

September 30, 2009

TO: Directors of Curriculum and Instructional Programs  
 Secondary Mathematics and Special Education Specialists and Coordinators  
 Secondary Mathematics Teachers, Coaches, Department Chairs, and Administrators  
 Secondary Special Education Teachers and Administrators  
 Los Angeles County School Districts

FROM: Raynette Sanchez, Director  
 Division of Curriculum and Instructional Services

Lisa Usher-Staats, Lead Mathematics Administrator  
 Division of Curriculum and Instructional Services

SUBJECT: **California Numeracy Project: Targeted CAHSEE Mathematics Support**

The Los Angeles County Office of Education, Division of Curriculum and Instructional Services, is bringing the *California Numeracy Project* (formerly known as the *Numeracy Project* throughout its pilot in Los Angeles county) to our districts and schools. Now in its published form, the instructional materials offered by the *California Numeracy Project* are designed for student understanding of concepts and skills addressed by the standards tested on the mathematics portion of the California High School Exit Exam (CAHSEE). Participants in either of the sessions described below will learn how these materials may support comprehensive and alternative education high schools' CAHSEE preparation and/or intervention classes.

Scholastic Inc. has collaborated with the California County Superintendents Educational Services (CCSESA), the Alameda County Office of Education, and the *Numeracy Project Team* in finalizing the development and production of these new materials that consist of a student workbook, teacher guide, and CD-Rom. This program is exceptional for teachers in "special settings" such as special education, alternative programs, summer school and after-school programs, substitutes and more. It features targeted content, formatted to make it easy for students to learn, practice, reinforce, and review. Teacher support includes language development, mathematical background, common errors, and teaching tips.

Participants may select to attend one of the following sessions sponsored by the Los Angeles County Office of Education on Tuesday, January 12, 2009, presented by Numeracy Project Leadership Team members Victor Gee, Alameda County Office of Education, and April Cherrington, San Mateo County Office of Education:

A. *California Numeracy Project* "Training of Trainers"

Participants receive a presentation powerpoint to use, as desired, in training teachers and administrators on the use of *California Numeracy Project* lessons with students; and, will explore in-depth the published set of *California Numeracy Project* materials, comprised of the Student workbook, Teacher Guide, and CD-Rom of activities. Registered participants will be required to either provide proof of purchase of these *California Numeracy Project* materials upon registration, and then bring their personal set to the "Training of Trainers," or, for an "at-cost" additional charge, request that the Los Angeles County Office of Education order one (1) set of the above materials for each participant for whom payment is received in full by LACOE by December 11, 2009.

B. A Sampler: Introducing the *California Numeracy Project*

Participants receive: a “Sampler” of *California Numeracy Project* materials; CCSESA “White Paper” on the background of the *Numeracy Project*; Scholastic ordering information; and a walk-through of a sample Core, Developmental and Extension lesson targeted to a CAHSEE mathematics standard.

	<b>Session A: Training of Trainers</b>	<b>Session B: A Sampler</b>
<b>Date and Time</b>	Tuesday, January 12, 2010 8:30 a.m. – 12:30 p.m. Registration begins at 8:00 a.m.	Tuesday, January 12, 2010 2:00 p.m. – 3:00 p.m. Registration begins at 1:30 p.m.
<b>Registration Deadline</b>	Friday, December 11, 2009	Friday, January 8, 2010
<b>Cost</b>	“Training of Trainers” registration fee: \$50.00 per participant (Optional) “At Cost” charge for one (1) set of <i>California Numeracy Project</i> training materials (Student workbook, Teacher Guide, and CD-Rom of activities) for an additional \$200.00 per participant	Free
<b>Location</b>	Los Angeles County Office of Education EC Room 281 9300 Imperial Highway Downey, CA 90242	

For more information or questions regarding this workshop, please contact Lisa Usher-Staats, Mathematics Administrator at (562) 922-6877 or email [usher\\_lisa@lacoedu.edu](mailto:usher_lisa@lacoedu.edu) or contact Roberta Ray, Mathematics Secretary, at (562) 922-6551 or [ray\\_roberta@lacoedu.edu](mailto:ray_roberta@lacoedu.edu).

**Registration Policies:**

Registrants will be admitted on a first-come, first-served basis. The \$50.00 registration fee and any additional \$200.00 charge per set of *California Numeracy Project* materials for Session A will not be refunded unless the professional development is cancelled. Participants who are unable to attend the January 12, 2010 “Training of Trainers,” but who have ordered and paid in full for *California Numeracy Project* materials, will be mailed their *Numeracy Project* materials following the workshop session. District purchase orders or school checks should be made payable to: Los Angeles County Office of Education and returned by Friday, December 11, 2009. Registration forms, and when appropriate, proof of prior purchase of *California Numeracy Project* materials, may be faxed or mailed on or before December 11, 2009 to:

Roberta Ray, Division Secretary  
 Mathematics Education and Programs  
 Division of Curriculum and Instructional Services  
 Los Angeles County Office of Education  
 9300 Imperial Highway, Clark Building  
 Downey, California 90242-2890  
 Office: 562-922-6551 Fax: 562-401-5405

LUS:rr  
 Attachment



**California Numeracy Project  
Registration Form**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Worksite: \_\_\_\_\_ District: \_\_\_\_\_

Work Mailing Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ FAX #: \_\_\_\_\_

E-mail: \_\_\_\_\_

*Please specify:*

**Session A \_\_\_\_\_ (\$50.00)**

*For participants registering for Session A, please select from the following two options:*

\_\_\_\_\_ Enclosed with my registration fee of \$50.00 is proof of purchase of the *California Numeracy Project* kit (student workbook, teacher guide, and CD-Rom). I understand that I must bring my personal set of materials to the “Training of Trainers” in order to be admitted to the workshop. Ordering information is available at: [http://www.ccsesa.org/index/sp\\_NumeracyProject.cfm](http://www.ccsesa.org/index/sp_NumeracyProject.cfm).

\_\_\_\_\_ Included with my registration is an additional \$200.00 for the *California Numeracy Project* kit (which includes student workbook, teacher guide, and CD-Rom) that I will receive when I attend the “Training of Trainers”.

**Session B \_\_\_\_\_ (Free of charge)**

*Includes sampler of the California Numeracy Project.*

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<b>Cost</b>	“Training of Trainers” registration fee: \$50.00 per participant <i>(Optional)</i> “At Cost” charge for one (1) set of <i>California Numeracy Project</i> training materials (Student workbook, Teacher Guide, and CD-Rom of activities) for an additional \$200.00 per participant	Free
<b>Location</b>	Los Angeles County Office of Education EC Room 281 9300 Imperial Highway Downey, CA 90242	

Please fax or mail this registration form with a check or purchase order made payable to Los Angeles County Office of Education (refer to informational bulletin number 120 for registration policies):

Roberta Ray, Division Secretary,  
Mathematics Education & Programs  
Los Angeles County Office of Education  
Division of Curriculum and Instructional Services  
9300 Imperial Hwy, Clark Building  
Downey, California 90242-2890  
Office: (562) 922-6551 FAX: (562) 401-5405