**Textbook and Instructional Materials Quality Commission Meeting Minutes**

**April 22, 2021**

The meeting took place virtually out of necessity due to COVID-19, pursuant to Tennessee Code Annotated (“T.C.A.”) section 8-44-108(b)(3) and the Governor’s Executive Orders permitting governing bodies to conduct meetings electronically due to COVID-19. The public had access to the meeting through the WebEx virtual link.

The Textbook Commission Meeting began immediately after the workshop.

Meeting called to order by Commission Chair, Dr. Linda Cash

Meeting called to order at: 11:10 a.m**.** CST

Statement of Necessity for Virtual Meeting was read by Dr. Linda Cash, Chair.

Roll call was taken by Pam Kimbrough, Recording Secretary

|  |  |
| --- | --- |
| Mr. William “Billy” Bryan | Present |
| Ms. Laurie Cardoza-Moore | Present |
| Dr. Linda Cash | Present |
| Dr. John Combs | Present |
| Dr. Lisa Coons (non-voting member) | Present |
| Dr. Charles Crowe | Present |
| Dr. Mark Gonyea | Present |
| Ms. Marcia Rudd | Present |
| Ms. Michele Bowman | Present |

A quorum was met. Eight voting members present, one non-voting member present

Introductions of Commission Members was led by Commission Chair, Linda Cash

1. **Consent Items (Roll Call Vote) for Adoption of Amended Agenda**
2. At Chair’s recommendation, the agenda was amended to add the following items:

* a motion to request for TDOE to provide legal advisor,
* a motion for TDOE to design scoring rubrics and for TDOE to run a series of rubric reviews including a review by the math standards development committee, a third party review, and a field pressure test,
* a motion for Textbook Commission to have active role in the advisory panelist application design, and
* a motion for the Textbook Commission to review and select the advisory panel from the pool of panelist applications.

Motion to adopt amended agenda made by Dr. John Combs

Motion Seconded by Dr. Mark Gonyea

|  |  |
| --- | --- |
| Mr. William “Billy” Bryan | Yes |
| Ms. Laurie Cardoza-Moore | Yes |
| Dr. Linda Cash | Yes |
| Dr. John Combs | Yes |
| Dr. Charles Crowe | Yes |
| Dr. Mark Gonyea | Yes |
| Ms. Marcia Rudd | Yes |
| Ms. Michele Bowman | Yes |

Adoption of Amended Agenda passed unanimously.

1. **Action Items (Roll Call Vote)** 
   1. **Election of 2021 Chair**

Nominations: Dr. Linda Cash

Roll Call Vote to elect Linda Cash as 2021 Commission Chair:

|  |  |
| --- | --- |
| Mr. William “Billy” Bryan | Yes |
| Ms. Laurie Cardoza-Moore | Yes |
| Dr. Linda Cash | Yes |
| Dr. John Combs | Yes |
| Dr. Charles Crowe | Yes |
| Dr. Mark Gonyea | Yes |
| Ms. Marcia Rudd | Yes |
| Ms. Michele Bowman | Yes |

Election unanimously passed.

**Election of 2021 Vice Chair**

Nominations: Ms. Laurie Cardoza-Moore, Dr. John Combs

Roll Call Vote to elect 2021 Commission Vice Chair:

|  |  |  |
| --- | --- | --- |
|  | Dr. John Combs | Ms. Laurie Cardoza-Moore |
| Mr. William “Billy” Bryan | Yes | No |
| Ms. Laurie Cardoza-Moore | No | Yes |
| Dr. Linda Cash | Yes | No |
| Dr. John Combs | Yes | No |
| Dr. Charles Crowe | Yes | No |
| Dr. Mark Gonyea | Yes | No |
| Ms. Marcia Rudd | Yes | No |
| Ms. Michele Bowman | Yes | No |

Majority of Commission members voted to elect Dr. John Combs as 2021 Commission Vice Chair

1. **Approval of Minutes, March 12, 2021**

Motion to approve: Mr. William “Billy” Bryan

Motion seconded: Ms. Marcia Rudd

Roll Call Vote

|  |  |
| --- | --- |
| Mr. William “Billy” Bryan | Yes |
| Ms. Laurie Cardoza-Moore | Yes |
| Dr. Linda Cash | Yes |
| Dr. John Combs | Yes |
| Dr. Charles Crowe | Yes |
| Dr. Mark Gonyea | Yes |
| Ms. Marcia Rudd | Yes |
| Ms. Michele Bowman | Yes |

Motion approved unanimously.

1. **Schedule B Adoption Schedule Option 2 Approval**

Motion to approve: Dr. Charles Crowe

Motion seconded: Dr. John Combs

Roll Call Vote

|  |  |
| --- | --- |
| Mr. William “Billy” Bryan | Yes |
| Ms. Laurie Cardoza-Moore | Yes |
| Dr. Linda Cash | Yes |
| Dr. John Combs | Yes |
| Dr. Charles Crowe | Yes |
| Dr. Mark Gonyea | Yes |
| Ms. Marcia Rudd | Yes |
| Ms. Michele Bowman | Yes |

Motion approved unanimously.

1. **Adoption of Request for TDOE Support for Schedule B Adoption Cycle**

Motion to adopt as read as whole document: Dr. Mark Gonyea

Motion seconded: Mr. William “Billy” Bryan

Roll Call Vote

|  |  |
| --- | --- |
| Mr. William “Billy” Bryan | Yes |
| Ms. Laurie Cardoza-Moore | Yes |
| Dr. Linda Cash | Yes |
| Dr. John Combs | Yes |
| Dr. Charles Crowe | Yes |
| Dr. Mark Gonyea | Yes |
| Ms. Marcia Rudd | Yes |
| Ms. Michele Bowman | Yes |

Motion approved unanimously.

1. **Motion to request TDOE to provide legal advisor**

Motion to approve: Ms. Michele Bowman

Motion seconded: Mr. William “Billy” Bryan

Roll Call Vote

|  |  |
| --- | --- |
| Mr. William “Billy” Bryan | Yes |
| Ms. Laurie Cardoza-Moore | Yes |
| Dr. Linda Cash | Yes |
| Dr. John Combs | Yes |
| Dr. Charles Crowe | Yes |
| Dr. Mark Gonyea | Yes |
| Ms. Marcia Rudd | Yes |
| Ms. Michele Bowman | Yes |

Motion approved unanimously.

Joanna Collins, Assistant General Counsel for Procurement, TN Department of Education responded to motion for request for TDOE to provide legal advisor. We will convey this request to the Department.

1. **Motion to request TDOE to design scoring rubrics and include a series of reviews of rubrics**

Motion to approve: Dr. Mark Gonyea

Motion seconded: Dr. John Combs

Roll Call Vote

|  |  |
| --- | --- |
| Mr. William “Billy” Bryan | Yes |
| Ms. Laurie Cardoza-Moore | Yes |
| Dr. Linda Cash | Yes |
| Dr. John Combs | Yes |
| Dr. Charles Crowe | Yes |
| Dr. Mark Gonyea | Yes |
| Ms. Marcia Rudd | Yes |
| Ms. Michele Bowman | Yes |

Motion approved unanimously.

1. **Motion for Textbook Commission to have TDOE design panelist application for the textbook commission to review**

Motion to approve: Ms. Laurie Cardoza-Moore

Motion seconded: Ms. Marcia Rudd

Roll Call Vote

|  |  |
| --- | --- |
| Mr. William “Billy” Bryan | Yes |
| Ms. Laurie Cardoza-Moore | Yes |
| Dr. Linda Cash | Yes |
| Dr. John Combs | Yes |
| Dr. Charles Crowe | Yes |
| Dr. Mark Gonyea | Yes |
| Ms. Marcia Rudd | Yes |
| Ms. Michele Bowman | Yes |

Motion approved unanimously.

1. **Motion for TDOE to provide summary of applicants for Textbook Commission meeting for the textbook to review/select advisory panelists**

Motion to approve: Dr. Mark Gonyea

Motion seconded: Dr. Charles Crowe

Roll Call Vote

|  |  |
| --- | --- |
| Mr. William “Billy” Bryan | Yes |
| Ms. Laurie Cardoza-Moore | Yes |
| Dr. Linda Cash | Yes |
| Dr. John Combs | Yes |
| Dr. Charles Crowe | Yes |
| Dr. Mark Gonyea | Yes |
| Ms. Marcia Rudd | Yes |
| Ms. Michele Bowman | Yes |

Motion approved unanimously.

1. **Notices made by Chair Linda Cash**
   1. Notice to Mathematics publishers of the Commission’s extension of existing contracts through June 30, 2022. The Commission is aware of the need to pursue an additional extension of the existing contracts through June 30, 2023, however at this time, the Commission’s ability to issue an additional extension is subject to legislative action.
   2. Special called organizational meeting is scheduled for Tuesday, May 25 at 9 a.m. CST
   3. Fall Regular Meeting is scheduled for Thursday, September 9, 2021 at 10 a.m. CST
2. **Call for other business from the Commission was made by Chair Linda Cash - None**
3. **Meeting adjourned by Commission Chair Linda Cash at: 11:57 a.m. CST**