



DEPARTMENT OF EDUCATION OFFICE OF THE SUPERINTENDENT

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Nerissa Bretania Underwood, Ph.D.
Superintendent of Education

October 28, 2010

Mr. Matt Rector
President, Guam Federation of Teachers
P.O. Box 2301
Hagatna, Guam 96932

Guam's Local Union

RECEIVED

By: 

Date: 10/29/10

Subject: Textbook Selection/Adoption – Teacher Evaluators

Dear Mr. Rector,

Buenas yan Hafa Adai! After some delay, the 2010 Science and Japanese Language Textbook Adoption process is scheduled to commence December 20, 2010.

Pursuant to Article VIII of the Collective Bargaining Agreement, the Union shall appoint teacher members on joint committees related to instruction and the schools. We are asking that in preparation for the selection/adoption process of the Science and Japanese Language textbooks scheduled to begin on December 20, 2010, that the Union identify one (1) Science teacher from each elementary school (27 teachers) and three (3) for each respective grades (6-12) in the middle and high schools (21). Science middle school teachers (6-8) selected should be knowledgeable of the different content strands of Science such as General/Physical, Earth and Life; and for the high school teachers (9-12) General/Physical Science, Biology, Chemistry, Physics, Geology, Human Anatomy, Physiology and Principles of Science Technology. The composition of teachers should also be representative of the special populations of the district (i.e. English Language Learners and Special Education.) In addition, identify three (3) Japanese Language high school teachers.

Benefits to the participants include three (3) graduate credits for Science teachers and one (1) graduate credit for Japanese Language teachers; first-hand knowledge of the rationale for the selected textbooks; training in the textbook selection/adoption process; increased knowledge and understanding of the district's textbook issues and concerns; and to communicate school concerns relative to textbook preferences to the selection/adoption team. Fee for the graduate credits will be covered by GDOE. The training will be held on December 20-23 and 27-31, 2010 (8:30 AM – 12:30 PM), January 4 & 6, 2011 (4:00 PM-6:00 PM) and January 8, 2011 (8:30 AM – 1:30 PM) at the Castle Mall in Mangilao.

During our regularly scheduled meeting, you inquired about paying teachers their hourly rate in lieu of receiving graduate credits. Please note that this project requires 51 teacher participants, and we do not have the budget to offer them the option of being paid their hourly rate. We can however, look into offering them the same amount that it would cost for the graduate credits. This would amount to \$60 if they participated in the science adoption process and \$20 if they participate in the Japanese Adoption Process.

In compliance with Board Policy 602 (Selection/Adoption of Textbook and Instructional Materials) paragraph b(1), participants must:

1. Possess a valid teaching certificate in the subject to be adopted.
2. Have three (3) years teaching experience in the subject to be adopted.
3. Be currently teaching in the subject to be adopted.

In addition, appointed participants must agree to sign a Letter of Commitment:

1. To participate in the presentation of the review committee's decision to the Joint Board Union Curriculum Textbook Committee, if and when required.
2. To attend meeting(s) with the Deputy Superintendent of Curriculum & Instructional Improvement and the Guam Education Policy Board relative to the textbook selection/adoption process, if and when required.
3. Not to accept from participating publisher(s) or be exposed to any of the textbook materials undergoing the selection/adoption process until the Board approves the adoption and the Notice of Award is issued.

In addition, appointed participants must acknowledge and sign the attached form regarding eligibility, commitment, and confidentiality.

It is critical that teachers who are committed to the intense review of the various sample books and materials and to making the best choices for meeting the learning and instructional needs of the students be appointed. Their decision will impact the science textbook to be used for the next six (6) years.

To ensure that the Department of Education adequately prepares for this Selection/Adoption process, we are requesting that each participant complete the attached form and provide the information to Ms. Faye Camacho Kaible, who has been assigned to facilitate the Selection/Adoption Process for Science, by **Monday, November 29, 2010.** Questions should be addressed to her through email at fkaible@yahoo.com; by telephone at 300-1254; or by fax at 472-2241. Her office is located on the 2nd floor at DOE Central Office.

Thank you for your attention on this matter.

Senseramente,



NERISSA BRETANIA UNDERWOOD, Ph.D.
Superintendent of Education

Attachment

cc: Deputy Superintendent, Curriculum and Instructional Improvement

DEPARTMENT OF EDUCATION
TEXTBOOK EVALUATION/SELECTION TEACHER PARTICIPATION FORM

PART I - CERTIFICATION OF ELIGIBILITY

I, _____, _____ certify the following:
(PRINT: First, MI, and Last Name) (School)

1. I possess a valid teaching certificate in _____ (subject to be adopted).
2. I have three (3) years teaching experience in the subject to be adopted.
3. I am currently teaching in the subject to be adopted.

Contact numbers: _____, _____, _____
(Work) (Home) (Cell)

E-mail address (print): _____

PART II - PARTICIPANT'S COMMITMENT

I will participate in all aspects of the evaluation/selection processes including the presentation of the Committee's decision to the Joint Board Union Curriculum Textbook Committee.

I will attend meeting(s) with the Deputy Superintendent of Curriculum & Instructional Improvement and the Guam Education Policy Board relative to the textbook selection/adoption process, as required.

I will uphold the validity and the integrity of the evaluation/selection process by refraining from any contact with or by the publisher and/or publisher representatives and from viewing and/or receiving any related adoption samples until after the Notice of Award is issued by the Procurement Officer.

PART III - CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

I, understand that the textbook evaluation/selection process has certain confidential or sensitive information. I give my assurance and agree to safeguard all information from any unauthorized disclosure. I understand that unauthorized disclosure is a breach of ethical standards of the Guam Procurement Act and that it is subject to adverse action in accordance with GDOE Personnel Rules and Regulations.

I, hereby attest and affirm by signature to Parts I, II and III above.

(Signature)

(Date)