

## MEMORANDUM

DATE: November 13, 2015  
TO: Board of Directors  
FROM: Amy Neiman, Director of Teaching & Learning  
SUBJECT: Instructional Materials Adoption

I respectfully recommend the La Center School District Board of Directors officially adopt the textbook and related support materials for use in the high school automotive class. These materials have been reviewed and evaluated by members for the Career & Technical Education (CTE) Advisory, the current instructor as well as the high school principal. All recommend these materials:

Automotive Service: Inspection, Maintenance, Repair  
5th Edition  
by Tim Giles  
ISBN-13: 978-1-305-11059-5  
ISBN-10: 1-305-11059-5