Item 2.A.2

Mathematics Subject Matter Committee

November 15, 2023

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# 2025 California Mathematics Adoption of Instructional MaterialsDRAFT Online Application to Serve on the Review Panel

**Applications must be received by 3 p.m. September 24, 2024.**

TheCalifornia Constitution, Article 9, Section 7.5, and the California *Education Code* Section 60200 authorize the State Board of Education (SBE) to adopt instructional materials for kindergarten through grade eight.

The SBE and the State Superintendent of Public Instruction are seeking candidates to serve on review panels for the 2025 California Mathematics Adoption of Instructional Materials. Panel members will evaluate instructional materials for use in kindergarten through grade eight, inclusive, that are aligned with the *California Common Core Standards for Mathematics*.

Each panel will consist of multiple instructional materials reviewers (IMRs) and at least one content review expert (CRE). IMRs and CREs serve as advisors to the Instructional Quality Commission (IQC) and the SBE in the review of instructional materials submitted for adoption. A majority of IMRs, as stated in regulation (*California Code of Regulations*, Title 5 [5 *CCR*] Section 9512), shall be teachers who teach students in kindergarten or grades one through twelve, have a professional credential under California law, and who have experience with, and expertise in, standards-based educational programs and practices in the content field under consideration. At least one such teacher shall have experience in providing instruction to English learners, and at least one such teacher shall have experience in providing instruction to students with disabilities. Other IMRs may be administrators, parents, local school board members, teachers not described above, and members of the public. CREs are required to hold a doctorate degree (Ph.D.) in mathematics or a related field. Please note that a doctorate degree in mathematics education (Ed.D.) is not sufficient to serve as a CRE.

Panel members will attend four days of training in Sacramento on April 15–18, 2025. They will review instructional materials independently at home and will then reconvene in panels for up to four days of deliberations on July 15–18 or July 22–25, 2025, which will conclude with the preparation of a report to the IQC. IMRs and CREs will receive their actual and necessary travel expenses for attending the training and deliberation session activities. Travel and per diem costs are reimbursed at standard state rates; however, no stipend or substitute pay is provided.

Following are the instructions and information that will be collected in an online form.

## Instructions:

* Answer all questions. The system will notify you if a required field was not completed.
* After answering all the questions on a page, select the “Next” button.
* You must submit a résumé of up to three pages with your application.

## Applicant Information

Salutation: (Mr. Ms. Mrs. Dr. Decline to state [from drop down])

First Name:

Last Name:

Home Street Address:

Home City:

Home State:

Home Zip Code:

Home Phone:

Home Email:

Employer’s Business Name:

Current Position Title:

Business Street Address:

Business City:

Business State:

Business Zip Code:

Business Email, if applicable:

### Position on the Panel:

Select one.

* Instructional Materials Reviewer (teachers who hold a valid California PK–12 teaching credential and who are currently assigned to one or more PK–12 classrooms, teachers on special assignment, school or district administrators, school board members, parents, community members, or teachers in private or special schools)
* Content Review Expert (a person who possesses a doctorate degree [Ph.D.] in mathematics or a related field)

### Current Position:

Select the option that best applies to your current position.

* Credentialed teacher in a California public school, assigned to one or more classrooms, providing instruction to students in kindergarten through grade twelve
* Credentialed teacher in a California private school, assigned to one or more classrooms, providing instruction to students in kindergarten through grade twelve
* Teacher not providing any direct instruction in California to students in kindergarten through grade twelve (e.g., mentor teacher, or certificated teacher employed by school districts or county offices of education who is not in a position that requires a service credential with a specialization in administrative services)
* California School, District, or County Office Administrator
* California School Board Member
* California College/University Faculty
* California Professional Organization Representative/Staff
* California Parent/Guardian of K–12 Student
* California Community Member (not any of the other positions noted above)

### Grade Levels of Expertise (select all that apply)

* PK–2
* 3–5
* 6–8
* 9–12
* Post-Secondary

### Years Teaching in a PK–12 Public or Private School Classroom:

* None
* Less than 1
* 1–5
* 6–10
* 11–20
* More than 20

### Experience Teaching English Learners

Have you provided instruction to English learners?

* Yes
* No

### Experience Teaching Students with Disabilities

Have you provided instruction to students with disabilities?

* Yes
* No

### Highest Degrees/Certifications

List up to four of your highest academic degrees and/or certifications, including those specific to mathematics education, and the awarding institution. List your highest achievement first.

Degree/Certification 1:

Institution 1:

Degree/Certification 2:

Institution 2:

Degree/Certification 3:

Institution 3:

Degree/Certification 4:

Institution 4:

### Application of Standards

Please describe your knowledge and use of the *California Common Core Mathematics Standards* and your experience providing effective instruction to all students, including English learners and special education students, developing curriculum or assessments, and/or serving as an instructional leader. (Use 2,000 characters or fewer. NOTE: Any information more than 2,000 characters will not be considered.)

**Previous Collaboration Experience**

Describe what collaboration skills you possess that will help you successfully work with other reviewers to deliberate whether the instructional program(s) you review meet all review criteria. Include any experience you may have had serving on a committee that reviewed instructional materials. (Use 2,000 characters or fewer. NOTE: Any information more than 2,000 characters will not be considered.)

### Relationship with Publishers: Conflict of Interest Disclosure Statement

Your answers below will serve as the disclosure of certain information as required by the “Statement of Activities that are Inconsistent, Incompatible, or in Conflict with Duties of a Member of an Educational Policy Advisory Commission or a Committee or Panel Thereof,” as amended January 1978 and *5 CCR* Section 18600. Your answers will be the basis for an eligibility ruling in the event some activity appears to be inconsistent, incompatible, or in conflict with the duties assigned to the review panel.

For the questions below, “immediate family” is defined as your spouse and dependent children (*California Government Code* Section 82029).

**Question 1:**

Do you or a member of your immediate family have, or have you had, a business relationship at any time over the last 12 months with a publisher that produces instructional materials for California? If YES, list the company(ies) that you have dealt with and the amount (if any) of remuneration received. (Use 1,000 characters or less. NOTE: Any information more than 1,000 characters will not be considered.)

* Yes
* No
* Uncertain

**Question 2:**

Are you currently employed by, or under contract to, any person, firm, or organization which will do business with or submit instructional materials to the California Department of Education (CDE)? If YES or UNCERTAIN, please explain and provide as much detail as possible, including name of firm, nature of contract, dates of contract, and compensation. (Use 1,000 characters or less. NOTE: Any information more than 1,000 characters will not be considered.)

* Yes
* No
* Uncertain

**Question 3:**

Have you ever been employed by or had any other kind of contractual relationship with any person, firm, or organization doing business with, or submitting instructional materials to, the CDE? If YES or UNCERTAIN, please explain and provide as much detail as possible, including name of firm, nature of contract, dates of contract, and compensation. (Use 1,000 characters or less. NOTE: Any information more than 1,000 characters will not be considered.)

* Yes
* No
* Uncertain

**Question 4:**

Do you expect to receive any royalty payments during your period of service on this advisory committee in excess of $500? If YES or UNCERTAIN, please explain and provide as much detail as possible, including name of firm, nature of contract, dates of contract, and compensation. (Use 1,000 characters or less. NOTE: Any information more than 1,000 characters will not be considered.)

* Yes
* No
* Uncertain

**Question 5:**

Were you or any member of your immediate family an author, contributor, or editor of (or consultant on) any textbook, other curriculum material, or project proposal that is likely to be submitted to the CDE? If YES or UNCERTAIN, please explain and provide as much detail as possible, including name of firm, nature of contract, dates of contract, and compensation. (Use 1,000 characters or less. NOTE: Any information more than 1,000 characters will not be considered.)

* Yes
* No
* Uncertain

**Question 6:**

Have you received compensation valued in excess of $500, do you expect to receive such compensation, or do you have any other kind of contractual relationship with any organization that is either a subsidiary, parent organization, or “sister organization” of any entity which will do business with your advisory body or will submit materials to your advisory body? If YES or UNCERTAIN, please explain and provide as much detail as possible, including name of firm, nature of contract, dates of contract, and compensation. (Use 1,000 characters or less. NOTE: Any information more than 1,000 characters will not be considered.)

* Yes
* No
* Uncertain

### Gender (optional)

* Male
* Female
* Non-Binary/Other
* Decline to state

### Ethnicity (optional) Please select all that apply from below:

* Hispanic/Latino
* American Indian or Alaska Native
* Asian
* Black or African American
* Native Hawaiian or Other Pacific Islander
* White
* Decline to state
* Other (please specify)

### Applicant Acknowledgement

* I understand that this application becomes public information when submitted.

### Applicant Certification

* The answers to the questions under Relationship to Publisher: Conflict of Interest Disclosure Statement are complete, true, and correct to the best of my knowledge and belief.
* My supervisor and I understand that, while travel and per diem costs will be reimbursed at standard state rates, no stipend is provided to members of the advisory committee and no substitute reimbursement is provided to the local education agency.
* I discussed this application with my supervisor and received approval for release time to participate in all related activities.

### Supervisor/Employer Information

First Name:

Last Name:

Position Title:

Phone:

Email: (generates email message to employer)

When you submit your application form, a message will be automatically sent to the employer’s email address you enter above.

[sent from mathadoption@cde.ca.gov]

Dear <First Name> <Last Name>:

This message is being sent to notify you that <First Name> <Last Name> (<email address>), a member of your staff, has applied to participate as a panel member for the 2025 California Mathematics Adoption of Instructional Materials. If appointed by the State Board of Education, the candidate is committed to attending a sequence of meetings and to perform a review of the materials as part of the adoption. Panel members will first participate in a four-day training session in April 2025 in Sacramento, spend up to three months independently reviewing materials, and return to Sacramento in July 2025 for up to four days of deliberations. Travel and per diem costs are reimbursed at standard state rates; however, no stipend or substitute pay is provided.

### Professional References

Please provide the names and contact information for at least one and up to three professional references.

First Name:

Last Name:

Position Title:

Institution:

Phone:

Email:

First Name:

Last Name:

Position Title:

Institution:

Phone:

Email:

First Name:

Last Name:

Position Title:

Institution:

Phone:

Email:

### Upload a Résumé

NOTE: Attach a current résumé or brief curriculum vitae as it relates to your educational background and mathematics instruction in PK–12 and/or higher education. If you are a current California classroom teacher, list the classes you are currently teaching and the grade level(s). Also indicate any specialized training you have had in mathematics instruction in the past five years. Limit your résumé to three pages and include your name on each page. (NOTE: Any information beyond three pages will not be considered.)

California Department of Education, November 2023