



**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 Milestones 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 Milestones test development meetings. These meetings will be held for the End of Grade (EOG) and End of Course (EOC) measures for all four content areas: English Language Arts, Mathematics, Science, and Social Studies. 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/or System Special Education Directors should collaborate and submit the names of highly-qualified teachers in the identified content areas/courses. Districts may submit up to **24 nominations**. To ensure than 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/Courses	# of nominees requested
<b>End of Grade</b>	English Language Arts	3, 4, 5, 6, 7, 8	4
	Mathematics	3, 4, 5, 6, 7, 8	4
	Science	5, 8	2
	Social Studies	5, 8	2
<b>End of Course</b>	English Language Arts	Ninth Grade Literature, American Literature	4
	Mathematics	Coordinate Algebra, Analytic Geometry, Algebra I, Geometry	4
	Science	Biology, Physical Science	2
	Social Studies	United States History, Economics	2
<b>Total</b>			<b>24</b>

In preparation for each meeting, 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 system 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 Georgia Milestones Assessment System 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.cvent.com/d/9bq298>

**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 24 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 Data Recognition Corporation (DRC) 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 DRC by email at [GAmeeetings@datarecognitioncorp.com](mailto:GAmeeetings@datarecognitioncorp.com) or by phone at 763-268-2143.

Should you have questions about the Georgia Milestones Assessment System, please contact Dr. Jan Reyes, Director of Assessment Development ([jreyes@doe.k12.ga.us](mailto:jreyes@doe.k12.ga.us); 404-463-6665) at the GaDOE.

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

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



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**2019 Georgia Milestones 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 DRC.**
- **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 *Georgia Milestones Workshop Nomination Survey*.

<b>District Name</b>	
<b>Nominee's First Name</b>	
<b>Nominee's Last Name</b>	
<b>Nominee's School Email Address</b>	

<b>Grade level nominee currently teaches (only select one)</b>		
<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)	

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