
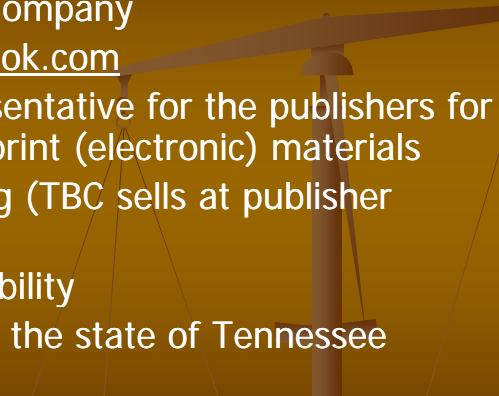


New Textbook Coordinators' Orientation



By: Randy S. Collignon
Tennessee Book
Company
September 19, 2011

State Textbook Depository

- Tennessee Book Company
 - www.tennesseebook.com
 - Distribution representative for the publishers for both print & non-print (electronic) materials
 - Guaranteed pricing (TBC sells at publisher prices)
 - Guaranteed availability
 - Distribution within the state of Tennessee (required by law)
- 

Tennessee Book Company

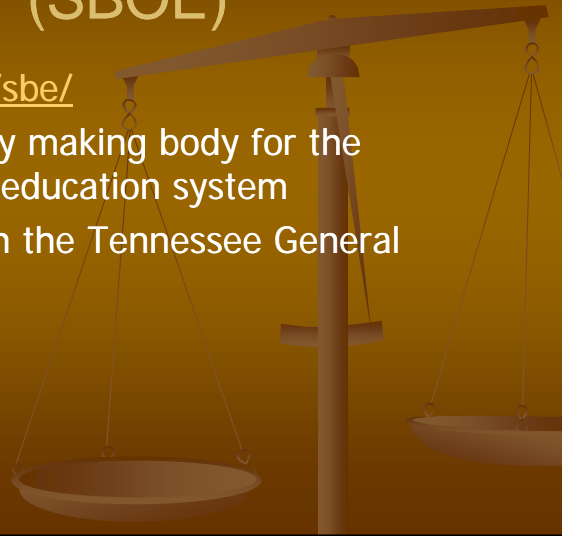
- Established in 1935
 - Privately owned company
 - Customer – 3,627
 - Publishers – 128
 - Titles – 43,883
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Tennessee Book Company (cont)

- Associates – 24 Full Time
 - Annualized Stats
 - Orders – 14,000
 - Invoices - 17,500
 - Units Stocked – 1.8 Million (2.8 Million Peak)
 - Units Shipped – 2.25 Million (85% in July-August)
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State Board of Education (SBOE)

- <http://state.tn.us/sbe/>
- Governing & policy making body for the Tennessee public education system
- Works closely with the Tennessee General Assembly



State Department of Education (SDOE)



- <http://www.state.tn.us/education/>
- Implements law and policies established by the General Assembly and SBOE
- Mission – to help teachers teach and children learn
- Keepers & distributors of pertinent education data



Office of Textbook Services

- Director of Textbook Services, Morgan Branch
- Liaison between school systems, publishers, and SDOE
- Coordinates, schedules and provides communications for all events related to the adoption process
- Monitors and polices activities by both the publishers and school systems
- Works directly with the STC as an advisor and administrator of the adoption process

State Textbook Commission (STC)

- Ten member commission
 - Nine appointed by governor
 - Six from the education industry
 - Three non-education industry
 - One – Commissioner of Education
- Three-year terms
- One-year chairperson term
- Two regular meetings
- Special meetings as necessary

State Textbook Commission (cont)

- Monitor and police activities related to the adoption process making recommendations to the SBOE as necessary
- Prepare textbook list for SBOE
- Recommend the adding/removal of textbooks from the textbook list to SBOE
- Approve waivers for textbook being purchased off-list to SBOE (Violation could result in a fine)

Publishing Companies

- Partner with the State to prepare textbooks that meet state standards
- Contract with the SDOE to supply state approved textbooks to the children of Tennessee
- Guarantee a fixed price and availability of these textbooks for the life of the contract (6 years)
- Sample, preview, and train school systems that purchase their products
- Supply TBC with basal and FWO (print & non-print) materials to warehouse within the state for distribution into the school systems

Adoption Process



- Secures an even playing field for all systems regardless of size, by consolidating the State's buying power for all textbook materials
- Creates consistency between testing standards, state curriculum guidelines and the classroom materials ensuring all three flow together to meet a common goal of educating the children of Tennessee
- Estimated savings state-wide \$5-\$7 million dollars

Sampling Process



- Complete the on-line sample request form (TBC website)
- List is compiled and released once the SBOE approves the list in October/November
- List is released to the publishers to begin sample distribution

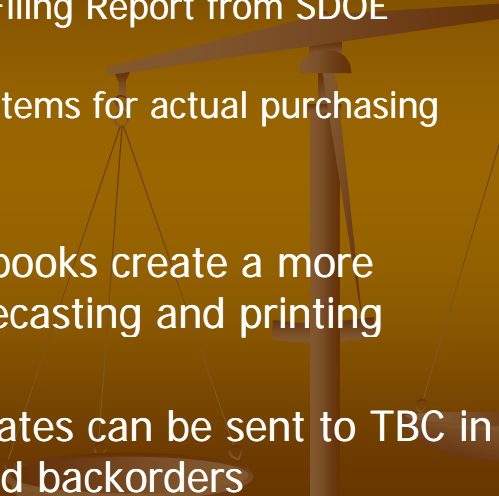
Sampling Process (cont)

- Sample material is the property of the publisher and should be returned during the retrieval process unless:
 1. LEA adopted material
 2. Special arrangements made with publisher representative

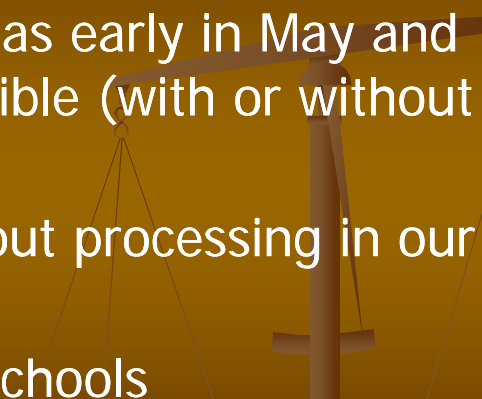
Free Material Distribution

- Free material is part of the adoption process between the LEA and the representative
- TBC will distribute the free material beginning in 2012
- TBC will distribute materials based on ratios set by STC
- If additional materials are needed, the school system will be required to purchase the materials through TBC

Stock Forecasting

- Forecasting Stock Needs
 - Adoption Filing Report from SDOE (ED5099)
 - Polling systems for actual purchasing plans
 - TN specific textbooks create a more complicated forecasting and printing dilemma
 - Pre-Order estimates can be sent to TBC in an effort to avoid backorders
- 

Early Ordering

- Place orders as early in May and June as possible (with or without PO)
 - First in first out processing in our warehouse
 - Year-round schools
- 

Order Processing



- Typical turn for orders is 1-2 days
- July & August turn could be 3-4 days pending order backlog
- Add one day for transit time

Freight and Delivery



- TBC will include your freight charge on your invoice
- Average freight (freight only) cost is typically less than 1% of invoice
- Special handling can be requested (Only at point of order) for an additional cost
 1. Inside Delivery
 2. Call before Delivery

Freight and Delivery (cont)

- Specific ship-week delivery can be requested
- TBC negotiates freight charges every year to ensure the best possible service and rates
- Specific carriers can be requested by the customer (discounts may not be available)

Questions?

Thank you!

