



Palo Alto Unified School District  
**Curriculum & Professional Development**

25 Churchill Avenue • Palo Alto, California 94306  
 Telephone: (650) 329-3773 • FAX: (650) 326-4507 • www.pausd.org

**Parent Representatives Needed for  
 Elementary Math Materials Adoption Committee**

The Palo Alto Unified School District is beginning the process of reviewing instructional materials for use in K-8 math programs. The process will lead to an adoption recommendation that will go to the PAUSD School Board in Spring, 2009. We are coordinating closely with the 6-8 math adoption process. The math adoption and subsequent implementation and professional development is part of the PAUSD Strategic Plan Goal A and complies with State statutes.

The selection committee and process are defined by Board policy which states that “A *textbook Selection Committee shall be convened ... for adoption of basic textbooks* including:

- *Classroom teachers (K-5) .... with a balance of primary and upper grades*
- *Representation of a full array of special needs youngsters including staff representation from Special Education*
- *Two to five community members selected by the superintendent or designee after consultation with the PTA Council Executive Board and other community members”*

We would like to inform parents and community members of this activity and invite you to participate.

**Meeting dates/times are as follows:**

September 22 <sup>nd</sup>	3:30-5:00	(Kickoff Meeting with K-8)
October 7 <sup>th</sup>	8:30 – 3:00	(Review materials at SCCOE)
October 16 <sup>th</sup>	8:30-3:00	(Orientation to textbooks by publishers)
November 3 <sup>rd</sup>	12:30 – 3:00	(If needed)
January 28 <sup>th</sup>	2:00-5:00	(Debrief Round #1 Piloting)
February 24 <sup>th</sup>	8:30- 3:00	(Debrief Round #2 Piloting)
March 3 <sup>rd</sup>	8:30- 3:00	(Implementation Plan)

*All meetings, unless otherwise stated, will be held in the Staff Development Center at 25 Churchill.*

***How to Apply***

We would like the committee to represent a wide range of needs and interests. Parents on the committee should have a child currently enrolled in K-5. It is also imperative that parents do not have any conflict of interest with any of the publishers on the approved State Department of Education adoption list ([www.cde.ca.gov/...](http://www.cde.ca.gov/)). To apply, please fill out a short application. Applications are available at each school site, on the district website, and through the Curriculum/Professional Development Department. All applications must be received by **September 12<sup>th</sup>**. Mail or fax applications to:

Palo Alto Unified School District  
 Curriculum/Professional Development Department  
 25 Churchill Ave.  
 Palo Alto, California 94306  
 Attention: Bina Tethong (btethong@pausd.org)

**Public Materials Review**

Materials under review will be on display *in Building A* at **25 Churchill** from **January-February, 2009**. See *Bina Tethong* at the Curriculum/Professional Development Department for access to the display. Response forms will be provided for input by interested parents, teachers and community members.

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PALO ALTO UNIFIED SCHOOL DISTRICT

**Application for Parent Representatives on Elementary Math Materials Adoption Committee**

Curriculum & Professional Development  
25 Churchill Avenue • Palo Alto, CA 94306  
Tel: 650.329.3773 Fax: 650.326.4507

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Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

**Student(s) Information**

School: \_\_\_\_\_

Grade Level(s): \_\_\_\_\_

English Learner:

Special Education:

I have been involved in the following school activities:

Site Council

PTA

Room Parent

Classroom Volunteer

Other (Please briefly describe) \_\_\_\_\_

Please describe how you would contribute to this advisory committee and if you have served on any other advisory committees.

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To my knowledge my relatives and/or I have no employment or financial interest in any of the publishing companies on the math State adopted instructional materials list.

Signature: \_\_\_\_\_

All applications must be received by **September 12<sup>th</sup>**. Mail or fax applications to:

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