



STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
6th FLOOR, ANDREW JOHNSON TOWER
710 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-0375

BILL HASLAM
GOVERNOR

KEVIN HUFFMAN
COMMISSIONER

MEMORANDUM

TO: Teachers Interested in Reviewing Textbooks
FROM: Morgan Branch, Director, Textbook Services
DATE: November 29, 2011
SUBJECT: Application Process

Thank you for your interest in participating in the textbook review process. Upon approval of the proposed budget, the State Textbook Commission will be contracting with teachers to review materials for

READING K- 8

We will be contracting directly with teachers. The application process will be open to any teacher who meets the statutory requirements (now teaching or supervising the respective subject, proper endorsement, and three or more years of public school experience) for serving on the local adoption committee. The Application is attached. **Please complete all forms.** There is a Form I subject listing for each area.

The Commission expects to use approximately thirty-three teachers for the review process, which lasts from June through July. One member of the committee will return in September for a two day meeting. Reviewers will be paid between \$1000 and \$2000. Expenses for approved travel will be paid in accord with state travel regulations. Reviewers are also usually allowed to keep the materials reviewed.

The committee appointed to select the reviewers is scheduled to meet in early January. Teachers interested in applying should complete and return the attached application, including a notarized copy of the accompanying oath, to the Office of Textbook Services at the TN Department of Education by **4:30 P.M., January 13, 2012**. Reviewers selected will be notified by mid **February, 2012**.

An orientation session is scheduled in the Nashville area for **June 11-15, 2012**, and a debriefing session **July 30-Aug 2, 2012**. Reviewers will independently examine books in the interim between these sessions. Also a representative from each committee will meet with the publishers on **September 17-18, 2012** to hear their responses to the consensus reviews developed during the debriefing session. Any requests for time away from classes during your regular school year will be minimal and, of course, subject to local approval. The state will pay for substitute teachers during the time you are away from your classroom for this process.

We appreciate your interest in the process and look forward to receiving your completed application. If you have questions, you may contact Morgan Branch at (615) 253-3160 or Valerie Starks at (615) 253-4348. You may also reach us at the following address:

Morgan.Branch@tn.gov or Valerie.Starks@tn.gov

Reviewer Application

The following forms are to be **completed and returned with your Reviewer Application**

1. **Committee Application Form**
2. **Oath of Office**
3. **Substitute W-9 Form**
4. **Timeline of Reviewer Events**

State Textbook Commission Advisory Committee Application - Cycle V-Reading K-8

Please key or print clearly all information required.

First Name:		Middle Initial:	Last Name:		Social Security No.:	
Home Address:			City:	State:	Zip Code:	Home or Cell Phone:
School System:			School:			School Phone:
School Address:			City:	State:	Zip Code	E-mail Address:
Teacher Certificate No.:		List all Area of Endorsement (By Name/Number):				
Number of Years in Current Teaching Assignment:						
Total Number of Years Teaching:						
Subject(s)	Grades Level(s)	List Courses Currently Teaching			List Courses Previously Taught	
1						
2						
3						
4						
5						
6						
7						
Please describe any computer experience:						
Have you served on the state review committee before?		<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, what committee and the year(s) served?		
Please check <i>all</i> of the curriculum areas for which you are qualified to review books .		COMMITTEES: <input type="checkbox"/> <i>Basal</i> , <input type="checkbox"/> <i>Co-Basal</i> , <input type="checkbox"/> <i>Alternative Low</i> , <input type="checkbox"/> <i>Alternative High</i>				

Attach a Resume/Experience Summary: Include grade level(s) taught, curriculum development at the state or local level, in-services conducted, workshops attended, etc. Cite specific activities which would reflect expertise in evaluating textbooks for the subject area for which you are applying.

- ✓ **References:** Attach two letters of recommendation.
- ✓ **Oath:** Return oath notarized and signed with your application.
- ✓ **W-9 Form:** Attach so that you may be entered into our system if selected.
- ✓ **Work Sample:** Attach a response to the following:

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. What are the most needed improvements in the subject area for which you are applying which could be addressed through improved textbooks? List specific criteria which could be applied to the textbooks submitted. Emphasize criteria which would assist the State Textbook Commission in selecting the books which best support these improvements. Include references to national standards if applicable.

Return Completed Application/Forms to: Morgan. Branch, Director
Office of Textbook Services
Tennessee Department of Education
5th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243-0379
(615) 253-3160

Applications must be received by this office by 4:30 PM, January 13, 2012. DO NOT FAX

ED3021 (Rev. 10/04)

OATH
TO BE ADMINISTERED TO MEMBERS OF THE
STATE TEXTBOOK COMMISSION EVALUATION COMMITTEE

"I do hereby declare that I am not now directly or indirectly financially interested in, or employed by, any textbook publisher or agency.

During calendar year 2012 and for a period of twelve months after completion of my duties as a textbook reviewer, I will not be employed by any textbook publisher nor 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 for listing and adoption.

For the same periods of time mentioned above, I will not communicate any confidential or proprietary information acquired in my capacity as a textbook reviewer to any textbook publisher or publishing concern.

Finally, I do hereby promise that I will act honestly, faithfully and conscientiously, and in all respects will discharge my duties as assigned by the Commission to the best of my skill and ability."

Signed

Date

Subscribed and sworn to before me, in my presence, this _____ day of _____,
_____, a Notary Public in and for the state of Tennessee.

Notary Public

SUBSTITUTE W-9 FORM
REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION

1. Please complete general information:

Taxpayer Name _____ Phone Number _____

Business Name (if applicable) _____

Address _____

City _____ State _____ ZIP Code _____

2. Circle the most appropriate category below: (please circle only one)

- 1) Individual (not an actual business)
 - 2) Joint account (two or more individuals)
 - 3) Custodian account of a minor
 - 4) a. Revocable savings trust (grantor is also trustee)
b. So-called trust account that is not a legal or valid trust under state law
 - 5) Sole proprietorship (using a social security number for the taxpayer ID)
 - 6) Sole proprietorship (using a federal employer identification number for taxpayer ID)
 - 7) A valid trust, estate, or pension trust
 - 8) Corporation
 - 9) Association, club, religious, charitable, educational, or other non-profit organization (for entities that are exempt from federal tax, use category 13 below)
 - 10) Partnership
 - 11) A broker or registered nominee
 - 12) Account with the US Department of Agriculture in the name of a public entity that receives agricultural program payments
 - 13) Government agencies and organizations that are tax-exempt under Internal Revenue Service guidelines (i.e., IRC 501(c)3 entities)
-

3. Fill in your taxpayer identification number below: (please complete only one)

1) If you circled number 1-5 above, fill in your Social Security Number.

_____ - _____ - _____

2) If you circled number 6-13 above, fill in your Federal Employer Identification Number (EIN).

_____ - _____

4. Sign and date the form:

Certification - Under penalties of perjury, I certify that the number shown on this form is my correct taxpayer identification number. If I circled category 13 above, I also certify that my agency or organization is tax-exempt per Internal Revenue Service guidelines and not subject to backup withholding.

Signature _____ Date _____

Title (if applicable) _____

Tentative Reviewer Timeline

(Keep for your information)

November 4 2011 – January 13, 2012 - Applications accepted

January 16, 2012 – February 1, 2012 - Selection of Committees

February 12, 2012 – March 10, 2012 - Acceptance Letters Sent and Returned -
Tentative Committee Assignments

March 15, 2011 – Contracts Mailed to reviewers
Final Committee Assignments

March 25, 2011 - Signed Contracts Due in Textbook Office

April 1 - May 30, 2012 - Contracts Executed and Mailed to Reviewers

June 1, 2012 - Contract Begins

***June 11-15, 2011 - Reviewers Report to Nashville for Orientation and Publisher Hearings.** *(Reviewers will be given an update on the standards, trained on the review instrument and software. Reviewers will also hear presentations by the publishers on the books bid for this section. Although five (5) days are listed, presentations may only last for two (2) days of that week.)*

June 15 – July 25, 2011 - Reviewers Independently Review Textbooks

***July 30– Aug 2, 2011 - Reviewers Report to Nashville for Debriefing Session.** *(In this session the committee writes a consensus review on each book reviewed.)*

August 26, 2011 – Deadline for Publishers to send written responses to the reviews to each committee member, Commission, and Consultants.

***September 12-13, 2011 - Textbook Commission Meeting and Publishers' Oral Responses to the Reviews.** *(A representative for each committee reports to Nashville to hear oral responses from the publishers to the committee's reviews and to update the committee's reviews.)*

November 30, 2011 - Contract Ends

***Dates when you are to be in Nashville. Note:** Please block out the entire week in June and the entire week in July. There is a very good possibility that work will be finished before the end of the week depending upon the number of publishers bidding.