

**Minutes from TCAT Region IV Meeting**  
**Spring ISD Spring, Texas**  
**May 12<sup>th</sup>**

- The meeting was held at the Spring ISD Warehouse. Breakfast was provided by Follett Educational Services. The meeting was called to order at 9:35am by Jill Cook, President.
- Minutes were distributed and read. Motion to approve minutes from John Bridges, Fort Bend ISD and Joel Lopez, Houston ISD.
- No new Coordinators attended.
- Discussion about readjusting your TEA surplus textbooks and reporting worn-out textbooks by October.
- Amy Smith from Galveston asked about a time frame for reporting surplus. TEA has not set a time limit yet.
- The Summer Institute will be held at Clear Creek ISD for new Coordinators on June 14th. On the agenda there will discussion about the Commissioner's List and Textbook Credits.
- Discussion about when districts can order for supplemental textbooks. Kellie Skarda from Goose Creek said 75% of all school districts need to have their order entered, before TEA opens for supplemental orders. Also, make sure you change your population for your subscriptions.
- The new adoption ELPS can be ordered for every high school teacher.
- Discussion about when textbook credits can be spent. Textbooks must be purchase from SBOE current adoption. You must call the publisher about classroom copies. No waiver is needed to purchase textbooks.
- Districts can call Follett for pickup out of adoption textbooks.

- There new CATE courses for the new school year. Districts may have surplus textbooks.
- CEV will upgrade VHS to CD's for curriculum caddy's. The cost is \$100 per box. Textbook credits cannot be used.
- The next TCAT meeting maybe held at Alief ISD, LaPorte ISD, Clear Creek ISD or Fort Bend ISD.
- Meeting adjourned at 10:50am.

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