

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

October 16, 2017

**MEMORANDUM**

**TO:** System Test Coordinators  
 System Curriculum Coordinators  
 System Special Education Directors

**FROM:** Melissa Fincher, Deputy Superintendent for Assessment and Accountability

**SUBJECT:** Nomination of Educators for Georgia Milestones Reading & Evidence-Based Writing Rangefinding Meeting

The Georgia Department of Education (GaDOE) is seeking nominations for highly-qualified educators to participate in a **Reading & Evidence-Based Writing (REBW) Rangefinding** meeting for the End of Grade (EOG) and End of Course (EOC) English Language Arts assessments. This meeting will be held January 29 – February 2, 2018 in the Atlanta area.

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 **8 nominations**. To ensure than an adequate representation of educators from across Georgia is selected, we ask that you submit names across a range of grades and courses, as follows:

	Content Area	Grades/Courses	# of nominees requested
<b>End of Grade</b>	English Language Arts	Grades 3-5	3
		Grades 6-8	3
<b>End of Course</b>	English Language Arts	Ninth Grade Literature	1
		American Literature	1
<b>Total</b>			<b>8</b>

In preparation for the meeting, GaDOE will select participants to ensure a representative sample across the state based on 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 rangefinding meetings in the past. It is important for this meeting to have a few educators on each committee with previous rangefinding experience. Please note that **not all nominees will be selected**.

**Please submit nominations, using the link provided below, during the period of October 16 – November 3, 2017. 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 November 3, 2017**, using the following link: <https://www.cvent.com/d/ftqll8>.

<p><b>Please Note:</b> 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 8 nominations per district.</p>
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Meeting invitations will be sent to selected nominees the week of November 13, 2017. **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. 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 is for an amount up to \$20.00. An honorarium is offered for teachers not under contract on the day of the meeting.

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For questions about the nomination process, please contact DRC Meeting Planning by email at [GMeetings@DataRecognitionCorp.com](mailto:GMeetings@DataRecognitionCorp.com) or by phone at 1-800-826-2368.

Should you have questions about the Georgia Milestones Assessment System or the REBW Ranging meeting, please contact Dr. Jan Reyes, Test Development Program Manager ([jreyes@doe.k12.ga.us](mailto:jreyes@doe.k12.ga.us); 404-463-6665) at the Georgia Department of Education.

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

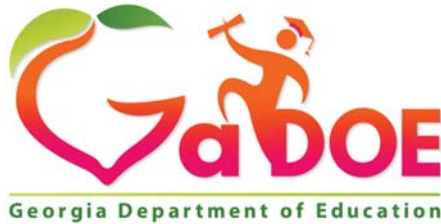
cc: System Superintendents

Richard Woods, State School Superintendent

Matt Jones, Chief of Staff

Sandy Greene, Ed.D., Director of Assessment

Jan Reyes, Ed.D., Test Development Program Manager



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**Georgia Milestones  
 Reading & Evidence-Based Writing (REBW) Rangefinding Workshop  
 Educator 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 Data Recognition Corporation.**
- **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>EOG grade or EOC course for which educator is nominated (only select one)</b>		
<input type="checkbox"/> Grade 3	<input type="checkbox"/> Grade 6	<input type="checkbox"/> Ninth Grade Literature
<input type="checkbox"/> Grade 4	<input type="checkbox"/> Grade 7	<input type="checkbox"/> American Literature
<input type="checkbox"/> Grade 5	<input type="checkbox"/> Grade 8	

<b>Number of years' experience teaching the grade or course selected above (only select one)</b>	
<input type="checkbox"/> 1-5	<input type="checkbox"/> 11-15
<input type="checkbox"/> 6-10	<input type="checkbox"/> 16+

<b>Gender</b>	
<input type="checkbox"/> Female	<input type="checkbox"/> Male

<b>Race/Ethnicity</b>	
<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Multiracial
<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> White
<input type="checkbox"/> Black	<input type="checkbox"/> Decline to State
<input type="checkbox"/> Hispanic	

<b>Highest Degree Earned</b>	
<input type="checkbox"/> Bachelors	<input type="checkbox"/> Education Specialist
<input type="checkbox"/> Masters	<input type="checkbox"/> Doctorate

<b>Special Certifications Held (select all that apply)</b>	
<input type="checkbox"/> ELL	<input type="checkbox"/> Special Education
<input type="checkbox"/> Gifted	<input type="checkbox"/> None