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

**February 10, 2016**

**MEMORANDUM**

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

**FROM:** Melissa Fincher, 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 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. Throughout the summer there will be several meetings and GaDOE is seeking to broaden its pool of potential participants.

To ensure that an adequate representation of educators from around Georgia is selected, 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 **12 nominations**; we ask that you submit names across a range of grade levels and courses. 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 Georgia Milestones Assessment System development process.

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 ensure a balanced, representative committee, not all nominees will be selected. Districts are encouraged to nominate first-time participants.

**Please submit nominations, using the link provided below, during the period February 10 – 29, 2016. Nomination does not guarantee invitation to an event.** Only those who receive an official email invitation for an event may attend.

## 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 Monday, February 29, 2016**, using the following link: <http://www.cvent.com/d/wfqzys>

**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 12 nominations per district.

After the nomination window has closed, 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.

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, but not 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. During the summer months, an honorarium is offered for teachers not under contract.

For questions about the nomination process, please contact Deborah Meloche at Data Recognition Corporation by email at [DMeloche@DataRecognitionCorp.com](mailto:DMeloche@DataRecognitionCorp.com) or by phone at 502-420-1482.

Should you have questions about the Georgia Milestones Assessment System, please contact Dr. Jan Reyes ([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

### 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 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>Grade level nominee currently teaches (select all that apply)</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 (select all that apply)</b>	
<input type="checkbox"/> English Language Arts	
<input type="checkbox"/> Mathematics	
<input type="checkbox"/> Science	
<input type="checkbox"/> Social Studies	