

Schedule of Activities for 2010-11 Textbook Evaluation and Adoption

August 9-10, 2010	Textbook Commission Planning Session (Clarion Hotel Greensboro, Greensboro, NC)
October 7, 2010	Textbook Commission Webinar Meeting
November 4, 2010	<p>Department of Public Instruction (DPI) presents a review of the curriculum requirements and a draft of the <i>Invitation to Submit Textbooks</i> document for the 2010-11 textbook evaluation and adoption process to the State Board for discussion.</p> <p>BLACK OUT PERIOD – November 4, 2010 through January 31, 2011 No sampling or promotion of instructional materials under consideration shall be allowed after issuance of the <i>Invitation</i> until after January 31, 2011, conclusion of evaluation of submitted materials.</p>
November 5, 2010	<p>DPI emails the <i>2010-11 Invitation to Submit Textbooks for Evaluation and Adoption in North Carolina</i> to publishers and producers who are in the NC Publishers' Registry. The Invitation is available on DPI's website: http://www.ncpublicschools.org/textbook/publishers/invitation.</p>
November 10, 2010	<p>Webinar meeting for publishers to review procedures in the <i>2010-2011 Invitation...</i> This meeting will present information about submitting bids, highlight deadlines. (10:00 a.m. – 11:30 a.m.)</p>
December 10, 2010	<p>Electronic and two hard copy bids are due by Friday 5:00 p.m. (EST) Bid forms are to be submitted electronically to smoore@dpi.state.nc.us. Subject line should read "Instructional Materials Bid." Two hard copies of all bids must be mailed to Textbook Adoption Services, 6th floor, NC Education Building, 6343 Mail Service Center, Raleigh, NC 27699-6343. Refer questions to smoore@dpi.state.nc.us .</p>
December 13, 2010	<p>Hard copy bids will be opened at 9:00 a.m. in Room 620, NC Education Building, Wilmington Street, Raleigh, NC.</p>
January 21, 2011	<p>Deadline for sample bid instructional materials as follows: (a) Form A core instructional materials to selected site locations (p. 41) (b) DPI official sample copy - must include all items on Bid Forms A& B (send to Textbook Warehouse, c/o Drew Fairchild, 3905 Reedy Creek Road, Raleigh, NC 27607) No samples should be received prior to January 17th or later than January 21st.</p> <p>Local Education Agency (LEA) Pilot Bid Materials - Publishers who are conducting pilot programs in North Carolina schools and plan to submit the piloted materials in the current adoption year must notify Textbook Adoption</p>

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January 28 2011	<p>Services in writing. The name of each LEA and the materials being piloted must be submitted to Textbook Adoption Services. The Textbook Commission shall notify all superintendents whose LEAs are involved in piloting bid textbook materials that the materials may or may not be accepted by the Commission. Notifications may be emailed to smoore@dpi.state.nc.us.</p> <p>(1) Publishers set-up instructional materials, including correlations and equipment from 9:00 a.m. – 12:00 p.m. at the Twin City Quarter, Marriott Hotel, 425 N. Cherry Street, Winston-Salem, NC. Materials must include all items on Bid Forms A & B.</p> <p>(2) Publishers’ presentations to Textbook Commission and evaluators. Presentation schedules will be sent electronically to all publishers who have submitted bids. Note: There will be no question/answer session during these presentations. No prices shall be displayed or materials distributed during the publisher’s presentation to the Textbook Commission and evaluators.</p>
January 29-31, 2011	<p>Evaluation of instructional materials at Twin City Quarter, Marriott Hotel, 425 N. Cherry Street, Winston-Salem, NC</p>
February 1, 2011	<p>Publishers will take down displays, box instructional materials, and remove equipment. NOTE: Instructional materials will be stored at the Marriott Hotel through February 18, 2011 for Commission use at the Deliberations/Reconsiderations meetings.</p>
February 17, 2011	<p>Textbook Commission Deliberations, Twin City Quarter, Marriott Hotel, Winston-Salem, NC</p>
February 18, 2011	<p>Publishers Reconsiderations, Twin City Quarter, Marriott Hotel, Winston-Salem, NC NOTE: Publishers will remove all instructional materials from the hotel site at the conclusion of the Publishers Reconsiderations.</p>
March 3, 2011	<p>State Board reviews and takes action on the instructional materials recommended by the Textbook Commission.</p>
March 20-31, 2011	<p>Regional Caravan meetings for LEAs – Presentations of adopted materials to local school districts will be coordinated by Textbook Adoption Services, and a presentation schedule will be provided. An administrative cost per publisher is required for the Regional Caravan meetings. Cost information and participation form will be provided.</p>
May 2, 2011	<p>(a) Student Editions, Technology Components, and Computerized Files 4 copies of student edition of each SBE adopted bid items</p>

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<p>December 30, 2011</p>	<p>1 copy of adopted technology components Required computerized files (Attachment 8)</p> <p>Send student editions, technology components, and computerized files to: Jennifer McMillen NC Textbook Warehouse 3905 Reedy Creek Road Raleigh, NC 27607</p> <p>NOTE: If you send computerized files to NIMAS, please notify, by email, Textbook Adoption Services smoore@dpi.state.nc.us and Textbook Warehouse jmcmillen@dpi.state.nc.us.</p> <p>(b) Publisher's deadline for contracts and surety bond to be at NCDPI, Textbook Adoption Services (Attachments 3 and 4)</p> <p>(3) Publisher's signed affidavit due to Textbook Adoption Services certifying that all materials shipped to North Carolina have been thoroughly examined and are error free (Attachment 9)</p> <p>Errata sheets are due for K-12 English/Language Arts</p>
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