**Sample Email for Launching the Work of the Selection Team**

*This resource provides a sample email to be sent to the Selection Team from the Selection Team Leader. The email should set the tone for the work ahead and clearly outline the team’s responsibilities.*

All –

Welcome to the Selection Team! I’m thrilled to have assembled a group with such deep knowledge, skills, and commitment to improving instruction in our district. As you well know, our community is a special place for students, teachers, and families. You also know that there is a thirst for higher-quality materials that can better support our students’ learning. Each of you brings a critical perspective that will shape our curriculum selection process. Your work over the next several months is going to have incredible impacts on teaching and learning here in [district].

As a Selection Team, we will work together to design and manage a curriculum selection process that is both comprehensive and transparent. Soon we will engage with a larger committee of stakeholders, but first we need to map out our specific process and timeline. Our launch planning meeting will take place on **Tuesday, March 5th**. We will meet in the district conference room from **9:00 am - 3:00 pm**.

I look forward to kicking off this work with you! If you have any questions, please don’t hesitate to email me.

Best,

[Selection Team Leader]