

2009-2010 STATE INSTRUCTIONAL MATERIALS COMMITTEE

Conference Call Agenda

Tuesday, June 30, 2009 3:30 – 4:45 PM (EDT)

or

Tuesday, July 7, 2009 10:00 – 11:45 PM (EDT)

Welcome and Introductions	10 minutes
Review of Information Packet	15 minutes
<ul style="list-style-type: none">▪ Letter, Specifications, Evaluation Forms▪ Left pocket – Acceptance, Affidavit, Envelope▪ Right pocket – Schedule of Meetings, Committee Record, Division of Labor, Sampling Procedures, Short Bid Report	
Overview of Committee Member Responsibilities	25 minutes
<ul style="list-style-type: none">▪ Acceptance of appointment to SIMC▪ Affidavit signed and notarized▪ Accept Shipment of samples▪ First Conference Call▪ Committee Training▪ Individual Evaluation Period▪ Q & A Conference Call▪ Fall Adoption Meetings	
Questions	25 minutes

Please note: Times are estimates.