TITLE: Selection of Mathematics Textbook for Grades TK-5

NUMBER: MEM-6485.0

ISSUER: Dr. Ruth Pérez
Deputy Superintendent of Instruction
Gerardo Loera, Chief Academic Officer
Office of Curriculum, Instruction and School Support

DATE: April 15, 2015

PURPOSE: This Memorandum is intended to provide schools with assistance and procedures regarding the newly adopted Elementary School Mathematics program for Grades TK-5 including self-contained Grade 6 classrooms.


The evaluation rubric combined the California County Superintendents Educational Service Association’s Curriculum & Instruction Steering Committee’s Math Curriculum Evaluation Toolkit and the Council of the Great City School’s K-8 Publishers’ Criteria. This evaluation resource formed a “lens” to examine various areas of content within the materials while establishing a founding of Focus, Coherence and Rigor. Ensuring alignment to the Mathematic Framework, the Toolkit was organized into four categories: Mathematics Content/Alignment to Standards, Program Organization, Assessment, and Universal Access.

After intense review and deliberations, the committee recommended the following program as the best elementary Mathematics program for LAUSD students:

Publisher: McGraw-Hill
Title of Program: My Math

Routing:
ESC Superintendents
 ESC Instructional Directors
 Principals
INSTRUCTIONS:  General

McGraw-Hill’s *My Math* has been selected as the basic Mathematics program for Grades TK-5 including self-contained Grade 6. Orders will be placed for each school per the projected student enrollment in each grade level discussed at each school’s Textbook Order Roadshow meeting.

Choice Option for Affiliated Charter Schools+

Should an affiliated charter school (see Attachment A for list) decide to exercise autonomy, the school must convene a committee to select its textbook program from the following three (3) choices listed in order of ranking by the Textbook Evaluation Committee:

1\textsuperscript{st} choice:  McGraw Hill – *My Math*

2\textsuperscript{nd} choice:  Houghton Mifflin Harcourt – *Go Math!*

3\textsuperscript{rd} choice:  Houghton Mifflin Harcourt – *Math Expressions*

The committee must consider disaggregated data or student work from interim assessments; coverage of the California Common Core Content Standards; academic rigor; universal access for English Language Learners, Standard English Learners, Students with Disabilities, and students identified as gifted and talented; the faculty’s years of experience and certification; and professional development. Should the school opt to choose either *Go Math!* Or *Math Expressions*, the school is responsible for arranging appropriate professional development. Therefore, the school must also weigh this consideration during deliberations. The school must submit Attachment C to both the ESC and Integrated Library & Textbook Support Services (ILTSS) no later than April 17, 2015, to assist with the purchase and delivery of the newly chosen textbooks.

To proactively safeguard against potential conflicts of interest, each committee member must complete Form 700 which can be downloaded at: [http://ethics.lausd.net/](http://ethics.lausd.net/) and the Conflict Management Form (Attachment B). Individuals with a conflict of interest may not serve on the committee. The original completed Form 700 should be submitted to the Ethics Office by each committee member. The school should keep the Conflict Management form on file.

The District will fully support the purchase of the new textbooks for these schools in the first year of the adoption cycle. In subsequent years within this adoption period, a school wishing to change to a different Mathematics textbook will bear the cost.

ASSISTANCE:

For assistance, contact Esther Sinofsky, Administrative Coordinator, Integrated Library & Textbook Support Services (ILTSS), at (213) 241-1236; Jose Dorado, Coordinator, Elementary Mathematics, (213) 241-5358; or Textbook Services at (213) 241-2733.
AFFILIATED ELEMENTARY CHARTER SCHOOLS

<table>
<thead>
<tr>
<th>School Name</th>
<th>Grade</th>
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<tbody>
<tr>
<td>Beckford Charter for Enriched Studies</td>
<td>K-5</td>
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<tr>
<td>Calabash Charter Academy</td>
<td>K-5</td>
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<td>Calahan Community Charter</td>
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<tr>
<td>Calvert Charter for Enriched Studies</td>
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<tr>
<td>Canyon School</td>
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<tr>
<td>Carpenter Community Charter School</td>
<td>K-5</td>
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<td>Castlebay Lane Elementary School</td>
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<td>Chandler Learning Academy</td>
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<tr>
<td>Colfax Charter Elementary School</td>
<td>K-5</td>
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<tr>
<td>Community Magnet Charter ES *</td>
<td>K-5</td>
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<tr>
<td>Darby Avenue Charter</td>
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<tr>
<td>Dearborn Elementary Charter Academy</td>
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<tr>
<td>Dixie Canyon Community Charter School</td>
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<tr>
<td>Dr. Theodore T. Alexander Science Center</td>
<td>K-5</td>
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<td>Emelita Academy Charter</td>
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<td>Enadia Technology Enriched Charter</td>
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<td>Encino Charter Elementary</td>
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<tr>
<td>George Ellery Hale Charter Academy</td>
<td>5-8</td>
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<tr>
<td>Germain Academy for Academic Achievement</td>
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<tr>
<td>Granada Elementary Community Charter</td>
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<tr>
<td>Hamlin Charter Academy</td>
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<td>Haynes Charter for Enriched Studies</td>
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<tr>
<td>Hesby Oaks Leadership Charter</td>
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<td>Justice Street Academy Charter</td>
<td>K-5</td>
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<td>Kenter Canyon School</td>
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<td>Knollwood Preparatory Academy</td>
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<td>Lockhurst Drive Charter Elementary</td>
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<td>Marquez Charter School</td>
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<td>Nestle Avenue Charter</td>
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<td>Open Charter Magnet School *</td>
<td>K-5</td>
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<td>Palisades Charter Elementary</td>
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<td>Plainview Academic Charter Academy</td>
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<td>Pomelo Community Charter School</td>
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<td>Topanga Elementary Charter School</td>
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<td>Topeka Charter School For Advanced Studies</td>
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<td>Van Gogh Charter</td>
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<td>Welby Way Elementary Charter &amp; Gifted High Ability Magnet Center</td>
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<td>Westwood Charter Elementary</td>
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<tr>
<td>Wilbur Charter For Enriched Academics</td>
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<td>Woodlake Elementary Community Charter</td>
<td>K-5</td>
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<tr>
<td>Woodland Hills Elementary Charter For Enriched Studies</td>
<td>K-5</td>
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</tbody>
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**LOCAL TEXTBOOK SELECTION COMMITTEES**

**PRELIMINARY CONFLICT ANALYSIS:** Before you begin participating on a selection committee, please answer the questions below to determine whether you have any potentially conflicting interests. Thank you!

<table>
<thead>
<tr>
<th><strong>FIRST NAME:</strong></th>
<th><strong>LAST NAME:</strong></th>
<th><strong>EMPLOYEE ID#:</strong></th>
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<tr>
<th><strong>SCHOOL OR OFFICE:</strong></th>
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<tr>
<th><strong>PHONE:</strong></th>
<th><strong>EMAIL:</strong></th>
<th><strong>EDUCATION SERVICE CENTER:</strong></th>
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### Potentially Conflicting Interests

1. Are you or any member of your family (including co-habits) a current or former employee, consultant, contractor or board member of an entity that has contracted or is planning to contract with LAUSD in the instructional arena?  
   - Yes: Please elaborate with specific identities. Include additional pages if necessary. Example: Your spouse works for a textbook publishing company.
   - No:

2. Do you or any member of your family (including co-habits) own – directly or indirectly – a financial interest (including stock, stock options, or other securities) in any business entity that has contracted or is planning to contract with LAUSD in the instructional arena?  
   - Yes: Please elaborate with specific identities. Include additional pages if necessary. Example: Your child owns stock in a company that produces instructional material.
   - No:

3. During the past 12 months, have you or any member of your family (including co-habits) received or been promised any salary, royalties, consulting fees, honoraria, gifts or loans from any person or entity (including any subsidiary, parent organization, or other affiliate) that has contracted or is planning to contract with LAUSD in the instructional arena?  
   - Yes: Please elaborate with specific identities and dates. Include additional pages if necessary. Example: You have served as a contributor, editor, author or other consultant for an instructional materials company.
   - No:

4. Can you identify any other personal or professional affiliation you have that could create an actual or apparent conflict with your responsibilities for LAUSD’s selection committee?  
   - Yes: Please elaborate with specific identities and dates. Include additional pages if necessary. Example: Your co-habits is the board president of a non-profit that lobbies LAUSD officials on curriculum and instruction.
   - No:

5. Do you understand that leading up to and throughout your service on LAUSD’s committee that you or any member of your family (including co-habits) may not have any economic interest in any entity that is under consideration by LAUSD in the instructional arena? As a general rule, an economic interest is any interest that is distinguishable from an effect on the general public.  
   - Yes:
   - No:

I certify that the information I have provided in this form is accurate to the best of my knowledge for the date I have signed, and I commit to providing an updated form whenever there is a material change to this information.

**Signature**  
**LAUSD Title**  
**Date**

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**Form 700 Alert:** Please remember that under California law if you participate on the selection committee you must submit a Statement of Economic Interests (Form 700) within 30 days of beginning participation on the committee. You can download the form and tools for helping you complete the form from the Ethics Office website at: [http://ethics.lausd.net](http://ethics.lausd.net)

CM REV0314

Los Angeles Unified School District • Ethics Office  
333 S. Beaudry Avenue, 20th Floor • Los Angeles • California 90017  
Tel: (213) 241-3330 • Fax: (213) 241-3319

Return to your committee coordinator or administrator

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MEM-6485.0  
Office of Curriculum, Instruction and School Support  
5 of 7  
April 15, 2015
1. Office, Agency, or Court
   Agency Name (Do not use acronyms)
   Division, Board, Department, District, if applicable
   Your Position

   If filing for multiple positions, list below or on an attachment. (Do not use acronyms)
   Agency: ____________________________ Position: ____________________________

2. Jurisdiction of Office (Check at least one box)
   □ State
   □ Multi-County
   □ City of ________________
   □ Judge or Court Commissioner (Statewide Jurisdiction)
   □ County of ________________
   □ Other ____________________________

3. Type of Statement (Check at least one box)
   □ Annual: The period covered is January 1, 2013, through
   December 31, 2013.
   -or-
   □ The period covered is ____________, through
   December 31, 2013.
   □ Leaving Office: Date Left ____________,
   (Check one)
   □ The period covered is January 1, 2013, through the date of
   leaving office.
   □ The period covered is ____________, through
   the date of leaving office.
   □ Assumed Office: Date assumed ____________,
   □ Candidate: Election year ________________ and office sought, if different than Part 1:

4. Schedule Summary
   Check applicable schedules or “None.”
   □ Schedule A-1 - Investments - schedule attached
   □ Schedule A-2 - Investments - schedule attached
   □ Schedule B - Real Property - schedule attached
   -or-
   □ Schedule C - Income, Loans, & Business Positions - schedule attached
   □ Schedule D - Income - Gifts - schedule attached
   □ Schedule E - Income - Gifts - Travel Payments - schedule attached
   □ Schedule F - Gifts from Persons and Entities - schedule attached
   □ Schedule G - Related Entities - schedule attached
   □ Schedule H - Real Estate and Securities - schedule attached
   □ Schedule I - Personal Information - schedule attached
   □ Schedule J - Business and Financial Information - schedule attached
   □ Schedule K - Gifts Under $2,500 - schedule attached
   □ Schedule L - Gifts Over $2,500 - schedule attached
   □ Schedule M - persons owning real property - schedule attached
   □ Schedule N - persons owning business interests - schedule attached
   □ Schedule O - persons owning personal information - schedule attached
   □ Schedule P - persons owning financial information - schedule attached
   □ Schedule Q - persons owning real property - schedule attached
   □ Schedule R - persons owning business interests - schedule attached
   □ Schedule S - persons owning personal information - schedule attached
   □ Schedule T - persons owning financial information - schedule attached
   □ Schedule U - persons owning real property - schedule attached
   □ Schedule V - persons owning business interests - schedule attached
   □ Schedule W - persons owning personal information - schedule attached
   □ Schedule X - persons owning financial information - schedule attached
   □ Schedule Y - persons owning real property - schedule attached
   □ Schedule Z - persons owning business interests - schedule attached
   □ Schedule AA - persons owning personal information - schedule attached
   □ Schedule BB - persons owning financial information - schedule attached
   □ Schedule CC - persons owning real property - schedule attached
   □ Schedule DD - persons owning business interests - schedule attached
   □ Schedule EE - persons owning personal information - schedule attached
   □ Schedule FF - persons owning financial information - schedule attached
   □ Schedule GG - persons owning real property - schedule attached
   □ Schedule HH - persons owning business interests - schedule attached
   □ Schedule II - persons owning personal information - schedule attached
   □ Schedule JJ - persons owning financial information - schedule attached
   □ Schedule KK - persons owning real property - schedule attached
   □ Schedule LL - persons owning business interests - schedule attached
   □ Schedule MM - persons owning personal information - schedule attached
   □ Schedule NN - persons owning financial information - schedule attached
   □ Schedule OO - persons owning real property - schedule attached
   □ Schedule PP - persons owning business interests - schedule attached
   □ Schedule QQ - persons owning personal information - schedule attached
   □ Schedule RR - persons owning financial information - schedule attached
   □ Schedule SS - persons owning real property - schedule attached
   □ Schedule TT - persons owning business interests - schedule attached
   □ Schedule UU - persons owning personal information - schedule attached
   □ Schedule VV - persons owning financial information - schedule attached
   □ Schedule WW - persons owning real property - schedule attached
   □ Schedule XX - persons owning business interests - schedule attached
   □ Schedule YY - persons owning personal information - schedule attached
   □ Schedule ZZ - persons owning financial information - schedule attached
   □ Schedule AAA - persons owning real property - schedule attached
   □ Schedule BBB - persons owning business interests - schedule attached
   □ Schedule CCC - persons owning personal information - schedule attached
   □ Schedule DDD - persons owning financial information - schedule attached
   □ Schedule EEE - persons owning real property - schedule attached
   □ Schedule FFF - persons owning business interests - schedule attached
   □ Schedule GGG - persons owning personal information - schedule attached
   □ Schedule HHH - persons owning financial information - schedule attached
   □ Schedule II - persons owning real property - schedule attached
   □ Schedule JJJ - persons owning business interests - schedule attached
   □ Schedule KKK - persons owning personal information - schedule attached
   □ Schedule LLL - persons owning financial information - schedule attached
   □ Schedule MMM - persons owning real property - schedule attached
   □ Schedule NNN - persons owning business interests - schedule attached
   □ Schedule OOO - persons owning personal information - schedule attached
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   □ Schedule VVV - persons owning business interests - schedule attached
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   □ Schedule YYYY - persons owning real property - schedule attached
   □ Schedule ZZZ - persons owning business interests - schedule attached
   □ Schedule AAAA - persons owning personal information - schedule attached
   □ Schedule BBBBB - persons owning financial information - schedule attached
   □ Schedule CCCCC - persons owning real property - schedule attached
   □ Schedule DDDDD - persons owning business interests - schedule attached
   □ Schedule EEEEE - persons owning personal information - schedule attached
   □ Schedule FFFFF - persons owning financial information - schedule attached
   □ Schedule GGGGG - persons owning real property - schedule attached
   □ Schedule HHHHH - persons owning business interests - schedule attached
   □ Schedule III - persons owning personal information - schedule attached
   □ Schedule JJJJJ - persons owning financial information - schedule attached
   □ Schedule KKKKK - persons owning real property - schedule attached
   □ Schedule LLLLL - persons owning business interests - schedule attached
   □ Schedule MMMM - persons owning personal information - schedule attached
   □ Schedule NNNNN - persons owning financial information - schedule attached
   □ Schedule OOOOO - persons owning real property - schedule attached
   □ Schedule PPPPP - persons owning business interests - schedule attached
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   □ Schedule RRRRR - persons owning financial information - schedule attached
   □ Schedule SSSSS - persons owning real property - schedule attached
   □ Schedule TTTTT - persons owning business interests - schedule attached
   □ Schedule UUUUU - persons owning personal information - schedule attached
   □ Schedule VVVVV - persons owning financial information - schedule attached
   □ Schedule WWWWW - persons owning real property - schedule attached
   □ Schedule XXXXX - persons owning business interests - schedule attached
   □ Schedule YYYYY - persons owning personal information - schedule attached
   □ Schedule ZZZZZ - persons owning financial information - schedule attached
   □ Schedule AAAAA - persons owning real property - schedule attached
   □ Schedule BBBBB - persons owning business interests - schedule attached
   □ Schedule CCCCCC - persons owning personal information - schedule attached
   □ Schedule DDDDDD - persons owning financial information - schedule attached
   □ Schedule EEEEEEE - persons owning real property - schedule attached
   □ Schedule FFFFFF - persons owning business interests - schedule attached
   □ Schedule GGGGGG - persons owning personal information - schedule attached
   □ Schedule HHHHHH - persons owning financial information - schedule attached
   □ Schedule IIII - persons owning real property - schedule attached
   □ Schedule JJJJ - persons owning business interests - schedule attached
   □ Schedule KKKKKK - persons owning personal information - schedule attached
   □ Schedule LLLLLL - persons owning financial information - schedule attached
   □ Schedule MMMM - persons owning real property - schedule attached
   □ Schedule NNNNN - persons owning business interests - schedule attached
   □ Schedule OOOOOO - persons owning personal information - schedule attached
   □ Schedule PPPPPP - persons owning financial information - schedule attached
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   □ Schedule RRRRRR - persons owning business interests - schedule attached
   □ Schedule SSSSSS - persons owning personal information - schedule attached
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   □ Schedule VVVVVV - persons owning business interests - schedule attached
   □ Schedule WWWW - persons owning personal information - schedule attached
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   □ Schedule ZZZZ - persons owning business interests - schedule attached
   □ Schedule AAA - persons owning personal information - schedule attached
   □ Schedule BBB - persons owning financial information - schedule attached
   □ Schedule CCC - persons owning real property - schedule attached
   □ Schedule DDDD - persons owning business interests - schedule attached
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   □ Schedule GGGG - persons owning real property - schedule attached
   □ Schedule HHHH - persons owning business interests - schedule attached
   □ Schedule II - persons owning personal information - schedule attached
   □ Schedule JJJ - persons owning financial information - schedule attached
   □ Schedule KKK - persons owning real property - schedule attached
   □ Schedule LLL - persons owning business interests - schedule attached
   □ Signature: ____________________________

5. Verification
   Mailing Address ____________________________
   Business or Agency Address Recommended - Public Document
   Street ____________________________
   City ____________________________
   State ____________________________
   Zip Code ____________________________
   Daytime Telephone Number ____________________________
   E-mail Address (Optional) ____________________________

   I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to
   the best of my knowledge the information contained herein and in any attached schedules is true and complete.
   I acknowledge this is a public document.

   I solemnly under penalty of perjury under the laws of the state of California that the foregoing is true and correct.

   Date Signed (month, day, year) ____________________________
   Signature ____________________________

   FPPC Form 700 (2013/2014)
   FPPC Advice Email: advice@fppc.ca.gov
   FPPC Toll-Free Helpline: 866/275-3772 www.fppc.ca.gov
Los Angeles Unified School District
INTEROFFICE CORRESPONDENCE

MEM-6485.0
April 15, 2015

TO: ______________________, Superintendent
ESC _____

DATE:
(due no later than April 24, 2015)

Esther Sinofsky, Administrative Coordinator
Integrated Library & Textbook Support Services

FROM: Principal: ___________________________________________
Affiliated Charter School: ____________________________
Location Code: _______

SUBJECT: AFFILIATED CHARTER SELECTION OF GRADES K-5/6 MATHEMATICS TEXTBOOK PROGRAM

__________________________ Elementary School has reviewed the Mathematics textbooks choices using the following criteria:

☐ Data of student performance on the Mathematics disaggregated CST scores
☐ Data of student performance on the Mathematics periodic assessments
☐ Academic rigor of the textbooks
☐ Coverage of the California Content Standards
☐ Coverage of the Common Core State Standards
☐ Inclusion of English Language Learners, Standard English Learners, Special Education, and students identified as gifted and talented
☐ Data on years of faculty experience and certification
☐ Description of differentiated professional development support for faculty

Based on the above criteria, the school has chosen the following series for K-5 Basic Mathematics:

Publisher: __________________________________ Title: ______________________________

Please submit copies of this form via school mail or fax to both your ESC Superintendent and Esther Sinofsky, Administrative Coordinator, ILTSS, esther.sinofsky@lausd.net or FAX (213) 241-2560 no later than April 17, 2015

Principal’s Signature:

______________________________