

**Minutes from TCAT Region IV Meeting
Alief ISD Houston, Texas
September 21, 2010**

- The meeting was held at the Alief ISD Conference Center. 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.
- Two new Coordinators from Pasadena ISD attended.
- Coordinators were asked to nominate President-Elect. John Bridges, Fort Bend ISD nominated Joel Lopez, Houston ISD. Nicole Ware Smith, Houston ISD nominated Kimberly Austin, Houston ISD.
- TCAT Conference is December 6, 7, and 8th 2010 at Moody Garden Hotel in Galveston Texas. The cost for hotel rooms is \$84.00 per night.
- Donations are need for TCAT door prizes. Please contact John Bridges, Fort Bend ISD.
- TEA should have the publisher information for Proclamation 2011 online. The publisher agreement information on how no many textbooks districts orders. If you need additional information, please email Winnie Peterson, Fort Bend ISD or Jill Cook, Clear Creek ISD.
- The state told school districts to send damaged textbooks to the Rotary Club. Please submit by October for credit.
- Send all Braille and Large Print back to TEA.
- According to a letter from TEA, there is 0 funding for the following subjects: Handwriting, Spelling, Language, Writing and Grammar. Pre-K adoption has been put on hold.
- Discussion about surplus orders. Districts should reject surplus orders if they receive damaged worn-out textbooks. If you have any questions, call Chuck Mayo is working on the problem.
- If you receive worn-out or damaged textbooks, call TEA so they can adjust your inventory.
- When sending out surplus textbooks, make sure you include a packing list and number each box.
- TCAT started a scholarship fund for Russell Owen. Funds will be distributed to TCAT family member. A committee has been put in place to review who will receive the funds. Email John Bridges, Fort Bend ISD if you are interested.

- Discussion about McGraw-Hill Texas Treasurer's does not have a consumable. The consumable is listed on the component list but it is not a consumable. The publisher says it was an option.
- Liz Brown from Walraven discussed bookcovers. Districts need to send their campus enrollment list to Walraven by April. Bookcovers will be sent to one centralized location with the campus name on it.
- Members vote for President-Elect. John Bridges and Valerie Williams count the votes.
- Next TCAT meeting will be held on Monday morning at Moody Gardens.
- The TCAT meeting in February maybe held at Stafford MSD.
- Winnie Peterson from Fort Bend ISD will take over next meeting and Jill Cook from Clear Creek will step down.
- Congratulations to Joel Lopez who is the new President-Elect.
- Meeting adjourned at 11:15am.

Prepared by: Valerie Williams, Klein ISD