

January 15, 2021

MEMORANDUM

To: System Test Coordinators
System Curriculum Coordinators
System Special Education Directors

From: Jan Blose, Ed.D., Director of Assessment Development

Subject: GKIDS 2.0 and Keenville Nomination of Educators for Test Development Activities

The Georgia Department of Education (GaDOE) is seeking nominations for highly-qualified educators to participate in upcoming test development meetings for the Georgia Kindergarten Inventory of Developing Skills (GKIDS 2.0) and Keenville, Georgia's game-based assessment for students in first and second grade. These meetings are being planned in anticipation of the adoption of new state content standards for mathematics.

There will be several meetings throughout the spring and summer and GaDOE is seeking to create a pool of potential participants. As we are in the very early stages of planning, additional meeting details will be provided to nominees at a later time. **All meetings will be conducted via a virtual meeting platform.**

System Test Coordinators, System Curriculum Coordinators, and/or System Special Education Directors should collaborate and submit the names of highly-qualified educators in the identified content areas/courses. Districts may submit up to 14 nominations.

To ensure that an adequate representation of educators from across Georgia is selected, we ask that you submit names across a range of grade levels and courses, as follows:

Content Area		Grade Levels	# of nominees requested
GKIDS	Mathematics	Kindergarten	4
		First Grade	2
Keenville	Mathematics	First Grade	4
		Second Grade	4
Total			14

In preparation for each meeting, the GaDOE will select participants to ensure a representative sample across the state. To help ensure a balanced, representative committee, districts are encouraged to nominate both first-time participants as well as educators who have participated in the past. Please note that **not all nominees will be selected.**

Please submit nominations, using the link provided below, during the period of Friday, January 15 – Friday, February 5, 2021. Nomination does not guarantee invitation to an event. Only those who receive an official email invitation for an event may attend.

1554 Twin Towers East • 205 Jesse Hill Jr. Drive • Atlanta, Georgia 30334 • www.gadoe.org

Richard Woods, Georgia's School Superintendent

An Equal Opportunity Employer



Please consider educators from your system who:

- demonstrate depth of knowledge in early childhood mathematics;
- demonstrate instructional expertise in kindergarten, first grade, or second grade;
- increase student achievement through the use of proven, research-based practices;
- participate in ongoing professional learning;
- provide leadership among their colleagues;
- represent the gender, ethnic, and regional diversity of your system;
- teach diverse and/or exceptional student populations, including vision/hearing impaired students;
- receive recognition for their contributions to teaching and learning; and/or
- bring a fresh perspective to the test development process.

Nomination Process

1. Establish a nominee pool; the nominee's direct supervisor(s) should approve participation.
2. Collect information needed to complete a nomination survey. An optional template is provided on page 4 of this memo.
3. Provide each nominee a copy of the Frequently Asked Questions (FAQs) included on page 5 of this memo.
4. Fill out one online nomination form for each nominee **no later than February 5, 2021**, using the following link:

[Survey Link](#)

Please Note: Only System Test Coordinators, System Curriculum Coordinators, and/or System Special Education Directors may submit nominees using the survey link provided. We respectfully request that you work collaboratively to submit up to 14 nominations per district.

Shortly after the nomination window has closed, all nominees will receive an email request to submit an application for participation. At this time, nominees will provide more information regarding teaching experience and availability to participate in the upcoming meetings.

Specific meeting details will be provided when the event invitation is sent. Invited educators must confirm acceptance of the invitation and will be provided instructions to do so.

All test development meetings through summer 2021 will be conducted via a virtual meeting platform. While no travel expenses will be incurred by participants, the following expenses will be covered:

- If applicable, substitute reimbursements to the local school/system will be made for the actual cost of providing the classroom substitute. Unfortunately, we are unable to reimburse expenses for any additional fees incurred by the system (such as to a vendor) to procure substitutes.
- During the summer months, an honorarium is offered for teachers not under contract.

Should you have any questions please feel free to contact me at jblose@doe.k12.ga.us or 404-463-6665.

Thank you for your help with this important aspect of our test development process.

cc: System Superintendents
Richard Woods, State School Superintendent
Matt Jones, Chief of Staff
Allison Timberlake, Ph.D., Deputy Superintendent for Assessment and Accountability
Sandy Greene, Ed.D., Director of Assessment Administration

**2021 GKIDS 2.0 and Keenville
Nominee Information**

- This form is for local school district use only. It is intended to help the person nominating gather all the relevant information about the nominee that the Department needs. **Do not forward this form to the GaDOE.**
- All information must be provided through the survey link that appears in the memo.
- System Test Coordinator, System Curriculum Coordinator, System Special Education Director, or designee will use the information on this form to complete the *2021 GKIDS and Keenville Nomination Survey*.

Nominee's First Name:	
Nominee's Last Name:	
Nominee's School Email Address:	
School Administrator's First Name:	
School Administrator's Last Name:	
School Administrator's Email Address:	

Grade level nominee currently teaches (only select one)	
<input type="checkbox"/> Kindergarten	
<input type="checkbox"/> First Grade	
<input type="checkbox"/> Second Grade	
<input type="checkbox"/> Not Currently Teaching (please specify grade level & role)	

Assessment for which educator is nominated for participation (select all that apply)	
<input type="checkbox"/> GKIDS 2.0	
<input type="checkbox"/> Keenville	



2021 GKIDS and Keenville Workshops Frequently Asked Questions (FAQs)

How was I nominated?

A call for nominations was emailed to System Test Coordinators, System Curriculum Coordinators, and System Special Education Directors for all public K-12 school districts and state charter schools. Districts were encouraged to nominate educators to participate in these meetings. It is requested that each district ensure their nominees are aware that they have been nominated.

Now that I have been nominated, what are the next steps?

In February, an email will be sent to all nominated educators requesting they complete a survey to indicate their interest and availability to participate in these meetings. Nominated educators are encouraged to check their Clutter, Junk, and/or Spam email folders as these emails occasionally are received in these folders. We also ask that educators tentatively hold dates for which they have indicated availability.

When will I know if I've been selected to participate?

We are still in the very early stages of planning these meetings. Additional information about the expected timeline for invitations will be provided in the availability survey sent to all nominees in February.

How are participants selected to participate in committee meetings?

A representative group of educators from across the state will be identified. Some factors that are considered to ensure a balanced representation include region, gender, race/ethnicity, years of experience, and experience with special populations.

If I am selected to participate, will my travel expenses be reimbursed?

All meetings held through summer 2021 will be conducted via a virtual meeting platform. While no travel expenses will be incurred by participants, the following expenses will be covered:

- An honorarium of \$125 per day will be paid for each day of participation for teachers whose schools are not in session during the workshop and those who will not receive wages or salary for the days of their participation.
- Districts/schools will be reimbursed for the cost of a substitute teacher, if applicable.

What are the requirements for participating in a virtual test development meeting?

- During all portions of the meeting, you must be in a private room where no one else can view your screen.
- You must have access to a computer with a reliable internet connection.
 - Access to a second monitor is recommended.
- A microphone and speakers (or headset) and a webcam are required.
 - Your computer camera must remain on at all times.
- You must sign a non-disclosure agreement and agree to several rules regarding the confidentiality of the meeting materials.

