



**COMMONWEALTH of VIRGINIA
Department of Education**

March 3, 2017

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: Nominations for the Mathematics Textbook Review Committees

At the February 23, 2017, Board of Education meeting the Department of Education was authorized to proceed with the K-12 mathematics textbook state approval process. It is anticipated that the review will be completed by March 2018.

An important part of the approval process for the K-12 mathematics textbooks is the review of the publishers' submitted items by teachers, curriculum supervisors, administrators, mathematics educators, and others who have expertise with the content of the 2016 *Mathematics Standards of Learning*. The Department of Education is seeking nominations from division superintendents for individuals who are qualified and available to serve on committees to review K-12 mathematics textbooks during summer of 2017. Nominees should be teachers, mathematics specialists, or curriculum supervisors who have expertise with the content areas and the standards.

Committee members reviewing the K-12 mathematics textbooks will be asked to review the submitted textbooks and submit correlation worksheets to the Department for a final review of all submitted materials. Committee members may receive recertification points, pending the approval of their school division.

All individuals who wish to serve on one of the *Mathematics Textbook* review committees must submit an application through the web-based process, *Instruction Committee Application Processing System (ICAPS)*. The application will require a professional reference and division approval. Completed applications are due to the Virginia Department of Education through the ICAPS process by April 5, 2017. Committee members will be notified on or before April 17, 2017. Committee members will be selected on the basis of expertise, experience, and balanced regional representation.

If you have questions regarding the K-12 mathematics textbook review, please contact Tina Mazzacane, Mathematics Coordinator, Office of Science, Technology, Engineering, and Mathematics, via email at Tina.Mazzacane@doe.virginia.gov, or by telephone at (804) 225-4849; or Debbie Delozier, Mathematics Specialist, via e-mail at Debra.Delozier@doe.virginia.gov or by telephone at (804) 786-7986.

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