

**Meeting Minutes**  
**Tennessee State Textbook and Instructional Materials Quality Commission**  
**March 19, 2018**

The Tennessee State Textbook and Instructional Materials Quality Commission met for its regular spring meeting in House Hearing Room III at Cordell Hull. The workshop began at 10:00am, with the meeting following at 11:00am. The Secretary of the Commission was present, election of a new chairman occurred during the meeting.

**Call to Order:** Dr. Vicki Kirk, Secretary called the meeting to order and welcomed members of the audience. Employees of the Department of Education were asked to introduce themselves.

**Roll Call**

Member	Present	Absent
Ms. Kay Kelsey	X	
Mr. Frank Cagle	X	
Dr. Vicki Kirk	X	
Ms. Kelsey Reece		X
Mr. Neel Durbin	X	
Mr. Randle Fenimore	X	
Ms. Karen King	X	
Mr. Kyle Mallory	X	
<b>Total</b>	<b>7</b>	<b>1</b>

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

**I. Adoption of Agenda**

**Dr. Vicki Kirk, Secretary**

**ACTION:** Kyle Mallory motioned, seconded by Neel Durbin to approve the adoption of the meeting agenda. The motion passed unanimously.

**II. October 2, 2017 Meeting Minutes**

**Dr. Vicki Kirk, Secretary**

**ACTION:** Kyle Mallory motioned, seconded by Neel Durbin to approve the October 2, 2017 minutes as presented to the commission. The motion passed unanimously.

**B. Action Items (Roll Call Vote)**

I. Election of 2018 Chairman

Dr. Vicki Kirk, Secretary

Nomination(s): Neel Durbin

Randle Fenimore motioned, seconded by Karen King to elect Mr. Neel Durbin as the 2018 Commission Chairman. The motion passed unanimously and Neel Durbin continued the meeting in place of Dr. Vicki Kirk.

Member	Yes	No	Present Not Voting
Mr. Randle Fenimore	X		
Ms. Kay Kelsey	X		
Mr. Neel Durbin	X		
Ms. Karen King	X		
Mr. Frank Cagle	X		
Dr. Vicki Kirk, Commissioner of Education's designee	X		
Mr. Kyle Mallory	X		

II. Election of 2018 Vice Chairman

Neel Durbin, Chairman

Nominations: Randle Fenimore

Karen King motioned, seconded by Kay Kelsey to nominate Mr. Randle Fenimore to serve as the 2018 Vice Chairman for the Commission. The motion passed unanimously.

Member	Yes	No	Present Not Voting
Mr. Randle Fenimore	X		
Ms. Kay Kelsey	X		
Mr. Neel Durbin, Chairman	X		
Ms. Karen King	X		
Mr. Frank Cagle	X		
Dr. Vicki Kirk, Commissioner of Education's designee	X		
Mr. Kyle Mallory	X		

III. Recommendation of Textbook Substitutions

**Dr. Tammy Shelton, Tennessee Department of Education**

**Kyle Mallory** motioned, seconded by **Frank Cagle** to approve the list of textbook substitutions as presented to the commission. The motion passed unanimously.

<b>Member</b>	<b>Yes</b>	<b>No</b>	<b>Present Not Voting</b>
Mr. Randle Fenimore, Vice Chairman	X		
Ms. Kay Kelsey	X		
Mr. Neel Durbin, Chairman	X		
Ms. Karen King	X		
Mr. Frank Cagle	X		
Dr. Vicki Kirk, Commissioner of Education's designee	X		
Mr. Kyle Mallory	X		

**IV. Approve Section D Screening Instruments**

**Dr. Tammy Shelton, Tennessee Department of Education**

**Randle Fenimore** motioned, seconded by **Kyle Mallory** to approve the screening instruments to be used for the Section D Textbook process. The motion passed unanimously.

<b>Member</b>	<b>Yes</b>	<b>No</b>	<b>Present Not Voting</b>
Mr. Randle Fenimore, Vice Chairman	X		
Ms. Kay Kelsey	X		
Mr. Neel Durbin, Chairman	X		
Ms. Karen King	X		
Mr. Frank Cagle	X		
Dr. Vicki Kirk, Commissioner of Education's designee	X		
Mr. Kyle Mallory	X		

**V. Approve Panelists for Section D Review**

**Dr. Tammy Shelton, Tennessee Department of Education**

**Kyle Mallory** motioned, seconded by **Randle Fenimore** to approve the list of panelists and alternate panelists for the Section D textbook adoption process. The motion passed unanimously.

<b>Member</b>	<b>Yes</b>	<b>No</b>	<b>Present Not Voting</b>
Mr. Randle Fenimore, Vice Chairman	X		
Ms. Kay Kelsey	X		
Mr. Neel Durbin, Chairman	X		
Ms. Karen King	X		
Mr. Frank Cagle	X		
Dr. Vicki Kirk, Commissioner of Education's designee	X		
Mr. Kyle Mallory	X		

Notes:

**Neel Durbin, Chairman** asked **Dr. Tammy Shelton** to explain the breakdown of reviewers and how many reviewers there would be for each textbook. **Dr. Tammy Shelton** explained that there will be 3-5 reviewers for every Social Studies textbook. World Languages and CTE textbooks would have 2 reviewers for each textbook.

**C. Presentations**

**I. Acknowledgement of Section D Bids**

**Dr. Tammy Shelton, Tennessee Department of Education**

**Dr. Tammy Shelton** presented the summary of bids received for the Section D cycle for Social Studies, World Languages, and CTE.

**Kyle Mallory** asked if online and hard copy textbooks were available as options for all subjects, and **Dr. Tammy Shelton** said there were online material options for almost every grade/subject.

**Neel Durbin** inquired about why we did not receive bids for every course that was listed on the Categories to be Bid. **Dr. Tammy Shelton** said each year there are courses that do not receive a bid; however, all required graduation courses did have bids for section D.

Karen King asked which publisher had their textbooks solely online. Dr. Tammy Shelton said the department would double check and let the commission know which publisher(s) were online only.

#### **D. Announcements & Notices**

##### **2018 Meeting Dates:**

It was decided that September 6, 2018 and September 25, 2018 would be the fall meeting dates for the commission. Each workshop will begin at 10: with the meeting following (locations TBD).

#### **E. Other Business from the Commission**

**Neel Durbin, Chairman**

Kyle Mallory mentioned Department of Education assessments. Dr. Tammy Shelton stated that while the assessment was not in the scope of work for the commission she would be glad to provide Department of Education contact information for the assessment program.

**Neel Durbin adjourned the meeting at 11:22am.**

Approved by: Rachel Brew Date: 9/14/18

