoption six year cycle.
- II. Books that a system might want to use, but there is a book on the official list for the subject area. These books are reviewed by the subject area consultant for verification that they meet the standards. The systems must document

alignments and request a waiver from the Commissioner of Education in order to use textbook monies to purchase the books and to use them as a basal. Math Textbooks for subjects just approved list number

- III. Books that were adopted under the last adoption cycle and the system has decided to continue use of them.

All of the above require approval by the local board of education before submission. Procedures I and III do not require approval by the Commissioner of Education.

Request for Textbooks Not on Contract (Approved List)				
Year	Procedure I*	Procedure II	Procedure III	TOTAL
2010	4			4
2011	32	19	3	54
2012	91	33	11	135
2013**	2			2

* Two new math courses were added after the adoption Finite Math and Bridge Math.
 ** 2013 The majority of the requests have not been entered as the submission date.

Exhibit 13-A Guidelines for Use of Textbooks Not on Contract.

- 14. Describe the process the commission uses in contracting with book publishers. Include a discussion of how the commission determines which publishers will receive notices, what factors/information the commission considers in reviewing bids, and how often contracts are rebid. Provide a list of publishers currently contracting with the commission.

Notification of upcoming bids is provided directly to all publishers holding a current contract with the commission, to publishers that have previously held a contract, and publishers requesting that the company be placed on the Office of Textbook Services Publisher database. Notification of bids is also published in press release at least thirty days prior to the deadline for receipt of bids.

Publishers must pay a bid deposit, \$1,000 per title bid up to a maximum of \$10,000. This is refunded in full if the books are placed on the approved list and the publisher executes a contract with the commission and provides a surety bond as prescribed by the commission and law. Failure to execute the contract and/or performance bond results in the forfeiture of the bid deposit.

The major factors considered in reviewing bids are alignment to the content standards approved by the State Board of Education, utilization of sound pedagogy, and adherence to

the **Manufacturing Standards and Specifications for Textbooks (MSST)** developed by State Instructional Materials Review Administrators (SIMRA) formerly National Association of State Textbook Administrators (NASTA), Association of American Publishers (AAP), Book Manufacturer's Institute (BMI). The MSST also has standards for digital offerings as well as print. Contracts for any given adoption cycle are valid for 73 months. Every six years a new cycle begins for those subjects, thus the process begins again. The standard textbook contract is approved by the Office of the Attorney General.

List of Publishers (62)

American Legacy Publishing	Applied Educational Systems, Inc.	Bedford Freeman & Worth Publishers
Better Chinese	Bolchazy Carducci Publishers	Benchmark Education
Carnegie Learning Inc	Cambridge University Press	CCI (Cord) Publishers
Carolina Biological Supply Company	CPO Science	Clairmont Press
Davis Publications Inc	CEV Multimedia	Certification Partners
Delta Education Inc	F.A. Davis	Elsevier Health Sciences
EMC/Paradigm Publishing	Encyclopedia Britannica, Inc.	Gibbs Smith Publisher
AGS Globe Fearon	Goodheart Willcox Company	Saxon Publishers
HEC Reading Horizons	Hal Leonard Corporation	Hampton Brown Publishers
Handwriting Without Tears	Harcourt Schools	Holt, Rinehart & Winston
Great Source	Houghton Mifflin Company	HMH/Cengage AP
Human Kinetics, Inc.	It's About Time	JRL Enterprises, Inc.
Jireh Publishers	Kendall Hunt Publishing	Key Curriculum Press
Lawrenceville Press	Learning.com	The Math Learning Center
McDougal Littell	McGraw Hill Co - L&H	McGraw Hill Co - STEM
McGraw Hill Co - ACCR	McGraw Hill Co - ISSA	MCP
Perfection Learning	Plato Learning Inc.	Prentice Hall
Prentice Hall College	WH Sadlier Company	Scholastic Inc
Scott Foresman	Sopris West Educational Services	Rigby Education
Shurley Instructional Materials	Cengage Learning	Steck Vaughn
Voyager Learning	Zaner Bloser Company	

15. What reports does the commission prepare on its operations, activities, and accomplishments, and who receives these reports?

The **OFFICIAL LIST OF TEXTBOOKS** is sent electronically to each system and posted to the web at www.tennesseebook.com. This site is maintained by Tennessee Book Company, the depository for state contracted textbooks.

The reviews prepared for the Commission are also posted to the web. Reviews for all cycles except the current cycle are available on the web at.

<http://www.tennessee.gov/education/ci/textbook/txtbkmnu.shtml>

16. Describe any items related to the commission that require legislative attention and your proposed legislative changes.

In an effort to reduce textbook costs, the commission proposed to amend the law requiring publishers entering into textbook contracts with the commission to obtain a performance bond for the term of the contract. The amendment would allow textbook contracts with publishers to include a liquidated damages clause in lieu of the performance bond requirement. This change would result in lower textbook contract costs while still protecting school districts should a problem arise with purchased textbooks.

In lieu of the legislative change mentioned above, at the October 12, 2012 meeting, the commission voted to amend the textbook commission rules which designate the performance bond rates in textbook contracts by reducing the bond rates by half for each category while leaving the \$1,000,000 maximum. This rule change is now proceeding through the rulemaking process proscribed in the Administrative Procedures Act.

A legislative change that would benefit the textbook commission would be to amend the law creating the textbook commission by allowing for a designee for the commissioner when he cannot be present at meetings.

17. Should the commission be continued? What would be the effect on the textbook approval process if the commission were abolished? Describe the benefits, and also the disadvantages, of the state-level textbook approval process.

The textbook approval process at the state level is predicated entirely on the statutory authority of the State Textbook Commission.

The benefits of having a state level adoption process fall into four major categories.

First, the state contract guarantees local school systems that adopted books will be available at the lowest price in the nation for a full six-year period. In the past two years over 4,100 adopted titles were purchased by Tennessee Public Schools and Boards of Education. Because of the locked price, for a six year period, in the last two years the schools and boards saved over \$9, 500,000 on textbooks purchased from our contracts compared to catalog prices for the same titles. Based on industry averages, textbook prices are raised 5%-10% each year. Therefore, during the last year of the adoption process, the price Tennessee schools are paying is 25%-50% less than all other non-contracted purchases. The average increase (which was not applied because of the state contract) on the 4,100 titles purchased in Tennessee in 2011-13 was 22%. This adds up to the over \$9.5 million over the last two years in savings for the state.

Second, local systems have the assurance that adopted titles have been reviewed against the curriculum standards approved by the State Board of Education. In recent years, there has been a movement in the industry to create "State Specific" textbooks for all subjects. The publishers designed the book to meet the overall curriculum standards in Tennessee. The State Specific opportunity also allows the publisher to list State Standards and even add specific historical events or geological specifications within the state to certain textbooks. The approval process that each textbook goes through is vital to the success of our students, assuring us that these "State Specific" textbooks do really align and adhere to

our state standards. These reviews are shared with local school systems to assist their adoption committees in selecting the books which best address local needs.

Third, the requirement that adopted books be available through an in-state depository simplifies the ordering, invoicing, payment, and resolution of service problems and reduces shipping costs for local school systems. For over 78 years Tennessee Book Company has been serving as the designated depository. Working with the various publishers to project statewide needs, the depository provides for the delivery of over 95% of all books ordered prior to the opening of schools each year.

Fourth, the adoption of manufacturing standards at the state level provides some assurance that books will be durable enough to withstand normal classroom use. Overall, state adoption serves to provide order while maintaining a broad measure of flexibility in the adoption of textbooks at the local level. The possible disadvantage of each teacher not having absolute choice in the selection of instructional materials is far outweighed by these advantages.

Without the state level process each local school system would be in contract negotiations with the various publishers for pricing, shipping, and invoicing of the textbooks. Larger systems could possibly have lower textbook prices than the smaller systems thus creating inequity.

18. Please list all commission programs or activities that receive federal financial assistance and therefore are required to comply with Title VI of the Civil Rights Act of 1964. Include the amount of federal funding received by program/activity.

NONE

If the commission does receive federal assistance, please answer questions 20 through 27. If the commission does not receive federal assistance, proceed directly to question 26.

19. Does your commission prepare a Title VI plan? If yes, please provide a copy of the most recent plan. NA
20. Does your commission have a Title VI coordinator? If yes, please provide the Title VI coordinator's name and phone number and a brief description of his/her duties. If not, provide the name and phone number of the person responsible for dealing with Title VI issues. NA
21. To which state or federal agency (if any) does your commission report concerning Title VI? Please describe the information your commission submits to the state or federal government and/or provide a copy of the most recent report submitted. NA
22. Describe your commission's actions to ensure that commission staff and clients/program participants understand the requirements of Title VI. NA

23. Describe your commission's actions to ensure it is meeting Title VI requirements. Specifically, describe any commission monitoring or tracking activities related to Title VI, and how frequently these activities occur. NA
24. Please describe the commission's procedures for handling Title VI complaints. Has your commission received any Title VI-related complaints during the past two years? If yes, please describe each complaint, how each complaint was investigated, and how each complaint was resolved (or, if not yet resolved, the complaint's current status). NA
25. Please provide a breakdown of current commission staff by title, ethnicity, and gender.

The staff that supports the Commission is the Director of Textbook Services and a shared Administrative Assistant. One is and African-American male and one Caucasian female.

26. Please list all commission contracts, detailing each contractor, the services provided, the amount of the contract, and the ethnicity of the contractor/business owner.

In recent years the members of the Advisory Panel have contracts. Every effort is made to have balance on the panels. Contracts with publishers are dependent upon their textbooks being listed on the official list of textbooks.

Currently the active contracts are with the current advisory panel, Exhibit 5-A and publishers in Question 14. The commission contracts with various hotels and/or state parks for meeting space at various times of the year. The contracts with the publishers are state-wide contracts from which the local school systems purchase textbooks using BEP funds and local funds. An average of 66 million dollars is expended in the state by local schools. This includes the purchase of all K-2 grade materials in all subject areas since these materials are consumable, the cost of new purchases for increased enrollment and the adoption of the current cycle subjects.

The cost of the contracts for reviewers varies each year. All are less than \$5,000 each. The number of books reviewed and travel are the basis of this cost.

Exhibit 5-A

First_Name	Middle_Initial	Last_Name	School_System	Committee_#	Committee_Name	Position	Bks
Michelle	L	Chenot	Knox County	1	Social Studies K-3	Member	5
Nikki	L	Manning	Hawkins County	1	Social Studies K-3	Member	5
Jamie	L	Starling	Rutherford County Schools	1	Social Studies K-3	Member	5
Ashly	N	Garris	Greenville City Schools	2	Social Studies 4-5	Member	4
Deidra	K.	Goins	Manchester City Schools	2	Social Studies 4-5	Member	4
Delise	H.	Sanders	Sumner County	2	Social Studies 4-5	Member	4
Dhana	C.	Fizer	Cheatham County	3	Social Studies 6-7	Member	7
Karah	R	Loveland	Knox County	3	Social Studies 6-7	Member	7
Melanie	D	Wiles	Marshall County	3	Social Studies 6-7	Member	7
Rebecca	L	Byrd	Sevier	4	Social Studies 8	Member	5
Tracy	H	Kilpatrick	Marshall County	4	Social Studies 8	Member	5
Billie	A	McBride	Cheatham County Schools	4	Social Studies 8	Member	5
Thomas	D.	Hastings	Lincoln County	5	U. S. History/Geography 9-12	Member	9
Kyle	M.	Nix	Rutherford County Schools	5	U. S. History/Geography 9-12	Member	9
Holly	Y	Wilgus	Knox County	5	U. S. History/Geography 9-12	Member	9
Allen	R	Nichols	Rutherford	6	World History 9-12 & World Geography 9-12	Member	19
Steven	W	Prince	Knox	6	World History 9-12 & World Geography 9-12	Member	19

Exhibit 5-A

Current Advisory Committee							
Susan	P	Schmidt	Anderson County Schools	6	World History 9-12 & World Geography 9-12	Member	19
Sammi	K	Best	Rutherford County	7	U. S. Government 9-12	Member	10
John	N.	Good	Kingsport City Schools	7	U. S. Government 9-12	Member	10
Kevin	M	Kelly	Sumner County Schools	7	U. S. Government 9-12	Member	10
Charla	R	Hurt	Lincoln County	8	Economics, Personal Finance, AP Microeconomics, AP Macroeconomics	Member	17
Michael	A.	McDaniel	Knox County	8	Economics, Personal Finance, AP Microeconomics, AP Macroeconomics	Member	17
Robert	M	Skau	Clarksville-Montgomery County SS	8	Economics, Personal Finance, AP Microeconomics, AP Macroeconomics	Member	17
Gloria	F	McElroy	Knox County	9	Sociology/Psychology	Member	9
Alan	L.	Pepper	Rutherford County	9	Sociology/Psychology	Member	9
Harley	E	Simbeck	Lawrence Co	9	Sociology/Psychology	Member	9

Exhibit 5-B

Advisory Committee

Title	First Name	Mid Initial	Last Name	Textbook Review Panel Committee	Committee #	Position	School System	Bks
Ms.	Stacey	C.	Harp	Basal K-2	1	Member	Rutherford County	35
Ms.	Delise	H.	Sanders	Basal	1	Member	Sumner County	35
Ms.	Mia	K.	Hyde	Basal K-2	1	Member	Greeneville City	35
Ms.	Amber	E.	Reagan	Basal K-2	1	Member	Alcoa City Schools	35
Ms.	Toni	R.	LaRue-Garrett	Basal 3-8	2	Member	Cumberland County	35
Ms.	Katherine	O'Connor	Morgan	Basal 3-8	2	Member	Sumner County	35
Ms.	Vanessa	R.	Greenlee	Basal 3-8	2	Member	Kingsport City	35
Ms.	Rachel	Lauren	Peay Cornett	CoBasal	3	Member	Rutherford County	35
Ms.	Susan	S.	Brown	CoBasal	3	Member	Polk County	35
Ms.	Julie	A.	Shirer	CoBasal	3	Member	Cleveland City Schools	35
Ms.	Dorothea	L.	Russell	Alt Low	4	Member	Rutherford County	13
Mr.	Wesley	A.	Lombardo	Alt Low	4	Member	Maryville City Schools	13
Ms.	Shannah	L.	Matherley	Alt Low	4	Member	Robertson County Schools	13

Exhibit 5-C

Advisory Committee

Title	First Name	Mid Initial	Last Name	Committee #	Position	School System	Committees	Bks
Mr.	Ted	D	Edinger	1	Member	Metro Davidson County	Visual Arts	26
Ms.	Flowerree	W	Galetovic	1	Member	Knox County	Visual Arts	26
Mr.	Stephen	R	Mock	1	Member	Memphis City Schools	Visual Arts	26
Ms.	Doris	C	Poppelreiter	1	Member	Blount County	Visual Arts	26
Ms.	Scharion	R	Bradley	2	Member	Shelby County	Music/Theatre	44
Ms.	Sheila	M	Hotchkiss	2	Member	Metro Davidson County	Music/Theatre	44
Ms.	Connie	H	McCain	2	Member	Metro Davidson County	Music/Theatre	44
Ms.	Mary	R	McNatt	2	Member	Knox County	Music/Theatre	44
Ms.	Julie	L	Watson	2	Member	Memphis City Schools	Music/Theatre	44
Ms.	Tammy	R	Marlow	3	Member	Macon County	Literature 6-12	54
Ms.	Janet	M	Parker	3	Member	Franklin SSD	Literature 9-12	54
Ms.	Diane	L	Young	3	Member	Shelby County	Literature 9-12	54
Ms.	Vanessa	R	Greenlee	4	Member	Kingsport City Schools	Spelling K-8	10
Ms.	Vanita	A	Williamson	4	Member	Knox County	Spelling K-8	10
Mr.	John	D	Nicholson	5	Member	Metro Davidson County	Business Technology - Business	25
Ms.	M. Susanne		Smith	5	Member	Sevier County	Business Technology - Business	25
Ms.	Charlene		Wooldridge	5	Member	Fayette County Schools	Business Technology - Business	25
Ms.	Catherine	J	Hoover	6	Member	Jackson-Madison County	Business Technology - Information Technology	65
Ms.	Karen	C	Stewart	6	Member	Sullivan County	Business Technology - Information Technology	65

Exhibit 5-C

Advisory Committee

Ms.	Linda	A	Williams	6	Member	Memphis City Schools	Business Technology - Information Technology	65
Mr.	Erin	L	Hattabaugh	7	Member	Cleveland City	Health Sciences	25
Mr.	Gary	W	Tanksley	7	Member	Williamson County	Health Sciences	25
Ms.	Patricia	L	Thomas	7	Member	Monroe County	Health Sciences	25
Ms.	Ti-Juana	V	Perry	8	Member	Shelby County	Marketing	23
Ms.	Tyra	S.	Pilgrim	8	Member	Rutherford County	Marketing	23
Ms.	Sarah	G	Williams	8	Member	Alcoa City Schools	Marketing	23
Mr.	Vernon	K	Chandler	9	Member	Sevier County	T & I General Core/Construction	47
Mr.	Daniel	E	Hanlon	9	Member	Sevier County	T & I General Core/Construction	47
Mr.	Charles	W	Hubbard	9	Member	Sullivan County	T & I General Core/Construction	47
Mr.	Kenneth	L	Benedict	10	Member	Metro Davidson County	T & I Arts Communications/Information Technology	28
Ms.	Michele	E	DeBord	10	Member	Knox County	T & I Arts Communications/Information Technology	28
Mr.	Landon	G	Pilant	10	Member	Shelby County	T & I Arts Communications/Information Technology	28
Ms.	Ginger	S	Shackelford	10	Member	Sullivan County	T & I Arts Communications/Information Technology	28
Mr.	Paul	B	Frye	11	Member	Shelby County	T & I Manufacturing and Transportation	25
Mr.	Dennis	R	Smith	11	Member	Sullivan County	T & I Manufacturing and Transportation	25

Tennessee Textbook Adoption Cycle

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Section	Subjects	Curriculum Deadline	Bid Deadline*	State Review	Local Adoption	Contract Period		
II	English Language Arts, ESL, Communication Skills, Foreign Languages	12/31/2008	3/1/2009	2009	Spring, 2010	6/1/10 - 6/30/16		
I	Mathematics	12/31/2009	3/1/2010	2010	Spring, 2011	6/1/11 - 6/30/17		
VI	Art, Music, Theatre Arts, Dance, Spelling, Literature, Driver Education, Computer Science, Health Sciences Education, Business Technology, Marketing Education, Technology Engineering Education, Trade & Industrial Educaiton	12/31/2010	3/1/2011	Summer 2011	Spring, 2012	6/1/12 - 6/30/18		
V	Reading	12/31/2011	3/1/2012	Summer 2012	Spring, 2013	6/1/13-6/30/19		
IV	Social Studies	12/31/2012	3/1/2013	Summer 2013	Spring, 2014	6/1/14 - 6/30/20		
I	Mathematics	12/31/2013	3/1/2014	Summer 2014	Spring, 2015	6/1/15 - 6/30/21		
III	Science, Health & Wellness, Agriculture, Family & Consumer Sciences	12/31/2014	3/1/2015	Summer 2015	Spring 2016	6/1/16 - 6/30/22		
II	English Language Arts, ESL, Foreign Languages	12/31/2015	3/1/2016	Summer 2016	Spring 2017	6/1/17- 6/30/23		

* Future bid deadliones may vary at the discretion of the State Textbook Commission.

Tennessee Textbook Adoption Cycle

6/11/2013 9:10 AM

VI	Art, Music, Theatre Arts, Dance, Spelling, Literature, Driver Education, Computer Science, Health Sciences Education, Business Technology, Marketing Education, Technology Engineering Education, Trade & Industrial Educaiton	12/31/2016	3/1/2017	Summer 2017	Spring 2018	6/1/18 - 6/30/24		
V	Reading	12/31/2017	3/1/2018	Summer 2018	Spring, 2019	6/1/19-6/30/25		

* Future bid deadliones may vary at the discretion of the State Textbook Commission.

TENNESSEE TEXTBOOK ADOPTION SCHEDULE, SECTION VI

Visual Arts, Music, Theatre Arts, Dance, Spelling, Literature, Driver Education, Computer Science, Health Sciences Education, Business Technology, Marketing Education, Technology Engineering Education, Trade & Industrial Education
2010-2012

Oct. 15, 2010	Call for Reviewers: Section VI Request for Substitutions all cycles
Nov. 2, 2010	Preliminary Notification of Invitation to Bid for Section VI, Intent to Bid
Dec. 15, 2010	Intent to Bid Due in Textbook Services Office
Dec. 20, 2011	Official Notification of Invitation to Bid, Section VI
Jan. 6-7, 2011	Pre-Bid Conference, Section VI (2 Day Conference) -Hardison Hall
Jan. 24, 2011	Deadline for Reviewer Application Submission
Feb. 1, 2011	Deadline for Submission of Substitutions
Feb. 14, 2011	Meeting of Committee to Select Reviewers -Hardison Hall
Mar. 1, 2011	10:00 a.m. Deadline for Delivery of OFFICIAL BIDS Section VI
Mar. 21, 2011	Meeting of State Textbook Commission, Election of Officers, Consider Substitutions of Newer Editions
June 13-17, 2011	STC Meeting/Textbook Review Committee Orientation/Publisher Hearings – Hotel
June 30, 2011	Deadline for Delivery of Official Sample Textbooks Deadline for Delivery of Sample Textbooks to Textbook Review Committees Deadline for Delivery of Sample Textbooks to State Textbook Commission and District Textbook Collections (Public review begins in late July for September input.)
July 25-29, 2011	Textbook Review Committee Debriefing - Area Hotel
August 5, 2011	First Adoption List (Abstract) State Board of Education Meeting
Aug. 26, 2011	Deadline for Amendments to Free Materials Offerings Deadline for Written Response to Reviews to Be Delivered to Commission Members, the Office of Textbook Services, and the Textbook Review Committee
Sept. 12-13, 2011	STC Meeting/Publishers' Hearings Section VI -Area Hotel
Sept. 23, 2011	Conditional Deadline for Delivery of Selected Official Samples
Oct. 10, 2011	Meeting of State Textbook Commission to Recommend Books for Section VI and to Approve the Invitation to Bid for Section VI Hardison Hall
October 28, 2011	Final Reading Section VI Adoption List (Official) State Board of Education Meeting
Nov. 7, 2011	OFFICIAL LIST OF TEXTBOOKS for Section VI to Local School Systems
Jan. 13, 2012	Deadline for Samples for Section VI to be delivered to Local School Systems
Jan. 16 - Feb. 29, 2012	Period for Regional Textbook Hearings
April 15, 2012	Deadline for Filing Local Adoption Report



MEDIA RELEASE

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION

FOR IMMEDIATE RELEASE
August 16, 2011

Contact: Kelli Gauthier
Phone: 615.532.7817

State Requests Public Input on Textbooks

Tennessee education officials are looking for input on textbooks proposed for the 2012-2013 school year in the following subjects: section VI, visual arts, music, theater arts, dance, spelling, literature, driver education, computer science, health sciences education, business technology, marketing education, technology engineering, education and trade and industrial education. The textbooks are now on display in 10 district collection sites across Tennessee.

Those interested in reviewing the textbooks should contact the director of the textbook collection site in their area. Forms are available at each site for input, and must be completed by September 2, 2011.

Director of Textbook Services Morgan Branch encouraged parents, teachers and the general public to visit the sites and participate in the review process.

"It is very important for the public to have access to the textbooks under consideration," Branch said. "Our goal is to provide a wide variety of materials that enrich and support the curriculum and to address the varied interests, abilities and learning styles of students."

In addition to citizen input, a state review committee of 34 public school teachers will assist Tennessee Textbook Commission members with their evaluation of the textbooks. After the commission's September 12 meeting, a workshop will be held for textbook publishers to respond to the reviews of their books and to answer questions from a representative panel of the reviewers and from commission members. Commission members will vote on October 11 on the the new editions to be recommended to the Tennessee Board of Education for the 2011 official list of textbooks. Local school systems can then adopt textbooks from the official state textbook list for a six-year period.

Public comments should be sent by Sept. 5 to: Morgan Branch, Director of Textbook Services, Tennessee Department of Education, 5th Floor, Andrew Johnson Tower, Nashville, Tennessee 37243-0379. Citizens with questions about the process may also call Morgan Branch at 615-253-3160.

**Official Sample Site
and Mid-Cumberland District: Plan OS**

**Commissioner Kevin Huffman/ATTN: Sue Thetford
Curriculum Library, Box 13
Middle Tennessee State University
Murfreesboro, TN 37132
(615) 898-2543
e-mail: sthetfor@mtsu.edu**

First Tennessee District: Plan B

Ms. Malenia Truelove
Sherrod Library, Acquisitions Department.
East Tennessee State University
Wars-Pickel Hall, War-Pickel Drive
P. O. Box 70684
Johnson City, TN 37614-1701
(423) 439-5815
e-mail: Truelove@etsu.edu

Northwest Tennessee District: Plan C

Ms. Cindy Gaylord
University of Tennessee
Paul Meek Library
10 Wayne Fisher Drive
Martin, TN. 38238
(731) 881-7078
e-mail: cgaylord@utm.edu

East Tennessee District: Plan C

Ms. Bonnie Maples
Technology Enhanced Curriculum Laboratory
University of Tennessee
A401 Bailey Education Complex
Knoxville, TN 37996-3440
(865) 874-8143
e-mail: bmaples@utk.edu

Upper Cumberland District: Plan C

Dr. Carl Owens
Learning Resources Center
Tennessee Tech University
Bartoo Hall, Room 204
Cookeville, TN 38505
(931) 372-3851
e-mail: cowens@tntech.edu

Mid-Cumberland District: Plan C

Ms. Katie Richie
Learning Resource Center
Austin Peay State University
681 Summer Street
Clarksville, TN 37040
(931)-221-7582
Email: richiek@apsu.edu

Mid-Cumberland District: Plan B

Ms. Debra Jackson
Tennessee State University/College of Education
Curriculum Laboratory
3500 John Merritt Blvd.
Nashville, TN 37209-1561
(615) 963-5480
e-mail: djackson@tnstate.edu

Southeast Tennessee District: Plan B

Ms. Valarie Adams
Lupton Library
University of Tennessee/Chattanooga
615 McCallie Avenue
Chattanooga, TN 37403

Southwest Tennessee District: Plan B

Mr. Scott Cohen
Library
Jackson State Community College
2046 North Parkway
Jackson, TN 38301

<p>(423) 425-4095 e-mail: valarie-adams@utc.edu</p>	<p>(731) 425-2615 e-mail: scohen@jscc.edu</p>
<p>Memphis Delta District: Plan C Ernie Rakow Learning Resources Center University of Memphis Ball Education Building, Room 320 Memphis, TN 38152 (901) 678-2362 e-mail: erakow@memphis.edu</p>	
<p>Plan A: Student Text Only</p> <p>Plan B: Student Text and Teacher’s Edition Only</p> <p>Plan C: Student Text, Teacher’s Edition, and Ancillaries Bid For Contract</p> <p>Plan OS: Official Sample Collection, All Materials Bid, Including Priced and Free Materials</p>	

For more information, contact Kelli Gauthier at (615) 532-7817 or Kelli.Gauthier@tn.gov.

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State of Tennessee

State Textbook Commission

Guidelines for Use of Textbook Programs
Not on Contract

Process I – No books are listed on the Official Textbook List for the
course

Process II – Books **are listed** on the Official Textbook List for the
course – Special Permission

Process III – Use of previously adopted book

Section 1.01

GUIDELINES

Scope: These guidelines are restricted to courses listed in the **Rules, Regulations & Minimum Standards** for which no textbook is included in the **Official List of Textbooks**, and/or technology-based courses listed in the **Rules, Regulations & Minimum Standards** for which local electronic hardware and/or software configurations require a textbook not included in the **Official List of Textbooks**.

Section 1.02 Program Selection

Committee: A committee of three (3) or five (5) teachers or supervisors and teachers appointed by the superintendent and meeting the statutory requirements for serving on a local textbook adoption committee shall recommend to the local board of education the programs to be adopted under these guidelines. Before beginning the discharge of their duties, it shall be the duty of each member of the committee to take and subscribe to the following oath:

“I do hereby declare that I am not now directly or indirectly financially interested in, or employed by, any textbook publisher or agency, and that I will not become directly or indirectly financially interested in any of the proposed contracts, nor in any book, nor in any publishing concern handling or offering any books or other publications to the committee, of which I am a member, for listing and adoption, and I do hereby promise that I will act honestly, faithfully, and conscientiously, and in all respects will discharge my duty as a member of this committee to the best of my skill and ability.”

Competitive Process: At least three publishers should be given the opportunity to submit sample textbooks for the consideration of the committee. This provision should be documented with the title, author(s), publisher, copyright, and edition of at least two other books reviewed. When such other books have not been made available, copies of letters to two other publishers requesting such samples will suffice. No single attribute (price, content, copyright, etc.) should be the determining factor in the selection process.

Approval Process: The local board of education shall, upon the recommendation of the aforementioned committee, approve the adoption of all textbook programs subject to these guidelines. The superintendent/director of schools in the school district shall serve as ex officio member of the aforementioned committee; shall record, on forms provided by the Department of Education, a list of all books adopted under these guidelines; and immediately at the completion of the adoption shall forward a copy of such recorded adoption to the Commissioner of Education. Upon receipt, the Commissioner shall file such as official public record.

Return Completed Report to: Morgan Branch
Office of Textbook Services
State Department of Education
5th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243-0379

Statutory Authority: T.C.A. 49-6-2206, T.C.A. 49-6-2207 (a)(1)

Process I

Adopt a Textbook/Series NOT Included in the OFFICIAL LIST of TEXTBOOKS

(For Courses without a Title on the Official Adoption List)

Complete the attached **Report of Local Adoption of Textbooks Not on Contract.**
Check Process I. Include the following with the report:

- I. Course Identification
 - Subject Area
 - Grade levels involved by school
 - Number of classes by school

- II. Program Information
 - Correlation to State Board of Education Standards
 - Contractual Safeguards
 - Describe the safeguards in place to assure: (Narrative)
 - continued availability of the book over the life of the contract and
 - quality of the binding and
 - policy for replacement of defective materials

Process II

Special Permission

to

**Adopt a Textbook/Series NOT Included in the OFFICIAL LIST of
TEXTBOOKS**

(For Courses with a Title on the Official Adoption List)

AFTER approval of the textbook/program by the Local Board of Education, submit a letter to the Commissioner requesting special approval. Complete the Report of Local Adoption of Textbooks Not on Contrac. Check Process II. Include the following information:

- I. Introduction and explanation of the special circumstances that require the adoption of the book/program.
- II. Course Identification
 - Subject Area
 - Grade levels involved by school
 - Number of classes by school
- III. Program Identification
 - Program title, author(s), edition, copyright, etc.
 - Name and addresses of publisher
 - Correlation to State Board of Education Standards
 - Graph the correlations to state standards
 - Comment on the correlations (Narrative)
 - Sample of the Student edition of the textbook and any required supplemental materials sent to the Commissioner.
 - Contractual Safeguards
 - Describe the safeguards in place to assure: (Narrative)
 - continued availability of the book over the life of the contract and
 - quality of the binding and
 - policy for replacement of defective materials
 - Verification of approval by the local Board of Education, with original signatures by the chair and the director of schools.

Process III

Adopt a Previously Approved Textbook/Series NOT Included in the OFFICIAL LIST of TEXTBOOKS (For Courses with or without a Title on the Official Adoption List)

AFTER approval of the textbook/program by the Local Board of Education Complete the Report of Local Adoption of Textbooks Not on Contract. Check Process III. Include the following information.

Please note: Tennessee Code 49-6-2206 allows for the use of previously approved textbooks. Please be aware of the following when choosing this option.

1. Once the contract expires, the publisher will not be required to stock or print additional copies of the previously adopted textbook(s).
2. Once the contract expires, the publisher will not be required to supply free materials associated with the previously adopted textbook(s).
3. Once the contract expires, the textbook(s) may be subject to annual price increases, which are typically 40-50% the first year after the adoption expires and about 10% each year thereafter.
4. Textbook going off adoption may not be aligned with the current standards.
5. Textbooks going off adoption may generally contain obsolete information and therefore may not meet current testing requirements.

- I. Introduction and explanation of the special circumstances that require the adoption of the book/program.
- II. Course Identification
 - Subject Area
 - Grade levels involved by school
 - Number of classes by school



Report of Local Adoption of Textbooks Not on Contract

Adoption for schools of

Specific Subject:

Course #

Adoption Period

Process Number I II III

Title, Author(s), Publisher, Copyright, Edition and ISBN for the Book Recommended:

Title:	Copyright:
Author(s):	Edition:
Publisher:	ISBN:

We the duly appointed members of the local textbook selecting committee for the above subject recommend that the local board of education adopt the above textbook to be used in the schools of the system. We each subscribe to the following oath. "I do hereby declare that I am not now directly or indirectly financially interested in, or employed by, any textbook publisher or agency, and that I will not become directly or indirectly financially interested in any of the proposed contracts, nor in any book, nor in any publishing concern handling or offering any books or other publications to the committee, of which I am a member, for listing and adoption, and I do hereby promise that I will act honestly, faithfully, and conscientiously, and in all respects will discharge my duty as a member of this committee to the best of my skill and ability."

1. _____ 2. _____ 3. _____
 4. _____ 5. _____

Notary Seal

Title, Author(s), Publisher, Copyright, Edition and ISBN for Two Other Books Reviewed:

Title:	Copyright:
Author(s):	Edition:
Publisher:	ISBN:
Title:	Copyright:
Author(s):	Edition:
Publisher:	ISBN:

(When no other books were available, attach copies of letters or documentation of telephone calls for requests for such samples from two other publishers.)

The _____ Board of Education approved the above textbook during the meeting of the board on _____
(City, County, or Special School District) (Month, Day, Year)

(Date)

(Chairman, Board of Education)

(Date)

(Superintendent/Director of Schools)