

**WORKSHOP AND MEETING MINUTES
STATE TEXTBOOK AND INSTRUCTIONAL MATERIALS QUALITY COMMISSION**

March 10, 2023
10:00 a.m. CT

Location

In Person:
Cordell Hull State Office Building
House Hearing Room II
425 Rep. John Lewis Way N
Nashville, TN 37243

Recording: [Link](#)

Textbook Commission Workshop Minutes*

1. Introductions of Commission Members & Opening Remarks
Dr. Linda Cash, Commission Chair

The workshop started on time at 10:00 a.m. CT

Mr. Mike Bell	Present
Mr. William "Billy" Bryan	Present
Dr. Linda Cash	Present
Ms. Deborah "Deb" Chancellor	Present
Dr. John Combs	Absent
Ms. Laurie Cardoza-Moore	Present
Mr. Daniel French	Present
Dr. Kathy Hickie	Present
Ms. Lee Houston	Present
Ms. Katie Capshaw	Present
Dr. Christy Wall (Non-voting Commissioner Designee)	Present
Ms. Nikki Jones-Wallace (Non-voting Commissioner Designee)	Present

Quorum Confirmed

2. March 10, 2023 Commission Meeting Workshop Agenda Items
Dr. Linda Cash, Commission Chair

- Dr. Cash discussed the items on the agenda by reviewing each item.

3. Schedule D: Science Instructional Materials Adoption

Ms. Virginia Mayfield, Senior Director, Tennessee Department of Education

- Committee members discussed the Science Instructional Materials Adoption Schedule.
 - Dr. Cash asked Ms. Mayfield to share information about the Science Instructional Materials adoption schedule.
 - Ms. Mayfield shared that the commission members had a draft of the schedule to review that was created based on the final math schedule. Ms. Mayfield shared the items in the document and referenced how the timeline impacted different stakeholders involved in the process.
 - Ms. Mayfield shared the dates on the schedule and identified specific changes made as a result of the feedback provided for the math schedule. -Specifically, rubric review by the standards committee was included and the window of time for compiling advisory panelist feedback was extended. Additional time was provided for review from both the Tennessee Department of Education and the Commission.
 - Ms. Mayfield referenced that an extension to the current science contracts would be discussed during the regular meeting.
 - Dr. Cash referenced the need for the science materials to be 100% aligned to state standards and adherence with state law.
 - Ms. Houston asked about the materials not using the Common Core Standards. Ms. Mayfield shared that Common Core Standards do not have science standards.
 - Ms. Mayfield shared that Mathematical Reasoning for Decision Making course was also added to the review schedule and was referenced in the Schedule D draft document.

4. Library Materials Guidance

Dr. Linda Cash, Commission Chair

- Committee members discussed the Library Materials Guidance document.
 - Dr. Cash referenced the library guidance document that had been reviewed by the Attorney General's office to ensure the document meets state law requirements and aligns with the intentions in the law.
 - Dr. Cash shared one recommendation of adding the word 'are', as a clarifying word for consistency in the document, on the first page, in the last sentence under section B.
 - Dr. Cash also discussed the suggestion to align the language between LEA and the State Board of Education and shared that the changes would not be necessary.
 - Dr. Cash reminded the committee that the guidance document was legally reviewed and thanked the Attorney General's office for its support.

Workshop session ended at 10:10 a.m. CT

***The Textbook Commission Meeting began immediately after the workshop. The Commission**

will adjourn (if needed) at the time announced during the workshop or meeting.

**Textbook and Instructional Materials Quality Commission Meeting Minutes
March 10, 2023**

1. Welcome & Introductions

a. Call to Order at 10:10 a.m. CT

Dr. Linda Cash, Commission Chair

b. Roll Call

Ms. Tabatha Siddiqi, Recording Secretary, Tennessee Department of Education

Mr. Mike Bell	Present
Mr. William "Billy" Bryan	Present
Dr. Linda Cash	Present
Ms. Deborah "Deb" Chancellor	Present
Dr. John Combs	Absent
Ms. Laurie Cardoza-Moore	Present
Mr. Daniel French	Present
Dr. Kathy Hickie	Present
Ms. Lee Houston	Present
Ms. Katie Capshaw	Present
Dr. Christy Wall (Non-voting Commissioner Designee)	Present
Ms. Nikki Jones-Wallace (Non-voting Commissioner Designee)	Present

Quorum Confirmed

c. Introductions of Commission Members

Dr. Linda Cash, Commission Chair

2. Consent Items (Voice Vote)

a. Adoption of Agenda

Dr. Linda Cash, Commission Chair

Motion to adopt agenda items made by: Mr. Daniel French

Motion seconded by: Mr. William "Billy" Bryan

Dr. Linda Cash, Commission Chair, requested a roll call vote

Mr. Mike Bell	Aye
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Mr. William "Billy" Bryan	Aye
Dr. Linda Cash	Aye
Ms. Deborah "Deb" Chancellor	Aye
Dr. John Combs	Absent
Ms. Laurie Cardoza-Moore	Aye
Mr. Daniel French	Aye
Dr. Kathy Hickie	Aye
Ms. Lee Houston	Aye
Ms. Katie Capshaw	Aye

Adoption of agenda passed unanimously.

3. Action Items (Roll Call Vote)

a. Election of a Chair

Dr. Linda Cash, Commission Chair

Dr. Cash asked for nominations for the Commission Chair.

Ms. Capshaw nominated Dr. Linda Cash.

Dr. Cash nominated Dr. John Combs.

Dr. Linda Cash, Commission Chair, requested a roll call vote

Mr. Mike Bell	Absent
Mr. William "Billy" Bryan	Aye
Dr. Linda Cash	Aye
Ms. Deborah "Deb" Chancellor	Aye
Dr. John Combs	Absent
Ms. Laurie Cardoza-Moore	Aye
Mr. Daniel French	Aye
Dr. Kathy Hickie	Aye
Ms. Lee Houston	Aye
Ms. Katie Capshaw	Aye

Motion passed unanimously for Dr. Linda Cash to be Commission Chair.

b. Election of a Vice Chair

Commission Chair

Dr. Cash asked for nominations for the election of a Vice Chair of Commission.

Mr. Bryan nominated Dr. John Combs.

Dr. Linda Cash, Commission Chair, requested a roll call vote.

Mr. Mike Bell	Aye
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Mr. William "Billy" Bryan	Aye
Dr. Linda Cash	Aye
Ms. Deborah "Deb" Chancellor	Aye
Dr. John Combs	Absent
Ms. Laurie Cardoza-Moore	Aye
Mr. Daniel French	Aye
Dr. Kathy Hickie	Aye
Ms. Lee Houston	Aye
Ms. Katie Capshaw	Aye

Motion passed unanimously for Dr. John Combs to be Commission Vice Chair.

c. Approval of Minutes-November 18, 2022

Commission Chair

Dr. Linda Cash, Commission Chair, requested a voice vote to approve the minutes from the Nov. 18, 2022 meeting.

Motion to approve the minutes made by: Mr. Mike Bell

Motion seconded by: Mr. William "Billy" Bryan

Motion passed unanimously and the minutes were approved.

d. Approval of Minutes-December 7, 2022

Commission Chair

Dr. Linda Cash, Commission Chair, requested a voice vote to approve the minutes from the Dec. 7, 2022 meeting.

Motion to approve the minutes made by: Mr. Mike Bell

Motion seconded by: Mr. William "Billy" Bryan

Motion passed unanimously and the minutes were approved.

e. Library Materials Guidance

Commission Chair

Dr. Linda Cash, Commission Chair, requested a motion to approve the Library Material Guidance.

Motion to approve the Library Material Guidance made by: Mr. Mike Bell

Motion seconded by: Mr. William "Billy" Bryan

Dr. Linda Cash, Commission Chair, requested a roll call vote.

Mr. Mike Bell	Aye
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Mr. William “Billy” Bryan	Aye
Dr. Linda Cash	Aye
Ms. Deborah “Deb” Chancellor	Aye
Dr. John Combs	Absent
Ms. Laurie Cardoza-Moore	Aye
Mr. Daniel French	Aye
Dr. Kathy Hickie	Aye
Ms. Lee Houston	Aye
Ms. Katie Capshaw	Aye

Approval of Library Materials Guidance passed unanimously.

f. Schedule D: Science Instructional Materials Adoption Schedule

Commission Chair

Dr. Linda Cash, Commission Chair, requested a motion to approve Schedule D: Science Instructional Material Adoption Schedule

Motion to approve the Schedule D: Science Instructional Material Adoption Schedule made by: Mr. Mike Bell

Motion seconded by: Mr. William “Billy” Bryan

Dr. Linda Cash, Commission Chair, requested a roll call vote.

Mr. Mike Bell	Aye
Mr. William “Billy” Bryan	Aye
Dr. Linda Cash	Aye
Ms. Deborah “Deb” Chancellor	Aye
Dr. John Combs	Absent
Ms. Laurie Cardoza-Moore	Aye
Mr. Daniel French	Aye
Dr. Kathy Hickie	Aye
Ms. Lee Houston	Aye
Ms. Katie Capshaw	Aye

Approval of Schedule D: Science Instructional Material Adoption passed unanimously.

g. Extension of Science Instructional Materials Contracts-1 Year

Commission Chair

- Dr. Linda Cash, Commission Chair, requested that Ms. Mayfield discuss why an extension to the science contracts would be needed.
- Ms. Mayfield discussed that an additional year would be needed to fill the gap between the current contracts and when new contracts would be available for districts following the upcoming science adoption.

- Dr. Cash asked if prices would remain the same and Ms. Mayfield confirmed that prices would remain the same.

Motion to approve the Extension of Science Instructional Materials Contracts- 1 Year made by: Mr. William “Billy” Bryan

Motion seconded by: Mr. Mike Bell

Dr. Linda Cash, Commission Chair, requested a roll call vote.

Mr. Mike Bell	Aye
Mr. William “Billy” Bryan	Aye
Dr. Linda Cash	Aye
Ms. Deborah “Deb” Chancellor	Aye
Dr. John Combs	Absent
Ms. Laurie Cardoza-Moore	Aye
Mr. Daniel French	Aye
Dr. Kathy Hickie	Aye
Ms. Lee Houston	Aye
Ms. Katie Capshaw	Aye

Approval of the extension of Science Instructional Materials Contracts for 1 year passed unanimously.

h. Substitution Approvals

Commission Chair

- Dr. Linda Cash, Commission Chair, asked Ms. Mayfield to discuss the approval of submitted substitutions.
- Ms. Mayfield shared that there were no submitted substitutions for the commission to discuss.

4. 2023 Meeting Dates

Special Called Meeting: Summer 2023

- Dr. Linda Cash, Commission Chair, asked the commission to look at their calendars to discuss a date for a potential summer meeting based on the needs of the commission. Ms. Mayfield shared that there were no items currently slated for discussion. The commission decided to schedule a meeting to ensure a date was identified if a meeting is required.
- The next Special Called meeting was requested to take place on July 17, 18, or 19 with optional dates of July 24, 25, or 26 – pending availability of department staff and meeting space. Preference for the week of July 17 was stated by Dr. Cash, as back-to-school days and events could be a conflict for the second set of dates provided.

Regularly Scheduled Meeting: -September

- The next Regularly Scheduled Meeting was requested to take place on Sept. 5, 6, or 8, with optional dates of Sept. 11 or 12 suggested – pending availability of department staff and meeting space.

5. Other Business from the Commission

Commission Chair

- Dr. Cash shared that Dr. John Combs sends his apologies for missing the meeting because of a last-minute business trip to Texas.
- Ms. Mayfield asked Dr. Cash to confirm the documents that would need to be added to the website.
- Dr. Cash shared the Science Schedule D and Library Guidance on letterhead, with the updated wording, should be posted.

6. Meeting adjourned by Commission Chair, Dr. Linda Cash, at 10:30 a.m. CT