

Sunset Public Hearing Questions for  
**State Textbook and Instructional Materials Quality Commission**  
 Created by Section 49-6-2201, *Tennessee Code Annotated*  
 (Sunset termination June 2017)

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

The State Textbook and Instructional Materials Quality Commission (Commission) , authorized by T.C.A § 49-6-2201, is composed of 10 members whose responsibility is to prepare and recommend an official list of textbooks and instructional materials (“textbooks/materials”) for approval by the State Board of Education for use in the public schools of the state. The Commission’s statutory duties include: developing rules for the bidding and contracting of textbooks; reviewing bids for alignment with Tennessee Academic Standards; adopting minimum manufacturing standards and specifications for materials; appointing advisory panels and establishing contracts that guarantee the availability of adopted programs to all LEAs at the lowest price.

The commission is supported by the Tennessee Department of Education (TDOE)’s director of content, staff attorney and director of contracts, an administrative assistant and content experts as needed. The TDOE administers and coordinates the bidding, reviewing, listing, adoption and approval process, and supports the implementation of Commission rules, policies, and procedures. In addition, the TDOE is responsible for assisting the Commission by providing mandatory training to newly appointed members of the Commission and advisory panel members.

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 Section 49-6-2201, *Tennessee Code Annotated*, 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.

Name	Appointed by	Position	County of Principal Residence	Race/Gender	60 years of age or older
Dr. Craig Hammond	Gov	Yes, Principal	Davidson	W/M	No
Ms. Cynthia Bryant	Gov	Yes, Lay Member	Madison	W/F	Yes
Ms. Kelsey Cruze	Gov	Yes, Teacher/Supervisor 9-12	Knox	W/F	No
Mr. Kyle Mallory	Lt. Gov	Yes, Teacher/Supervisor 4-8	Stewart	W/M	No
Dr. Candice McQueen (Dr. Vicki Kirk is the Commissioner’s Designee)	N/A	Yes, Commissioner’s Designee	All State	W/F	No

Ms. Susan Bunch	Lt. Gov	Yes, City Director of Schools	Henderson	W/F	Yes
Ms. Lauren Nash	Spkr Hse	Yes, Teacher/Supervisor K-3	Weakley	W/F	No
Mr. Jason Vance	Spkr Hse	Yes, County Director Schools	Monroe	W/M	No
Dr. Jason Robinson	Lt. Gov	Yes, Lay Member	Bradley	W/M	No
Dr. Bill Campbell	Spkr Hse	Yes, Lay Member	Davidson	Y/M	Yes

3. How many times did the commission meet in fiscal years 2015 and 2016, and how many members were present at each meeting?

The Commission met on the following dates for 2015 and 2016:

April 20, 2015: 9 members present  
September 18, 2015: 10 members present  
September 28, 2015: 8 members present  
April 11, 2016: 8 members present

Two additional meetings are scheduled for September 15 and 26, 2016.

4. What per diem or travel reimbursement do members receive? How much was paid to commission members during fiscal years 2015 and 2016?

Commission members receive reimbursement at state travel, food, and lodging rates. FY15: \$1,889.67  
FY16: \$3,662.26

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 selection of textbooks and instructional material selections, as authorized by Section 49-6-2201 (n)(1)(a). Please describe how the members are chosen, how often the panel(s) met in fiscal years 2015 and 2016, and what reimbursement members received.

Advisory panelists are appointed in compliance with the process outlined in Textbook Commission Rule 0520-05-01-.10 which requires the following: At least one (1) teacher shall be appointed to each advisory panel. Teachers appointed to the advisory panels shall possess a license to teach with an endorsement in the subject area or grade level for which they shall review textbooks or instructional materials. Experts, who are not public school teachers, may include college professors and credentialed subject matter specialists. All members of advisory panels shall have a specific knowledge of and expertise in the content of the subject matter contained in the textbooks or instructional materials they review.

New members, with expertise in the subject areas up for adoption, are selected for this committee annually through an application process open to any teacher meeting the qualifications to serve on a local adoption committee, and other experts in the subject area. The application process consists of three components: (1) letter of intent; (2) applicant practice exercise; (3) letters of recommendation. Submitted

applications are reviewed by a selection committee that includes representatives from the Commission, the State Board of Education, and the department. The highest scoring applicants are then selected for the advisory panel. A sample application for advisory panelists is included as Attachment 1.

For FY15 and FY 16 panelist were selected for CTE Section A and B. Panelists met for training two days of training, conducted reviews independently and attended publishers’ hearing in August. Panelist receive reimbursement at state travel, food, and lodging rates and they also receive a stipend. For FY 2015, panelist were reimbursed \$32,237.44. For FY 2016, were reimbursed \$38,661.95

The following individuals have been chosen to serve as the Advisory Panelists for Section B:

<b>Advisory Panelists</b>	<b>Employer</b>	<b>Position</b>	<b>Panel</b>
Blankenship, Anthony	Jackson- Madison County	Educator	Section B: Architecture & Construction
Carey, LuAnn	Bradley County	Educator	Section B: Agriculture, Food, & Natural Resources
Chandler, Vernon	Sevier County	Educator	Section B: Architecture & Construction
Edney, Raygan	Perry County	Educator	Section B: Health Science
Farr, Janice	Oak Ridge CSS	Educator	Section B: Health Science
Halkiades, Julie	Rutherford County	Educator	Section B: Agriculture, Food, & Natural Resources
Hankins, Aaron	Knox County	Educator	Section B: Transportation, Distribution, & Logistics
Inman, Ryan	Dyersburg City	Educator	Section B: Agriculture, Food, & Natural Resources
Kirby, Jeana	Knox County	Educator	Section B: Health Science
Lewis, Ryan	Marion County	Educator	Section B: STEM
McMurray, Jeff	Knox County	Educator	Section B: Architecture & Construction
Reist, Jennifer	MNPS	Educator	Section B: Health Science
Richter, Lisa	Williamson County	Educator	Section B: Architecture & Construction
Tantawi, Khalid	Motlow State	Educator	Section B: STEM
Vester, Jacklyn	Putnam County	Educator	Section B: Agriculture, Food, & Natural Resources
Wade, Jamason	Shelby County	Educator	Section B: Transportation, Distribution, & Logistics

Section A – Local Adoption Year 2016

<b>Advisory Panelists</b>	<b>Employer</b>	<b>Position</b>	<b>Panel</b>
Beck, Lauren	Metro-Nashville	Educator	Section A : Information Technology
Darnell, Emily	Hamblen County	Educator	Section A: Human Services
Frazier, Amanda	Hamblen County	Educator	Section A : Information

			Technology
Hall, Diana	Wilson County	Educator	Section A: Human Services
Manis, Emily	Cocke County	Educator	Section A: Human Services
McPeters, Marta	Fentress County	Educator	Section A: Human Services
Meadows, Shelley	Sumner County	Educator	Section A: Human Services
Mosley, Matt	Knox County	Educator	Section A : Information Technology
Ottinger, Chris	Knox County	Educator	Section A: Advanced manufacturing
Phifer, Sara	Jackson-Madison County	Educator	Section A: Education and Training
Rawls, Mandy	Putnam County	Educator	Section A: Education and Training
Rudd, Walter	Hamblen County	Educator	Section A : Information Technology
Shrader, Laura	Jefferson County	Educator	Section A: Education and Training
Tantawi, Khalid	Motlow State	Educator	Section A: Advanced manufacturing
Watson, Jay	Putnam County	Educator	Section A : Information Technology
Whaley, Heather	Carson-Newman	Educator	Section A: Human Services

6. What were the commission's revenues (by source) and expenditures (by object) for fiscal years 2015 and 2016? 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?

The Commission had no revenues or expenditures and 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?

Yes. Meetings of the Commission are open to the public and made available for viewing by the public over the Internet by streaming video accessible from the TDOE web site:

<https://www.tn.gov/education/topic/textbook-commission>. Archived videos of the Commission's meetings are also available to the public through the TDOE web site. Notice of regular meetings are posted on the TDOE's web site within 3 full business days of the setting of the meeting dates, and notice of special called meetings is posted within 1 full business day of the call. TDOE designates a member of its staff to record minutes at each meeting, and agenda, minutes, and related documents are available for viewing by the public on the TDOE's website following each meeting. The Commission approves adoption of the previous meeting's minutes to ensure accuracy.

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.

Before members of the Commission discharge their duties, they take and subscribe to the following oath pursuant to T.C.A. § 49-6-2118: "I do hereby declare that I am not now directly or indirectly financially interested in, or employed by, any textbook or instructional materials publisher or agency, and that I will not become directly or indirectly financially interested in any of the proposed contracts, nor in any book or instructional materials, 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."

Additionally, Commission members must review and sign the department's conflict of interest policy (attached).

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

Yes. T.C.A. § 49-6-2201 authorizes the Commission to promulgate rules relating to the state's process for adopting textbook and instructional materials, including rules relating to: the bidding and contracting of textbook and instructional materials program; the adoption of physical standards and specifications that assure suitable durability of materials; and the recruitment and appointment of members to the advisory panels and the process by which the members review their assigned texts.

10. Describe the process the commission uses to prepare a list of standard editions of textbooks and instructional materials for approval by the State Board of Education. Who reviews the textbooks and instructional materials, 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?

Textbooks are first reviewed by the state advisory panels. Since 1986, the State Textbook and Instructional Materials Quality Commission has used an advisory panel of expert teachers in each subject area or grade level to advise the commission on book selections. The state advisory panels thoroughly review all the books and instructional materials submitted. The state advisory panels base their reviews on a textbook and instructional materials screening instrument approved by the State Textbook and Instructional Materials Quality Commission. This screening instrument includes an examination as to whether the textbooks or instructional materials: (a) Conform to the standards for their subject areas or grade levels; (b) Are free of any clear, substantive, factual or grammatical errors; and (c) Comply with and reflect the values expressed in § 49-6-1028(b), if the textbook or instructional materials are being considered for adoption as a textbook or instructional materials for education of students in general studies and specifically in United States history and this nation's republican form of government.

After review of the textbooks and instructional materials the reviews of each member of an advisory panel are posted on the department's web site for public review and comment. The advisory panelists then individually make their recommendations to the Commission. Each advisory panelist must review all the public comments on the textbook or instructional materials that are received and must consider those public comments in making their recommendation to the Commission.

Once a recommendation has been made from the advisory panel the Commission is then responsible for ensuring all recommendations: (1) conform to the academic standards for its subject area or grade level;

(2) are free of any clear, substantive, factual or grammatical error; (3) comply with and reflect the values expressed in § 49-6-1028(b), if the textbook or instructional materials are being considered for adoption as a textbook or instructional materials for education of students in general studies and specifically in United States history and this nation's republican form of government. The Commission must also review all public comments posted on the TDOE's web site before issuing a recommendation to the State Board.

The cost of the review to the State is limited to travel expenses for reviewers. Neither members of the Commission nor advisory panels are compensated for their services but may be reimbursed for travel expenses in accordance with state travel regulations. Additionally, advisory panel members may receive a stipend for their participation.

For FY 2015 the total cost for textbook reviews was \$34,127.11. For FY 2016 the total cost for textbook reviews was \$42,324.21.

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?

Members of the public have the opportunity to review all textbooks and instructional materials bid, submit their comments to the commission, and speak before the commission during their fall meeting to review the recommendations from the state advisory panels. The state seeks input from the public through online access provided by the publishers. The department announces when the textbooks and instructional materials are available for public review online during the state textbook review and approval process. The public can view textbooks and instructional materials at the same time as the state review committees are analyzing them, prior to the approval of the books. The public can submit feedback on the books and their input is sent to the publishers and the Textbook and Instructional Materials Quality Commission for their consideration during the approval process. The public can continue to view and submit feedback on the approved textbooks and instructional materials by accessing the materials online or by contacting their local school district to view hard copy of the textbooks and instructional materials.

A detailed overview of the public comment process can be found here:

[https://www.tn.gov/assets/entities/education/attachments/txtbk\\_review\\_process.pdf](https://www.tn.gov/assets/entities/education/attachments/txtbk_review_process.pdf)

12. Describe the process local school boards use in selecting textbooks and instructional materials from the lists approved by the commission.

After the State Board has officially approved the recommended textbook and instructional materials list from the Commission, local boards of education must appoint review committees to review the textbooks and instructional materials proposed for adoption and make their adoption upon recommendations of such committees. These committees are set up by grade and subject matter fields and composed of teachers, or supervisors and teachers, and parents with children enrolled in the LEA at the time of appointment to a committee. The local board may also appoint experts in the grade level or subject matter field for which textbooks and instructional materials are to be reviewed. Teachers and supervisors who serve on a committee must be teaching or supervising the respective grade or subject at the time of appointment and must be licensed to teach in the state with endorsements in the subject matter or grade level for which textbooks or instructional materials are being reviewed. Teachers and supervisors must have three or more years of experience as teachers or supervisors in the public schools. The director of schools in the LEA adopting textbooks or instructional materials serves as an ex officio member of all committees. After the committees make their recommendations to the local board of education, the director of schools records the list of all textbooks or instructional materials adopted by the local board of

education, and forwards a copy of the recorded adoption to the commissioner of education and posts the list on the LEA's web site.

13. How many times during fiscal years 2015 and 2016 were instances of schools using unapproved textbooks or instructional materials 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 and instructional materials not included in the approved list, in order to meet the unusual needs of the local system?

The TDOE did not identify any instances of unapproved textbook use in 2015-16. The TDOE reviews adoption lists submitted by LEAs to ensure alignment with the state approved list. Further, as authorized in T.C.A. § 49-6-2207, the Commission has developed guidelines for LEAs to request waivers to use textbooks/materials not on the approved state list.

14. Describe the process the commission uses in contracting with 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.

In compliance with T.C.A. § 49-6-2203, the Commission releases an invitation to bid to school book publishers 30 days prior to the deadline for receipt of bids. Publishers that wish to receive information on information regarding textbooks and instructional materials can request to be added to the Commission's distribution list on the department's website. Bid cycles are also sent via a listserv maintained by the Association of American Publishers. The invitation to bid includes details on the subject/ content area to be bid, instructions for submitting bids, and materials required to be submitted with the bids. A publisher pre-bid conference is also held during this period to provide additional details about the bidding process and answer any publisher questions.

A publisher pre-bid conference is also held during this period to provide additional details about the bidding process and answer any publisher questions. Content experts from the TDOE conduct an in-depth standards review with the publishers and also give a thorough explanation of the review instrument. This encourages publishers to align materials to Tennessee standards and also lets publishers know how materials will be assessed before they begin to create them.

Publisher bids must include executed agreement with the following provisions: ensuring the books' or the materials' accuracy; certifying that the textbooks have been thoroughly examined and reviewed by qualified content experts for factual accuracy. Publishers must list the professional credentials for at least 3 content review experts who have thoroughly examined the textbook or instructional materials for content accuracy; certifying that the textbook or instructional materials have been thoroughly examined and reviewed by qualified editors for typographical errors and errors in grammar, written expression, spelling, formatting and other substantive elements that may affect student learning; and agreeing to correct all factual and editing errors found in a textbook or instructional materials, at the publisher's expense. Publishers must submit a corrective action plan to the TDOE, for review and approval by the SBE, within 30 days of the TDOE's notification of the existence of errors in the textbook or instructional materials.

The Commission meets on a designated day to consider the bids received, reads them publicly, and then proceeds to select books for the approved lists on which bids have been requested. The Commission reviews bids for factors including: minimum content and reading level; alignment with the Tennessee Academic Standards; compliance with the minimum manufacturing standards and specifications for textbooks; substantive, factual or grammatical error; reflection of the values expressed in § 49-6-1028(b), if the textbook or instructional materials are being considered for adoption as a textbook or instructional materials for education of students in general studies and specifically in United States history and this nation's republican form of government; and public comments. The Commission aims to provide at least 4 books in each subject and grade for adoption by the state board, if available and of sufficient merit to warrant being listed.

Following the State Board of Education's adoption of the approved list, contracts for the textbooks/materials are executed in duplicate by the Commissioner as secretary of the Commission, on forms prepared and approved by the attorney general and reporter. As required by T.C.A. § 49-6-2203, the Commission may make contracts with the publishers for a period of no less than 36 months nor more than 73 months. The Commission then publishes the official textbook list which contains the title of the textbook listed for adoption, the names of the publishers and the prices at which the books are available.

Pursuant to Commission Rule, 0520-05-01-.02, the Commission determines the adoption cycle of textbooks in alignment with these contract term limits, and contracts are rebid in accordance with that adoption cycle.

The list of publishers currently under contract is attached.

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

The Commission does not prepare reports; however, all Commission meetings and meeting minutes are available to the public and posted on the TDOE website.

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

None at this time.

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.

Yes. The Commission plays a critical role in ensuring transparent and consistent review of textbook/material bids in a process that invites participation of the public and representation of each grand division of the state in the process. The Commission serves as a safeguard, promoting an open and uniform process for the submission and review of bids and recommendation of textbooks/materials. Further, the Commission's role in establishing contracts guarantees the availability of adopted programs to all LEAs at the lowest price.

Thus, the Commission plays an essential role in ensuring that all bids are reviewed against the same standards and that all schools have the same access to quality textbooks/materials. Without this critical component of the textbook review process, the burden of vetting and selecting textbooks would fall solely

on the local boards of education, and there would be no oversight of adopted textbooks/materials to ensure alignment with academic and physical standards, absence of errors, and conformity with Tennessee values. The State is committed to providing all students in Tennessee with equal access and opportunity for academic achievement, and the Commission plays a vital and significant role in promoting this ideal.

18. Has the commission developed and implemented quantitative performance measures for ensuring it is meeting its goals? If the commission has developed and implemented quantitative performance measures, please answer questions 19 through 26. If the commission has not developed quantitative performance measures, proceed to question 27.

The Commission has not developed quantitative performance measures at this time.

19. What are your key performance measures for ensuring the commission is meeting its goals? Describe so that someone unfamiliar with the program can understand what you are trying to measure and why it is important to the operation of your program.

20. What aspect[s] of the program are you measuring?

21. Who collects relevant data and how is this data collected (e.g., what types information systems and/or software programs are used) and how often is the data collected? List the specific resources (e.g., report, other document, database, customer survey) of the raw data used for the performance measure.

22. How is the actual performance measure calculated? If a specific mathematical formula is used, provide it. If possible, provide the calculations and supporting documentation detailing your process for arriving at the actual performance measure.

23. Is the reported performance measure result a real number or an estimate? If an estimate, explain why it is necessary to use an estimate. If an estimate, is the performance measure result recalculated, revised, and formally reported once the data for an actual calculation is available?

24. Who reviews the performance measures and associated data/calculations? Describe any process to verify that the measure and calculations are appropriate and accurate.

25. Are there written procedures related to collecting the data or calculating and reviewing/verifying the performance measure? Provide copies of any procedures.

26. Describe any concerns about the commission's performance measures and any changes or improvements you think need to be made in the process.

27. 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.

The Commission does not receive any federal assistance.

***If the commission does receive federal assistance, please answer questions 28 through 35. If the commission does not receive federal assistance, proceed directly to question 34.***

28. Does your commission prepare a Title VI plan? If yes, please provide a copy of the most recent plan.
29. 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.
30. To which state or federal commission (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.
31. Describe your commission's actions to ensure that commission staff and clients/program participants understand the requirements of Title VI.
32. 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.
33. 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).
34. Please provide a breakdown of current commission staff by title, ethnicity, and gender.

Alison Gower, director of content, white/ female

Joanna Collins, director of contracts and staff attorney, white/ female

Delancia Davis, administrative assistant, black/ female

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

The Commission does not contract for services.

**ATTACHMENT 1**  
**Career and Technical Education (CTE)**  
**Textbook Advisory Panel**

*Section B: Agriculture, Food, & Natural Resources; Architecture and Construction;  
Health Science; STEM; and Transportation, Distribution & Logistics*

**Overview**

Thank you for your interest in serving on the CTE Textbook Advisory Panel. If selected as a member of the panel, you will be entrusted with reviewing textbook publishers' submitted materials for the aligned courses in your career cluster and determining whether these materials meet the level of rigor and relevance required by the course standards. Most importantly, you will be tasked with selecting the materials that best serve the needs of Tennessee students. In so doing, you will help ensure teachers have access to high-quality resources to support their day-to-day instructional work.

The written application has the following three components:

1. Letter of Intent
2. Practice Exercise: Original Instructional Resource Task
3. Two Letters of Recommendation: (1) From the applicant's Career and Technical Education director,\* and (2) A professional reference from a peer in the field

Applicants must submit all three components to Alison Gower, deputy director of content and resources, via email at [Alison.Gower@tn.gov](mailto:Alison.Gower@tn.gov). **Applications will be accepted through January 29, 2016.** Please see the following note regarding eligibility:

\*The advisory panel will be composed primarily of current Tennessee middle and high school CTE educators; however, applicants from accredited postsecondary institutions in Tennessee and industry representatives may also apply and will be considered equally alongside their peers working in K-12 education. For applicants from an accredited postsecondary institution, a letter of recommendation from a direct supervisor/manager must be submitted in place of letter from a CTE director.

**Instructions**

**1. Letter of Intent (to be written by the applicant):**

The letter should not be longer than two pages, typed, and double-spaced. Please describe the following:

- Why are you interested in serving on the CTE Textbook Advisory Panel?
- What process do you undergo when determining which materials you will utilize to support your standards? What do you use to help make these decisions?
- What evidence do you have of student achievement and growth from your teaching? (Please focus, in particular, on the past two years of instruction.)

## 2. Practice Exercise: Original Instructional Resource Task

Create an original student task as it would appear in an instructional resource appropriate for the program of study or career cluster for which you are applying. If you are applying for more than one program of study or career cluster, you need only submit for one program of study or career cluster. Tasks must be aligned to a current Tennessee State Standard in a CTE course in addition to Tennessee State Standards for English language arts and literacy in technical subjects, and may span multiple days of instruction over more than one lesson plan. The task should follow the TNCore CTE instructional resources format found here: [http://tncore.org/literacy\\_in\\_science\\_and\\_technology/instructional\\_resources/cte\\_6-12/sample\\_tasks.aspx](http://tncore.org/literacy_in_science_and_technology/instructional_resources/cte_6-12/sample_tasks.aspx).

For sample task and format, please refer to the [www.TNCore.org](http://www.TNCore.org). Your task will be measured against four indicators:

- Strength of alignment to standards and classroom application
- Demonstration of content knowledge
- Ability to effectively write in content
- Rigor is appropriate for the course and expectation of the standards

## 3. Two Recommendation Letters

If applying as a K-12 CTE educator, one letter of recommendation must come from the applicant's CTE director and the other recommendation may come from a peer, colleague, or other professional connection who can best speak to the qualities listed below. For non-K-12 applicants, one letter must come from a direct supervisor/manager and one may come from a peer, colleague, or other professional connection who can best speak to the qualities listed below. Letters of recommendation should address the following information about the applicant:

- Evaluation scores (multiple years preferred) – *CTE Directors only*
- Skills/abilities/strengths as a professional
- Accomplishments as an educator (e.g., awards, recognitions, evidence of overcoming adversity in the classroom, personal investment in the success of students)
- Any contributions made to the CTE community or the local community at large (e.g., positions held, volunteerism, leadership)

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*Notice to all applicants:*

In accordance with T.C.A § 49-6-2201(n)(4) (here), the names of the advisory panelists, their positions, employers, and the panels on which they serve shall be identified on the Tennessee Department of Education's website. Information about each panelist will appear in the following manner:

*Jimmy Smith, CTE Educator, Harrison County Schools, Education and Training Panel*

Additional information about the textbook adoption process may be found here: <http://tennessee.gov/education/section/textbook-services>. If you have additional questions or concerns, please email [Alison.Gower@tn.gov](mailto:Alison.Gower@tn.gov). Thank you for your commitment to Tennessee students.



<b>Approved by:</b> Candice McQueen, Commissioner	<b>Authority:</b> TCA 4-3-803, TCA 4-4-103, TCA 12-4-103, TCA 49-1-201, TCA 49-50-1001
<b>Signature:</b> 	<b>Effective/Revised Date:</b> July 15, 2015
<b>Application:</b> All TDOE Employees	

## CONFLICT OF INTEREST

**PURPOSE:**

To establish policy and procedures for dealing with employee related conflicts of interest and to avoid conflicts of interest and insure objectivity in job performance and in departmental decision making.

**DEFINITIONS:** None.

**POLICY:**

It shall be a conflict of interest for any employee to participate in any activity in either a private or official capacity where such dealings, associations, or interests could affect an employee's objectivity in performing his/her job or in making the decisions required of the position.

It shall be a conflict of interest for any employee to bid on, or sell, or offer for sale, any merchandise, equipment, material, or similar commodity to the State of Tennessee during his/her tenure.

It shall be a conflict of interest for any employee to create a situation in which other persons are, in effect, invited to violate the laws prohibiting conflicts of interest.

It shall be a conflict of interest for any employee who also serves as a public official to participate in any decision making activity as a public official which directly affects his/her objectivity in performing his/her job or in making the decisions required as a Department employee. The employee must acknowledge his/her interest and excuse himself/herself from the public activity.

It shall be a conflict of interest for an employee to receive an honorarium or payment for personal services unless the employee adheres to the policy on honorariums. See policy: "Honorariums, Receiving." If an honorarium or payment is received, the employee shall not be eligible for reimbursement of travel expenses. An honorarium or payment from another State agency shall be made in accordance with the department's accounting policy on "Dual Services Agreements."

**PROCEDURES:**

1. It is the responsibility of the employee to avoid conflicts of interest. When in doubt, it is the employee's responsibility to request written clarification from the Department's Personnel Office. Such requests should be detailed. The Personnel Office will involve appropriate Department staff and respond in writing within 10 days of receipt of the request.
2. When an employee decides to run for public office or accept an appointed position outside the Department which affects public education issues in Tennessee, the employee is to notify the appointing authority detailing the kind of office or position and its impact on Tennessee public education. The affected employee will be notified of his/her responsibilities in accordance with the Department's conflict of interest policy.
3. Any employee violating this conflict of interest policy shall receive a written warning. Furthermore, any conflicts which appear to violate TCA will be referred to the State Comptroller's Office and the Office of the Attorney General. Any employee found guilty of a conflict of interest related misdemeanor may be subject to further disciplinary action up to and including dismissal.

Sunset Public Hearing Questions for  
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 Created by Section 49-6-2201, *Tennessee Code Annotated*  
 (Sunset termination June 2017)

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

The State Textbook and Instructional Materials Quality Commission (Commission) , authorized by T.C.A § 49-6-2201, is composed of 10 members whose responsibility is to prepare and recommend an official list of textbooks and instructional materials (“textbooks/materials”) for approval by the State Board of Education for use in the public schools of the state. The Commission’s statutory duties include: developing rules for the bidding and contracting of textbooks; reviewing bids for alignment with Tennessee Academic Standards; adopting minimum manufacturing standards and specifications for materials; appointing advisory panels and establishing contracts that guarantee the availability of adopted programs to all LEAs at the lowest price.

The commission is supported by the Tennessee Department of Education (TDOE)’s director of content, staff attorney and director of contracts, an administrative assistant and content experts as needed. The TDOE administers and coordinates the bidding, reviewing, listing, adoption and approval process, and supports the implementation of Commission rules, policies, and procedures. In addition, the TDOE is responsible for assisting the Commission by providing mandatory training to newly appointed members of the Commission and advisory panel members.

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 Section 49-6-2201, *Tennessee Code Annotated*, 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.

<b>Name</b>	<b>Appointed by</b>	<b>Position</b>	<b>County of Principal Residence</b>	<b>Race/Gender</b>	<b>60 years of age or older</b>
Dr. Craig Hammond	Gov	Yes, Principal	Davidson	W/M	No
Ms. Cynthia Bryant	Gov	Yes, Lay Member	Madison	W/F	Yes
Ms. Kelsey Cruze	Gov	Yes, Teacher/Supervisor 9-12	Knox	W/F	No
Mr. Kyle Mallory	Lt. Gov	Yes, Teacher/Supervisor 4-8	Stewart	W/M	No
Dr. Candice McQueen (Dr. Vicki Kirk is the Commissioner’s Designee)	N/A	Yes, Commissioner’s Designee	All State	W/F	No

Ms. Susan Bunch	Lt. Gov	Yes, City Director of Schools	Henderson	W/F	Yes
Ms. Lauren Nash	Spkr Hse	Yes, Teacher/Supervisor K-3	Weakley	W/F	No
Mr. Jason Vance	Spkr Hse	Yes, County Director Schools	Monroe	W/M	No
Dr. Jason Robinson	Lt. Gov	Yes, Lay Member	Bradley	W/M	No
Dr. Bill Campbell	Spkr Hse	Yes, Lay Member	Davidson	Y/M	Yes

3. How many times did the commission meet in fiscal years 2015 and 2016, and how many members were present at each meeting?

The Commission met on the following dates for 2015 and 2016:

April 20, 2015: 9 members present  
September 18, 2015: 10 members present  
September 28, 2015: 8 members present  
April 11, 2016: 8 members present

Two additional meetings are scheduled for September 15 and 26, 2016.

4. What per diem or travel reimbursement do members receive? How much was paid to commission members during fiscal years 2015 and 2016?

Commission members receive reimbursement at state travel, food, and lodging rates. FY15: \$1,889.67  
FY16: \$3,662.26

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 selection of textbooks and instructional material selections, as authorized by Section 49-6-2201 (n)(1)(a). Please describe how the members are chosen, how often the panel(s) met in fiscal years 2015 and 2016, and what reimbursement members received.

Advisory panelists are appointed in compliance with the process outlined in Textbook Commission Rule 0520-05-01-.10 which requires the following: At least one (1) teacher shall be appointed to each advisory panel. Teachers appointed to the advisory panels shall possess a license to teach with an endorsement in the subject area or grade level for which they shall review textbooks or instructional materials. Experts, who are not public school teachers, may include college professors and credentialed subject matter specialists. All members of advisory panels shall have a specific knowledge of and expertise in the content of the subject matter contained in the textbooks or instructional materials they review.

New members, with expertise in the subject areas up for adoption, are selected for this committee annually through an application process open to any teacher meeting the qualifications to serve on a local adoption committee, and other experts in the subject area. The application process consists of three components: (1) letter of intent; (2) applicant practice exercise; (3) letters of recommendation. Submitted

applications are reviewed by a selection committee that includes representatives from the Commission, the State Board of Education, and the department. The highest scoring applicants are then selected for the advisory panel. A sample application for advisory panelists is included as Attachment 1.

For FY15 and FY 16 panelist were selected for CTE Section A and B. Panelists met for training two days of training, conducted reviews independently and attended publishers’ hearing in August. Panelist receive reimbursement at state travel, food, and lodging rates and they also receive a stipend. For FY 2015, panelist were reimbursed \$32,237.44. For FY 2016, were reimbursed \$38,661.95

The following individuals have been chosen to serve as the Advisory Panelists for Section B:

<b>Advisory Panelists</b>	<b>Employer</b>	<b>Position</b>	<b>Panel</b>
Blankenship, Anthony	Jackson- Madison County	Educator	Section B: Architecture & Construction
Carey, LuAnn	Bradley County	Educator	Section B: Agriculture, Food, & Natural Resources
Chandler, Vernon	Sevier County	Educator	Section B: Architecture & Construction
Edney, Raygan	Perry County	Educator	Section B: Health Science
Farr, Janice	Oak Ridge CSS	Educator	Section B: Health Science
Halkiades, Julie	Rutherford County	Educator	Section B: Agriculture, Food, & Natural Resources
Hankins, Aaron	Knox County	Educator	Section B: Transportation, Distribution, & Logistics
Inman, Ryan	Dyersburg City	Educator	Section B: Agriculture, Food, & Natural Resources
Kirby, Jeana	Knox County	Educator	Section B: Health Science
Lewis, Ryan	Marion County	Educator	Section B: STEM
McMurray, Jeff	Knox County	Educator	Section B: Architecture & Construction
Reist, Jennifer	MNPS	Educator	Section B: Health Science
Richter, Lisa	Williamson County	Educator	Section B: Architecture & Construction
Tantawi, Khalid	Motlow State	Educator	Section B: STEM
Vester, Jacklyn	Putnam County	Educator	Section B: Agriculture, Food, & Natural Resources
Wade, Jamason	Shelby County	Educator	Section B: Transportation, Distribution, & Logistics

Section A – Local Adoption Year 2016

<b>Advisory Panelists</b>	<b>Employer</b>	<b>Position</b>	<b>Panel</b>
Beck, Lauren	Metro-Nashville	Educator	Section A : Information Technology
Darnell, Emily	Hamblen County	Educator	Section A: Human Services
Frazier, Amanda	Hamblen County	Educator	Section A : Information

			Technology
Hall, Diana	Wilson County	Educator	Section A: Human Services
Manis, Emily	Cocke County	Educator	Section A: Human Services
McPeters, Marta	Fentress County	Educator	Section A: Human Services
Meadows, Shelley	Sumner County	Educator	Section A: Human Services
Mosley, Matt	Knox County	Educator	Section A : Information Technology
Ottinger, Chris	Knox County	Educator	Section A: Advanced manufacturing
Phifer, Sara	Jackson-Madison County	Educator	Section A: Education and Training
Rawls, Mandy	Putnam County	Educator	Section A: Education and Training
Rudd, Walter	Hamblen County	Educator	Section A : Information Technology
Shrader, Laura	Jefferson County	Educator	Section A: Education and Training
Tantawi, Khalid	Motlow State	Educator	Section A: Advanced manufacturing
Watson, Jay	Putnam County	Educator	Section A : Information Technology
Whaley, Heather	Carson-Newman	Educator	Section A: Human Services

6. What were the commission's revenues (by source) and expenditures (by object) for fiscal years 2015 and 2016? 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?

The Commission had no revenues or expenditures and 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?

Yes. Meetings of the Commission are open to the public and made available for viewing by the public over the Internet by streaming video accessible from the TDOE web site:

<https://www.tn.gov/education/topic/textbook-commission>. Archived videos of the Commission's meetings are also available to the public through the TDOE web site. Notice of regular meetings are posted on the TDOE's web site within 3 full business days of the setting of the meeting dates, and notice of special called meetings is posted within 1 full business day of the call. TDOE designates a member of its staff to record minutes at each meeting, and agenda, minutes, and related documents are available for viewing by the public on the TDOE's website following each meeting. The Commission approves adoption of the previous meeting's minutes to ensure accuracy.

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.

Before members of the Commission discharge their duties, they take and subscribe to the following oath pursuant to T.C.A. § 49-6-2118: "I do hereby declare that I am not now directly or indirectly financially interested in, or employed by, any textbook or instructional materials publisher or agency, and that I will not become directly or indirectly financially interested in any of the proposed contracts, nor in any book or instructional materials, 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."

Additionally, Commission members must review and sign the department's conflict of interest policy (attached).

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

Yes. T.C.A. § 49-6-2201 authorizes the Commission to promulgate rules relating to the state's process for adopting textbook and instructional materials, including rules relating to: the bidding and contracting of textbook and instructional materials program; the adoption of physical standards and specifications that assure suitable durability of materials; and the recruitment and appointment of members to the advisory panels and the process by which the members review their assigned texts.

10. Describe the process the commission uses to prepare a list of standard editions of textbooks and instructional materials for approval by the State Board of Education. Who reviews the textbooks and instructional materials, 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?

Textbooks are first reviewed by the state advisory panels. Since 1986, the State Textbook and Instructional Materials Quality Commission has used an advisory panel of expert teachers in each subject area or grade level to advise the commission on book selections. The state advisory panels thoroughly review all the books and instructional materials submitted. The state advisory panels base their reviews on a textbook and instructional materials screening instrument approved by the State Textbook and Instructional Materials Quality Commission. This screening instrument includes an examination as to whether the textbooks or instructional materials: (a) Conform to the standards for their subject areas or grade levels; (b) Are free of any clear, substantive, factual or grammatical errors; and (c) Comply with and reflect the values expressed in § 49-6-1028(b), if the textbook or instructional materials are being considered for adoption as a textbook or instructional materials for education of students in general studies and specifically in United States history and this nation's republican form of government.

After review of the textbooks and instructional materials the reviews of each member of an advisory panel are posted on the department's web site for public review and comment. The advisory panelists then individually make their recommendations to the Commission. Each advisory panelist must review all the public comments on the textbook or instructional materials that are received and must consider those public comments in making their recommendation to the Commission.

Once a recommendation has been made from the advisory panel the Commission is then responsible for ensuring all recommendations: (1) conform to the academic standards for its subject area or grade level;

(2) are free of any clear, substantive, factual or grammatical error; (3) comply with and reflect the values expressed in § 49-6-1028(b), if the textbook or instructional materials are being considered for adoption as a textbook or instructional materials for education of students in general studies and specifically in United States history and this nation's republican form of government. The Commission must also review all public comments posted on the TDOE's web site before issuing a recommendation to the State Board.

The cost of the review to the State is limited to travel expenses for reviewers. Neither members of the Commission nor advisory panels are compensated for their services but may be reimbursed for travel expenses in accordance with state travel regulations. Additionally, advisory panel members may receive a stipend for their participation.

For FY 2015 the total cost for textbook reviews was \$34,127.11. For FY 2016 the total cost for textbook reviews was \$42,324.21.

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?

Members of the public have the opportunity to review all textbooks and instructional materials bid, submit their comments to the commission, and speak before the commission during their fall meeting to review the recommendations from the state advisory panels. The state seeks input from the public through online access provided by the publishers. The department announces when the textbooks and instructional materials are available for public review online during the state textbook review and approval process. The public can view textbooks and instructional materials at the same time as the state review committees are analyzing them, prior to the approval of the books. The public can submit feedback on the books and their input is sent to the publishers and the Textbook and Instructional Materials Quality Commission for their consideration during the approval process. The public can continue to view and submit feedback on the approved textbooks and instructional materials by accessing the materials online or by contacting their local school district to view hard copy of the textbooks and instructional materials.

A detailed overview of the public comment process can be found here:

[https://www.tn.gov/assets/entities/education/attachments/txtbk\\_review\\_process.pdf](https://www.tn.gov/assets/entities/education/attachments/txtbk_review_process.pdf)

12. Describe the process local school boards use in selecting textbooks and instructional materials from the lists approved by the commission.

After the State Board has officially approved the recommended textbook and instructional materials list from the Commission, local boards of education must appoint review committees to review the textbooks and instructional materials proposed for adoption and make their adoption upon recommendations of such committees. These committees are set up by grade and subject matter fields and composed of teachers, or supervisors and teachers, and parents with children enrolled in the LEA at the time of appointment to a committee. The local board may also appoint experts in the grade level or subject matter field for which textbooks and instructional materials are to be reviewed. Teachers and supervisors who serve on a committee must be teaching or supervising the respective grade or subject at the time of appointment and must be licensed to teach in the state with endorsements in the subject matter or grade level for which textbooks or instructional materials are being reviewed. Teachers and supervisors must have three or more years of experience as teachers or supervisors in the public schools. The director of schools in the LEA adopting textbooks or instructional materials serves as an ex officio member of all committees. After the committees make their recommendations to the local board of education, the director of schools records the list of all textbooks or instructional materials adopted by the local board of

education, and forwards a copy of the recorded adoption to the commissioner of education and posts the list on the LEA's web site.

13. How many times during fiscal years 2015 and 2016 were instances of schools using unapproved textbooks or instructional materials 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 and instructional materials not included in the approved list, in order to meet the unusual needs of the local system?

The TDOE did not identify any instances of unapproved textbook use in 2015-16. The TDOE reviews adoption lists submitted by LEAs to ensure alignment with the state approved list. Further, as authorized in T.C.A. § 49-6-2207, the Commission has developed guidelines for LEAs to request waivers to use textbooks/materials not on the approved state list.

14. Describe the process the commission uses in contracting with 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.

In compliance with T.C.A. § 49-6-2203, the Commission releases an invitation to bid to school book publishers 30 days prior to the deadline for receipt of bids. Publishers that wish to receive information on information regarding textbooks and instructional materials can request to be added to the Commission's distribution list on the department's website. Bid cycles are also sent via a listserv maintained by the Association of American Publishers. The invitation to bid includes details on the subject/ content area to be bid, instructions for submitting bids, and materials required to be submitted with the bids. A publisher pre-bid conference is also held during this period to provide additional details about the bidding process and answer any publisher questions.

A publisher pre-bid conference is also held during this period to provide additional details about the bidding process and answer any publisher questions. Content experts from the TDOE conduct an in-depth standards review with the publishers and also give a thorough explanation of the review instrument. This encourages publishers to align materials to Tennessee standards and also lets publishers know how materials will be assessed before they begin to create them.

Publisher bids must include executed agreement with the following provisions: ensuring the books' or the materials' accuracy; certifying that the textbooks have been thoroughly examined and reviewed by qualified content experts for factual accuracy. Publishers must list the professional credentials for at least 3 content review experts who have thoroughly examined the textbook or instructional materials for content accuracy; certifying that the textbook or instructional materials have been thoroughly examined and reviewed by qualified editors for typographical errors and errors in grammar, written expression, spelling, formatting and other substantive elements that may affect student learning; and agreeing to correct all factual and editing errors found in a textbook or instructional materials, at the publisher's expense. Publishers must submit a corrective action plan to the TDOE, for review and approval by the SBE, within 30 days of the TDOE's notification of the existence of errors in the textbook or instructional materials.

The Commission meets on a designated day to consider the bids received, reads them publicly, and then proceeds to select books for the approved lists on which bids have been requested. The Commission reviews bids for factors including: minimum content and reading level; alignment with the Tennessee Academic Standards; compliance with the minimum manufacturing standards and specifications for textbooks; substantive, factual or grammatical error; reflection of the values expressed in § 49-6-1028(b), if the textbook or instructional materials are being considered for adoption as a textbook or instructional materials for education of students in general studies and specifically in United States history and this nation's republican form of government; and public comments. The Commission aims to provide at least 4 books in each subject and grade for adoption by the state board, if available and of sufficient merit to warrant being listed.

Following the State Board of Education's adoption of the approved list, contracts for the textbooks/materials are executed in duplicate by the Commissioner as secretary of the Commission, on forms prepared and approved by the attorney general and reporter. As required by T.C.A. § 49-6-2203, the Commission may make contracts with the publishers for a period of no less than 36 months nor more than 73 months. The Commission then publishes the official textbook list which contains the title of the textbook listed for adoption, the names of the publishers and the prices at which the books are available.

Pursuant to Commission Rule, 0520-05-01-.02, the Commission determines the adoption cycle of textbooks in alignment with these contract term limits, and contracts are rebid in accordance with that adoption cycle.

The list of publishers currently under contract is attached.

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

The Commission does not prepare reports; however, all Commission meetings and meeting minutes are available to the public and posted on the TDOE website.

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

None at this time.

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.

Yes. The Commission plays a critical role in ensuring transparent and consistent review of textbook/material bids in a process that invites participation of the public and representation of each grand division of the state in the process. The Commission serves as a safeguard, promoting an open and uniform process for the submission and review of bids and recommendation of textbooks/materials. Further, the Commission's role in establishing contracts guarantees the availability of adopted programs to all LEAs at the lowest price.

Thus, the Commission plays an essential role in ensuring that all bids are reviewed against the same standards and that all schools have the same access to quality textbooks/materials. Without this critical component of the textbook review process, the burden of vetting and selecting textbooks would fall solely

on the local boards of education, and there would be no oversight of adopted textbooks/materials to ensure alignment with academic and physical standards, absence of errors, and conformity with Tennessee values. The State is committed to providing all students in Tennessee with equal access and opportunity for academic achievement, and the Commission plays a vital and significant role in promoting this ideal.

18. Has the commission developed and implemented quantitative performance measures for ensuring it is meeting its goals? If the commission has developed and implemented quantitative performance measures, please answer questions 19 through 26. If the commission has not developed quantitative performance measures, proceed to question 27.

The Commission has not developed quantitative performance measures at this time.

19. What are your key performance measures for ensuring the commission is meeting its goals? Describe so that someone unfamiliar with the program can understand what you are trying to measure and why it is important to the operation of your program.

20. What aspect[s] of the program are you measuring?

21. Who collects relevant data and how is this data collected (e.g., what types information systems and/or software programs are used) and how often is the data collected? List the specific resources (e.g., report, other document, database, customer survey) of the raw data used for the performance measure.

22. How is the actual performance measure calculated? If a specific mathematical formula is used, provide it. If possible, provide the calculations and supporting documentation detailing your process for arriving at the actual performance measure.

23. Is the reported performance measure result a real number or an estimate? If an estimate, explain why it is necessary to use an estimate. If an estimate, is the performance measure result recalculated, revised, and formally reported once the data for an actual calculation is available?

24. Who reviews the performance measures and associated data/calculations? Describe any process to verify that the measure and calculations are appropriate and accurate.

25. Are there written procedures related to collecting the data or calculating and reviewing/verifying the performance measure? Provide copies of any procedures.

26. Describe any concerns about the commission's performance measures and any changes or improvements you think need to be made in the process.

27. 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.

The Commission does not receive any federal assistance.

***If the commission does receive federal assistance, please answer questions 28 through 35. If the commission does not receive federal assistance, proceed directly to question 34.***

28. Does your commission prepare a Title VI plan? If yes, please provide a copy of the most recent plan.
29. 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.
30. To which state or federal commission (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.
31. Describe your commission's actions to ensure that commission staff and clients/program participants understand the requirements of Title VI.
32. 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.
33. 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).
34. Please provide a breakdown of current commission staff by title, ethnicity, and gender.

Alison Gower, director of content, white/ female

Joanna Collins, director of contracts and staff attorney, white/ female

Delancia Davis, administrative assistant, black/ female

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

The Commission does not contract for services.