

NC TEXTBOOK COMMISSION

NC Department of Public Instruction - Education Building

301 N. Wilmington Street Raleigh, NC 27601

STATE BOARD ROOM

PLANNING MEETING

February 21, 2019 – 10:00 AM – 2:00 PM

DRAFT AGENDA

10:00 – 10:05	Call to Order and Welcome Roll Call	Commissioner Moody Dr. Carmella Fair
10:05 - 10:20	Introductions Approval of Minutes	Commissioner Moody Commissioner Moody
10:20 - 10:30	Virtual Meeting Best Practices	Commissioner Linker
10:30 – 10:45	Review of Operations Manual/Policies	Dr. Carmella Fair
10:45 – 11:45	Textbook Evaluation Process and Draft Timeline Advisor Interest and Recruitment	Commissioner Linker Commissioner Linker
11:45 – 1:00	Lunch	
1:00 – 1:30	Ethics Training	Mr. Eric Snider
1:30 – 1:40	Reimbursement Procedures	Mrs. Susan McKinney Dr. Carmella Fair
1:40 - 1:55	Draft Invitation/Sample Sites	Dr. Carmella Fair
1:55 – 2:00	Next Steps/Closing Remarks/Adjournment	Commissioner Linker