

Email Sharing Selection Decision and Rationale

These sample emails—one to the superintendent and one to teachers—outline the rationale for why specific materials were chosen after the selection process.

Dear Superintendent [Name],

We are excited to report the results of our curriculum review for elementary math.

A diverse team of educators and committee members engaged in a rigorous training and reflection process. We participated in a training on the Framework and standards, observed classrooms, talked with teachers, solicited feedback via survey, and developed a list of key criteria to guide the selection process. All of these efforts were made to ensure our team of reviewers had a thorough understanding of the Framework, grade-level standards, and student and community needs.

Using a common rubric aligned to our key criteria for selection, we narrowed the list of curricula to two finalists. We interviewed educators in other districts who use these two curricula and piloted lessons with each curriculum with students and teachers. We sought feedback from teachers across the district, and ultimately arrived at a unanimous choice: [Curriculum Name].

[Curriculum Name] is closely aligned to the CA Mathematics Framework and the math standards, and it is on the state's approved list. [Specifics about curriculum (e.g., The daily lesson structure provides opportunities for student practice, and the daily lesson debrief helps teach students how to reflect on and talk about their understanding. We believe the daily fluency lessons will support our students who need help closing skill gaps from previous grade levels. The curriculum provides many premade professional development resources that coaches can use in school-based training sessions and that teachers can access on their own.)] Overall, we believe this curriculum meets the needs of our students and will support teachers in creating engaging lessons that will reach all learners.

Thank you,

School District Curriculum Review Committee

Dear Teachers,

We are the teachers who served on the district's curriculum review committee to select new math materials for our classrooms. We want to tell you a bit about the process we went through and then explain our decision.

First, a diverse team of educators and committee members engaged in a rigorous training and reflection process. We participated in a Framework and standards training, observed classrooms, and spoke with you. We also obtained feedback from community members through an online survey. We used what we learned from you all and the community to create a list of key criteria to guide the selection process. All of these efforts were made to ensure our team of reviewers had a thorough understanding of grade-level standards and student and community needs.

Using a common rubric aligned to our key criteria for selection, we narrowed the list of curricula to two finalists. We talked with educators in other districts who use these two curricula and tested out the materials ourselves in our own classrooms. Finally, we asked for more feedback from all of you. In the end, our decision was unanimous: [Curriculum Name].

[Curriculum Name] is closely aligned to the CA Mathematics Framework and the math standards, and it is on the state's approved list. When we looked at the materials ourselves and tested them out in our classrooms, we as teachers confirmed that [Curriculum Name] is aligned to the Framework and standards. [Specifics about curriculum (e.g., *Eureka Math*® has a predictable four-part lesson structure that we think will make lesson planning easier for teachers. We also like the lesson structure because it provides lots of opportunities for students to practice with the daily concept, and there's a debrief section that will help students reflect on and talk about their understanding. The lesson structure also includes daily fluency lessons that will support our students who need extra review with skills from previous grade levels.)]

When we looked at materials, we wanted a curriculum that gave teachers ideas and resources for planning. [Specifics about curriculum (e.g., *Eureka Math* includes many professional development resources that teachers can access on their own, which we used when we tested the materials in our classrooms. *Eureka Math*'s Teacher Resource Pack was particularly helpful.)]

Overall, we think [Curriculum Name] meets the needs of our students and will support teachers in creating engaging lessons that reach all learners. We're excited about these new materials, and we hope you will be too!

Thank you,

The teachers serving on the School District Curriculum Review Committee

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