

**Meeting Minutes  
Tennessee State Textbook Commission  
Sep. 22, 2014**

The State Textbook Commission met for its regular meeting in Room 29, Legislative Plaza, Nashville, Tennessee, at 10:15 a.m. on Sep. 22, 2014. The Chairman was present and Rebecca Wright with the Tennessee Department of Education substituted for the Secretary of the Commission in a non-voting capacity. The minutes of the last meeting, April 9, 2014, were read and approved.

## **Roll Call**

<b>Present</b>	<b>Absent</b>
Dr. Verna Ruffin	
Ms. Shannon Streett	
Mr. Cory Concus	
Dr. Jason Robinson	
Mr. Lewis Moorner	
	Mr. Kevin Huffman, Secretary
Dr. Craig Hammond, Chairman	
<b>Total Present: 6</b>	<b>Total Absent: 1</b>

## **Call to Order**

**Chairman Hammond** called the meeting to order, welcomed members of the audience, and made his opening remarks.

## **Action Items**

### **I. Adoption of Agenda**

**ACTION:** Ms. Streett made a motion to adopt the agenda. The motion passed unanimously.

### **II. April 9, 2014 Meeting Minutes**

**ACTION:** Mr. Concus made a motion to approve the April 9, 2014 Meeting Minutes. The motion passed unanimously.

**III. Election of Rebecca Wright to substitute as Secretary for the Commission, to perform secretarial duties in a non-voting capacity.**

**Dr. Craig Hammond, Chairman,** presented this item.

**ACTION:** Dr. Ruffin made a first motion to elect Rebecca Wright to substitute as Secretary for the Commission, to perform secretarial duties in a non-voting capacity. The motion passed unanimously.

**IV. Textbook Commission Rules & Policies - First Read**

- A. Supplement to Contract-Policies Of Tennessee State Textbook Commission Rule
- B. Objectives of the State Review Textbook and Instructional Materials Review Process Policy
- C. Roles and Responsibilities of the State Textbook Commission Policy
- D. Policies and Procedures for Free Materials and Samples
- E. Textbook and Instructional Materials Samples
- F. Publishers Policy
- G. Commission Meetings Policy
- H. Publisher Corrective Action Plan Policy

**Ms. Rebecca Wright,** Tennessee Department of Education, presented this item for first reading.

**ACTION:** Dr. Ruffin moved approval of the Textbook Commission Rules & Policies on First Read. A roll call vote was taken as follows. The motion passed unanimously.

Member	Yes	No	Present Not Voting	Absent
Dr. Verna Ruffin	X			
Ms. Shannon Streett	X			
Mr. Cory Concus	X			
Dr. Jason Robinson	X			
Mr. Lewis Moorner	X			
Mr. Kevin Huffman, Secretary				X
Dr. Craig Hammond, Chairman	X			

## V. Revised Textbook Adoption Cycle

**Mr. Monty Wilson**, Tennessee Department of Education, presented this item for first and final reading.

**ACTION: Ms. Streett** moved approval of the Revised Textbook Adoption Cycle. A roll call vote was taken as follows. The motion passed unanimously.

Member	Yes	No	Present Not Voting	Absent
Dr. Verna Ruffin	X			
Ms. Shannon Streett	X			
Mr. Cory Concus	X			
Dr. Jason Robinson	X			
Mr. Lewis Moorner	X			
Mr. Kevin Huffman, Secretary				X
Dr. Craig Hammond, Chairman	X			

## Presentations

- VI. Review of Math Textbook State Review Process  
Monty Wilson, Tennessee Department of Education

## Announcements & Notices

### Reminder of Oct. 6 Regular Meeting

Rebecca Wright, Tennessee Department of Education

### Textbook LEAD Sessions

Monty Wilson, Tennessee Department of Education

## Recess

**Time Start:** 11:00 p.m.

**Time End:** 12:15 p.m.

## Presentations

- VII. Review of Math Textbook State Review Process  
Monty Wilson, Tennessee Department of Education

- VIII. Publisher Presentations on Mathematics Textbooks  
Textbook Publishers

- A. Phil Hester and Dr. Francis Fennell representing, and speaking on behalf of, Scott Foresman (a division of Pearson)
- B. Phil Hester and Susan Tower representing, and speaking on behalf of, Prentice Hall (a division of Pearson)
- C. Jeff Livingston and Beth Minor representing McGraw Hill

IX. Math Textbook Review Process

Karen Vogelsang, State Advisory Panelist

### **Other Business from the Commission**

**Chairman Hammond** then thanked the Commission members and reminded them that the Commission will meet again on Oct. 6, 2014.

### **Adjournment**

**Chairman Hammond** adjourned the meeting at **1:30 p.m. CST.**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_