

Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

January 10, 2019

MEMORANDUM

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

From: Allison Timberlake, Deputy Superintendent for Assessment and Accountability

SUBJECT: Georgia Alternate Assessment (GAA) 2.0 Nomination of Educators for
 Test Development Activities

The Georgia Department of Education (GaDOE) is seeking nominations for highly-qualified educators to participate in several upcoming **Georgia Alternate Assessment 2.0 (GAA 2.0)** meetings that are critical to the continued development of the restructured assessment. There will be several meetings throughout the spring and summer and GaDOE is seeking to create a pool of potential participants.

System Test Coordinators, System Curriculum Coordinators, and System Special Education Directors are asked to collaborate and submit the names of highly-qualified teachers in the identified content areas/courses. Districts may submit up to **ten (10) nominations**. Districts are encouraged to nominate first-time as well as veteran participants. To ensure that an adequate representation of educators from around the state is selected, we ask that you submit nominees across a range of grade levels and content areas, as shown in the table below. Please note that we are seeking Special Education and General Education nominees. General Education nominees need not hold any certifications in Special Education.

Content Area	Grade Levels/Courses	# of Special Education nominees requested	# of General Education nominees requested
English Language Arts	Kindergarten, 3, 4	2	1
	5, 6, 7		
	8, High School		
Mathematics	Kindergarten, 3, 4	2	1
	5, 6, 7		
	8, High School		
Science	5, 8, High School	1	1
Social Studies	5, 8, High School	1	1
Total		6	4

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In preparation for each meeting, the GaDOE will select participants to ensure a representative sample across the state based on grade level and content area. 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 11-Friday, February 1, 2019. Nomination does not guarantee invitation to an event. Only those who receive an official email invitation for an event may attend.

Please consider educators from your district who:

- demonstrate depth of knowledge in their content area;
- demonstrate instructional expertise;
- 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 GAA 2.0 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. The last page of this memorandum is a template that can be used to collect information needed for the survey.
3. Fill out one online nomination form for each nominee **no later than February 1, 2019**, using the following link: <https://www.surveymonkey.com/r/GC9BP8R>

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 10 nominations per district.

A few days 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. **Please note** this email will be sent from the Questar meeting planning platform (CVENT). Nominees may need to check their Clutter, Junk, and/or Spam folders, as these emails will occasionally be received in those folders.

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.

Certain expenses are covered for meeting participants. 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. Mileage will be reimbursed at the rate stipulated in current state travel regulations.

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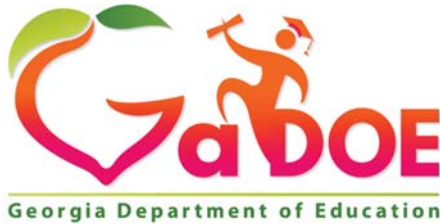
If a participant meets the criteria provided in state travel regulations for hotel accommodations, lodging will be covered as well. Breakfast and lunch are provided as part of the meeting. For those who are eligible, dinner reimbursement will be for the amount stipulated in current state travel regulations. During the summer months, an honorarium is offered for teachers not under contract.

For questions about the nomination process, please contact Questar by email at pokyere@questarai.com or by phone at 651-592-0988.

Should you have questions about the Georgia Alternate Assessment, please contact Dr. Mary Nesbit-McBride, Assessment Specialist (mnesbit@doe.k12.ga.us; 404-232-1207) at the GaDOE.

Thank you for your help with this important aspect of the Georgia Alternate Assessment.

cc: System Superintendents
Richard Woods, State School Superintendent
Matt Jones, Chief of Staff
Jan Reyes, Ed.D., Director of Assessment Development
Sandy Greene, Ed.D., Director of Assessment Administration
Mary Nesbit-McBride, Ph.D., Assessment Specialist



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**2019 Georgia Alternate Assessment (GAA) 2.0 Workshop
 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 to the GaDOE or Questar.**
- **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 *2019 Georgia Alternate Assessment 2.0 Nominee Survey*.

District Name	
Nominee's First Name	
Nominee's Last Name	
Nominee's School Email Address	

Does this nominee teach Special Education or General Education?
<input type="checkbox"/> Special Education
<input type="checkbox"/> General Education

Grade level nominee currently teaches (only select one)	
<input type="checkbox"/> Kindergarten	
<input type="checkbox"/> Grade 3	
<input type="checkbox"/> Grade 4	
<input type="checkbox"/> Grade 5	
<input type="checkbox"/> Grade 6	
<input type="checkbox"/> Grade 7	
<input type="checkbox"/> Grade 8	
<input type="checkbox"/> High School	
<input type="checkbox"/> Not Currently Teaching (please specify grade level & role)	

Content area nominee currently teaches (only select one)	
<input type="checkbox"/> English Language Arts	
<input type="checkbox"/> Mathematics	
<input type="checkbox"/> Science	
<input type="checkbox"/> Social Studies	