# Superintendent’s Memo #250-19

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: October 18, 2019

TO: Division Superintendents

FROM: James F. Lane, Ed.D., Superintendent of Public Instruction

## SUBJECT: Nominations for the Science Textbook Review Committees

At the July 25, 2019, Board of Education meeting the Department of Education was authorized to proceed with the K-12 science textbook state approval process.  It is anticipated that the review will be completed by September 2020.

An important part of the approval process for the K-12 science textbooks is the review of the publishers’ submitted items by teachers, curriculum supervisors, administrators, science educators, and others who have expertise with the content of the 2018 *Science* *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 science textbooks during February of 2020.  Nominees should be teachers, science specialists, or curriculum supervisors who have expertise with the content areas and the standards.

Committee members reviewing the K-12 science 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 *Science Textbook* review committees must submit an application through the web-based process, [Instruction Committee Application Processing System (ICAPS)](http://www.doe.virginia.gov/instruction/instruction_committees/index.shtml). 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 November 8, 2019.  Committee members will be notified on or before December 2, 2019.  Committee members will be selected on the basis of expertise, experience, and balanced regional representation. Applicants with an affiliation with a textbook manufacturer will not be selected as a textbook committee member.

If you have questions regarding the K-12 science textbook review, please contact Myra Thayer, Science Specialist, Office of STEM and Innovation, via email at [myra.thayer@doe.virginia.gov](mailto:myra.thayer@doe.virginia.gov) or by telephone at (804) 225-3688; or Anne Petersen, Science Coordinator, via email at [anne.petersen@doe.virginia.gov](mailto:anne.petersen@doe.virginia.gov) or by telephone at (804) 225-2676.

JFL/AP