

**The Public Schools of Brookline  
Office of Teaching and Learning**

***Call for Parent/Caregiver Volunteers***

**K-8 Mathematics Program Review Committee  
2017-2018**

The Office of Teaching and Learning is recruiting parent volunteers to serve on the *Program Review Committee* for the K-8 Mathematics Program. This is an excellent opportunity to work collaboratively with a cross-section of the community on a project that will directly result in improving achievement for all students.

**What is Program Review?** Since Program Review launched in 2004, programs and curriculum areas have been reviewed by a committee of staff and community members that gathers information, examines data to develop goals, and identifies strategies for continuous program improvement. The overall goal of the review process is to improve student achievement. A Program Review committee guides this process for each program. K-8 Mathematics is entering into its second round of Program Review. The last K-12 Mathematics Program Review took place in 2006.

**Who is on the committee?** All Program Review committees include teachers, administrators, and parent representatives. The Math Program Review Committee will be chaired by the Senior Director of Programs Meg Maccini and K-8 Mathematics Program Coordinator Kathleen Hubbard. Committee members must be willing to study current research, analyze data, maintain confidentiality, pose questions instead of simply having answers, honor the group process and value collaboration. *We are looking for two or three parents for this program review committee, and are looking for representation across grades and schools.\**

**Time commitment:** The entire review process for a program will take approximately one to two years of committee work. Committee members must be able to attend monthly meetings held on the second Wednesday of each month from 4:00 p.m. to 6:00 p.m. In between the monthly meetings, members will review information, raise questions, and participate in activities as determined by the committee. ***Committee members must be able to attend the following meetings: January 10, Feb. 14, March 14, April 11, May 9, and June 13***

**If you are interested serving on the K-8 Mathematics Program Review Committee, please fill out an application (see below) and submit it by December 29. Parent/caregiver representatives will be notified if they have been selected by January 5, 2018**

*\*In forming committees, co-chairs will be looking to make sure that different schools and various perspectives are represented. Special consideration may be afforded to parents with background in a specific field directly related to the program being reviewed. Final decisions on committee membership rest with the Deputy Superintendent for Teaching and Learning.*

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**Program Review Committee – Parent/Caregiver Application for 2017-2018**

**K-8 MATHEMATICS PROGRAM REVIEW**

Being a parent/caregiver representative on a Program Review Committee is a longer-term voluntary commitment. The review process involves four phases, and will usually take at least two years. During the first two years there will be monthly after-school meetings (4pm-6pm) and one or two all-day meetings. Occasional meetings will be held in subsequent years as the committee completes the four-phase process. Members must be able to attend meetings and should anticipate spending time on committee work between meetings.

Committee members must be willing to study current research, analyze data from the Public Schools of Brookline, maintain confidentiality, pose questions instead of simply providing answers, honor group process and value collaboration.\*

Committee members will rely on e-mail for group communication. Monthly committee meetings will begin in January 2018.

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**Name:**

**School:**

**Grades of children in 2017-18 school year:**

**Phone:**

**E-mail:**

**Does your child participate in a Public Schools of Brookline Program such as STEPs to Success, METCO, African American and Latino Scholars Program? Please circle which program.**

**Why are you interested in serving on the K-8 Mathematics Program Review committee?**

**What will you bring to the committee (group skills, knowledge/expertise, etc.)?**

\*In forming committees, we are looking to make sure that different schools and various perspectives are represented. Final decisions on committee membership (parents and teachers) rest with the Deputy Superintendent for Teaching and Learning.

E-mail or call Meg Maccini for more information on program review: [meg\\_maccini@psbma.org](mailto:meg_maccini@psbma.org)  
(617) 730-2427

**This application is due by December 29, 2017.**

**Please submit electronic copies to Meg Maccini at [meg\\_maccini@psbma.org](mailto:meg_maccini@psbma.org) or drop of a paper copy at the Office of Teaching & Learning, 5<sup>th</sup> Floor, Town Hall. Parents will be notified by January 5.**