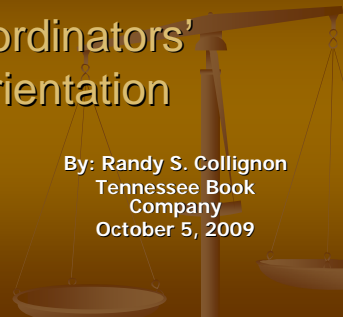


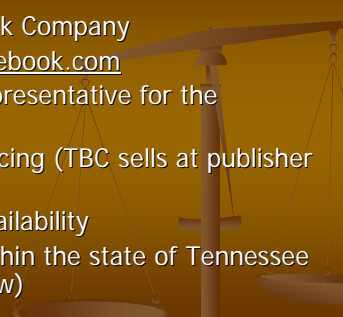
New Textbook Coordinators' Orientation

By: Randy S. Collignon
Tennessee Book Company
October 5, 2009



State Textbook Depository


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



Tennessee Book Company

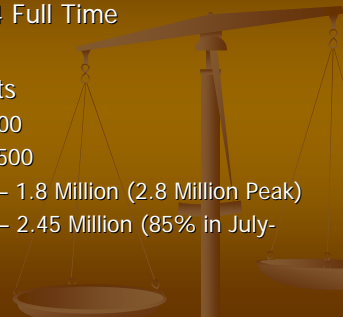
- Established in 1935
- Privately owned company

- Customer – 3,627
- Publishers – 128
- Titles – 43,883



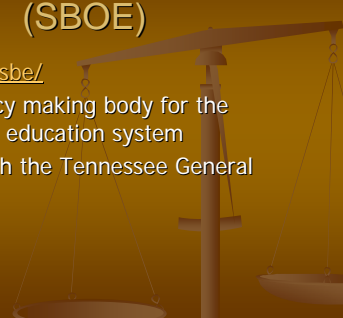
Tennessee Book Company (cont)

- Associates – 24 Full Time
- Annualized Stats
 - Orders – 14,000
 - Invoices - 17,500
 - Units Stocked – 1.8 Million (2.8 Million Peak)
 - Units Shipped – 2.45 Million (85% in July-August)



State Board of Education (SBOE)

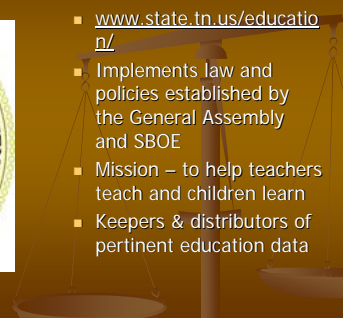
- www.state.tn.us/sbe/
- Governing & policy making body for the Tennessee public education system
- Works closely with the Tennessee General Assembly



State Department of Education (SDOE)



- 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, train and supply FWO materials for school systems that purchase their products
- Supply TBC with basal 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 STC approves the list in November
- List is released to the publishers to begin sample distribution
- Sample distribution may occur prior to the lists being released, as some publishers choose to send samples before the actual committee list is available

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 does not distribute the free material
- TBC forwards detailed information (Item, Qty, PO Number, Ship-To Info, Account Info and more) from your order to the representatives every Friday afternoon summarizing current week order activity

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

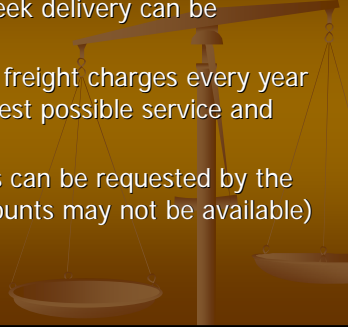
- Typical turn for orders is 1-2 days
- July & August turn could be 4-6 days pending order backlog
- Add one day for transit time

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)
 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!