



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE: Selection of Science Textbooks for Middle Schools
NUMBER: MEM-3691
ISSUER: Maria Wale, Assistant Superintendent Instructional Support Services
DATE: May 14, 2007

ROUTING
Local District Superintendents
Local District Directors School Support Services
Middle School Principals
UTLA Chapter Chairpersons

DUE: June 11, 2007

PURPOSE: This Memorandum is intended to provide Local Districts (LD) with assistance and procedures for selecting a Middle School Science program for adoption and implementation.

BACKGROUND: As per the California Department of Education’s Schedule for Curriculum Framework, Kindergarten through Grade Twelve, and Adoption of Instructional Materials, the CDE adopted Science textbooks on November 9, 2006. In turn, a Textbook Evaluation Committee composed of classroom teachers reviewed the State-adopted titles and made a recommendation to the Superintendent, Local District Superintendents, and Secondary Instruction. Based on the Textbook Evaluation Committee’s recommendation, each LD will choose from one of the following two series for adoption and implementation:

Holt, Rinehart and Winston - *Holt CA Science: Earth, Life, and Physical Science*

Glencoe/McGraw-Hill - *Glencoe Science Focus on Science*

INSTRUCTIONS: Each LD is to form a committee consisting of an Administrator and the Science Department Chairperson representing each middle school, span school, or school with students enrolled in grades 6 through 8 and any other LD staff and stakeholders deemed appropriate by the LD Superintendent.

In addition, to proactively safeguard against potential conflicts of interest, each committee member must complete a statement of Economic Interests, Form 700, which can be downloaded at: <http://ethics.lausd.net/> and the Conflict Management form (Attachment A). 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 the LD. The LD should keep the Conflict Management form on file.

This committee will review the materials for each grade level in Science and must reach consensus to select a single series for implementation. Committees must consider the data of student performance on the Science



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eighth grade CST and periodic assessments, the academic background and experience of the Science instructors, the academic rigor of the textbooks, and coverage of the California standards in each textbook series.

Prior to LD committee deliberations, Secondary Science Branch will provide a detailed analysis and review of the recommended textbooks to share with their committees. The LD will work with publishers to obtain examination copies of textbooks. Publishers have been directed not to visit schools individually. Upon request, the Science Branch will assist the LDs to schedule publisher presentations to the committees.

Once the selection committee has made its choice, the LD Superintendent will complete Attachment B, Science Middle School Textbook Selection Checklist, and return it to Textbook Services no later than Monday, June 11, 2007. LDs are directed to the Textbook Services' website to retrieve the appropriate price list and order forms for each series. The website is as follows:

<http://textbookservices.lausd.net>

The price list and order forms will be posted under Science under the Order Forms K-8 link. These forms are Excel spreadsheets that will calculate pricing and list any free items provided by the publisher for the first year of the adoption. LD personnel are responsible for completing these spreadsheets for each middle school and inputting orders no later than Friday, June 15, 2007.

Principals in schools with **year-round** calendars must inventory existing Science textbooks needed for July 2, 2007. If and when shortages are identified, LD staff must work with traditional calendar schools to identify existing inventory that can be moved into year-round schools so that each student has a book for home and school beginning in July. Since all schools will be receiving the new adoption as soon as orders and deliveries can be completed, traditional school staffs should not hesitate to move inventory to year-round schools as needed.

ASSISTANCE: For assistance, contact Esther Sinofsky, Director, Instructional Media Services, at (213) 207- 2271 or Todd Ullah, Director, Science Branch, at (213) 241-6880.



**LOS ANGELES UNIFIED SCHOOL DISTRICT
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Los Angeles Unified School District
INTEROFFICE CORRESPONDENCE

MEM-3691
May 14, 2007

ATTACHMENT A



LAUSD Ethics Office

Ask Ethics: (866) 322-5788 www.lausd.net/ethics

*Building Trust
Inside and Out*

CONFLICT MANAGEMENT

INSTRUCTIONAL SUPPORT SERVICES

PRELIMINARY CONFLICT ANALYSIS: Please answer the questions below to enable LAUSD to determine whether you may have any conflicting interests which need to be addressed in order for you to serve on a selection committee.

| | | |
|-------------------|------------|-----------------|
| FIRST NAME: | LAST NAME: | EMPLOYEE ID #: |
| SCHOOL OR OFFICE: | ADDRESS: | |
| PHONE: | E-MAIL: | LOCAL DISTRICT: |

| Potentially Conflicting Interests | Yes | No |
|---|--------------------------|--------------------------|
| 1. Are you or any member of your family (including co-habitants) a current or former employee, consultant, or board member of an entity that has contracted or is planning to contract with LAUSD in the instructional arena? <i>If yes, please elaborate with specific identities. Include additional pages, if necessary. Example: Your spouse works for a textbook publishing company.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you or any member of your family (including co-habitants) 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? <i>If yes, please elaborate with specific identities. Include additional pages, if necessary. Example: Your child owns stock in a company that produces instructional materials.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. During the past 12 months, have you or any member of your family (including co-habitants) 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? <i>If 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.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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? <i>If yes, please elaborate with specific identities. Include additional pages, if necessary. Example: Your co-habitant is the board president for a non-profit that lobbies LAUSD officials on curriculum and instruction.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do you understand that leading up to and <i>throughout</i> your service on LAUSD's committee that you or any member of your family (including co-habitants) 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. | <input type="checkbox"/> | <input type="checkbox"/> |

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

Form 700 Alert: Finally, please be reminded that under California law, you must also complete a Form 700 – Statement of Economic Interests before you can serve on the committee. You can download the Form and tools for helping you complete the Form from the Ethics Office website at: www.lausd.net/ethics.

CM REV1006

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

Return with your Form 700 to
Instructional Support Services



**LOS ANGELES UNIFIED SCHOOL DISTRICT
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Los Angeles Unified School District
INTEROFFICE CORRESPONDENCE

MEM-3691
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ATTACHMENT B

TO: Esther Sinofsky, Director
Instructional Media Services

DATE: _____
(no later than June 11, 2007)

FROM: _____, Superintendent
Local District _____

SUBJECT: SELECTION OF MIDDLE SCHOOL SCIENCE TEXTBOOKS

We have reviewed the recommended choices using the following criteria:

- Data of student performance on the Science disaggregated CST scores
- Data of student performance on the Science periodic assessments
- Academic rigor of the textbooks
- Coverage of the California Content Standards
- Inclusion of English Language Learners, Standard English Learners, Special Education, and GATE
- Data on years of faculty experience and certification
- Description of differentiated professional development support for faculty

Based on the above criteria, we have chosen the following series:

- Holt, Rinehart and Winston, *Holt CA Science: Earth, Life, and Physical Science*
- Glencoe/McGraw-Hill, *Glencoe Science Focus on Science*

Note: Schools should use price list and order forms from Textbook Services' website to prepare the corresponding requests for purchase. The Local District will fund the orders, input the orders, and send to the publishers for purchase. Please submit orders no later than Friday, June 15, 2007, 4:00 p.m.

Please submit the form via school mail to Esther Sinofsky, Director, Instructional Media Services, Adams Plaza, Suite 200 or by fax to (213) 413-4059 no later than June 11, 2007.