



Dr. John D. Barge, State School Superintendent

August 22, 2014**MEMORANDUM**

TO: System Test Coordinators
System Curriculum Coordinators

FROM: Tony Eitel
Director, Assessment Administration

SUBJECT: Georgia Milestones Nomination of Educators for Item and Data Review

The Georgia Department of Education (GaDOE) is seeking nominations for highly-qualified educators to participate in the upcoming Georgia Milestones Assessment System Item and Data Review Workshop. This meeting is scheduled for **October 27-29, 2014**. The sessions will be held from **8:00 am to 4:00 pm** at a hotel in the Atlanta area. This event includes two major tasks:

1. Participants will review potential future field-test items for content, bias, sensitivity, depth of knowledge, and alignment to Georgia's state-adopted content standards for English Language Arts, Mathematics, Science, and Social Studies.
2. Participants will review the performance data for items that were field tested during the Spring 2014 administrations.

The actual dates will vary by content area and grade level or course. Please refer to the charts below:

Georgia Milestones End-of-Grade (EOG)						
Content Areas						Dates
English Language Arts Grade 3	English Language Arts Grade 4	English Language Arts Grade 5	English Language Arts Grade 6	English Language Arts Grade 7	English Language Arts Grade 8	October 27-29
Mathematics Grade 3	Mathematics Grade 4	Mathematics Grade 5	Mathematics Grade 6	Mathematics Grade 7	Mathematics Grade 8	October 27-29
Science Grade 3	Science Grade 4	Science Grade 5	Science Grade 6	Science Grade 7	Science Grade 8	October 27-29
Social Studies Grade 3	Social Studies Grade 4	Social Studies Grade 5	Social Studies Grade 6	Social Studies Grade 7	Social Studies Grade 8	October 27-29

Georgia Milestones End-of-Course (EOC)		
Courses		Dates
Coordinate Algebra	Analytic Geometry	October 27-28
Ninth Grade Literature and Composition	American Literature and Composition	October 27-28
Physical Science	Biology	October 27-28
U.S. History	Economics/Business/Free Enterprise	October 27-28

"Making Education Work for All Georgians"

To ensure that an adequate representation of educators from around Georgia is selected, System Test Coordinators and/or System Curriculum Coordinators should submit the names of highly-qualified teachers in the above-mentioned content areas and/or courses. We are also seeking highly-qualified educators in special education and ESOL with experience in the content areas/courses noted above. Please submit **6 nominations per system**. Participants will be selected to ensure a representative sample across the state based on grade level and content area. Please consider educators from your system who:

- 1) demonstrate depth of knowledge in their content area;
- 2) demonstrate instructional expertise;
- 3) increase student achievement through the use of proven, research-based practices;
- 4) participate in ongoing professional learning;
- 5) provide leadership among their colleagues;
- 6) represent the ethnic and regional diversity of your system;
- 7) teach diverse and/or exceptional student populations, including vision/hearing impaired students;
- 8) receive recognition for their contributions to teaching and learning; and
- 9) bring a fresh perspective to the Georgia Milestones Assessment System development process.

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

Please submit nominations during the period August 22 – September 5, 2014. It is imperative that participants selected for these sessions be committed to attending the entire time. Due to the overwhelming response to these events, **nomination does not guarantee participation**. Only those who receive an official invitation from CTB/McGraw-Hill via email may attend the workshop. Further, it is also important for all nominees to be aware that they must attend every day of the event as indicated above.

Participants will be notified the week of September 15, 2014 if they have been selected to participate in this event. Once selected, participants will be contacted with hotel registration information. Nominees not selected to participate will also be notified once the participant list is finalized. Until such time, those not selected are considered as alternates for participation.

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.
3. The last page of this memorandum is a template that can be emailed between the school system and nominees to collect information needed for the survey.
4. Fill out one online nomination form for each nominee **no later than Friday, September 5, 2014**, using the following link:
https://www.surveymonkey.com/s/Item_Review_Nomination_Form
5. Nomination information will be submitted by the GA Milestones vendor, CTB/McGraw-Hill, to the Georgia Department of Education. Approved nominees will receive an email invitation to the workshop the week of September 15, 2014 and will be required to send a response within 72 hours. Only those who receive a final confirmation letter may attend the workshop. Nominees not initially selected will remain as alternates until panels are finalized but will be notified the week of September 29, 2014 as well.

Please Note: Only System Test Coordinators and/or System Curriculum Coordinators may submit nominees using the survey link provided.

As you recruit nominees, please inform them that certain costs are covered. 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.

For questions about the nomination process, reimbursements or hotel accommodations, please contact Nadia Greer at CTB/McGraw-Hill by email at nadia.greer@ctb.com or by phone at (800) 538-9547, extension 7049.

Should you have questions about the Georgia Milestones Assessment System, please contact Dr. Robert McLeod (rmcleod@doe.k12.ga.us; 404-656-2589) or Dr. Mary Nesbit-McBride (mmcbride@doe.k12.ga.us; 404-232-1207) at the Georgia Department of Education.

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

cc: System Superintendents
Dr. John D. Barge, State School Superintendent
Dr. Mike Buck, Chief Academic Officer
Melissa Fincher, Ph.D., Deputy Superintendent, Assessment and Accountability
GNETs Directors
RESA Directors

Georgia Milestones 2014 Item and Data Review

Nominee Information

- This form is for local school district use only; **do not forward to GaDOE or CTB/ McGraw-Hill.**
- **All information must be provided through the survey link that appears in the memo.**
- Please delete the contents of the above memo before forwarding this form to a nominee.
- Districts can forward this form to nominees. Nominees can complete the information and email completed form to the System Test Coordinator or System Curriculum Coordinator.
- If this form is copied and pasted into Microsoft Outlook it becomes a “fillable form” that can be completed in the body of the email; be sure the *Format Text* option is set to *HTML*.
- System Test Coordinator, Curriculum Coordinator, or designee will use the information on this form to complete the *Georgia Milestones 2014 Item and Data Review Survey*.

Nominee’s Last Name	
Nominee’s First Name	
School Email Address	
School Phone Number	
Alternate Phone Number	
System Name	
School Name	

Teaching experience or position. Please choose the one that best describes the Nominee's experience		Special Populations (please select all that apply)	
	Classroom Teacher		EL
	Teacher/Chair or Lead		Special Education
	Teacher/Academic Coach		Gifted
	Teacher/Assessment Coordinator		
Other, please specify			

Elementary/Middle School End of Grade Content Area (please select all that apply)		High School End of Course Content Area (please select all that apply)	
	Language Arts		Ninth Grade Literature and Composition
	Mathematics		American Literature
	Science		Coordinate Algebra
	Social Studies		Analytic Geometry
	None		Physical Science
			Biology
			U.S. History
			Economics/Business/Free Enterprise
			None

Grade Level (please select all that apply)		Region (choose only one)	
	3		NE
	4		NW
	5		SE
	6		SW
	7		Central
	8		Atlanta Metro
	High School		

Ethnicity (choose only one)			
	Asian/Pacific Islander		White/Non-Hispanic
	Black/Non-Hispanic		Multi-Racial
	Hispanic		Decline to State
	American Indian/Alaskan Native		

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