

January 10, 2020

**MEMORANDUM**

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

**From:** Jan Reyes, Ed.D., Director of Assessment Development

**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.

At this time, the meetings listed below are anticipated. Actual dates may vary based on grade level and content area/course.

- **Rangefinding – ELA and Mathematics: June 1-5, 2020**
  - Participants will review sets of student responses from recently field tested constructed-response items, assess rubric effectiveness, and recommend anchor papers to be used in handscoring
- **Item & Data Review – ELA, Mathematics, Science, and Social Studies: July 13-17, 2020**
  - Item Review participants will review newly developed test items to be field tested for content, bias, sensitivity, depth of knowledge, and alignment to Georgia's state-adopted content standards. Once Item Review is complete, these committees will continue to participate in Data Review. During Data Review, select items that have been previously field tested are reviewed and a decision is made regarding acceptance for continued use. Items selected for this review have met specific statistical criteria for performance, thus requiring further review.
- **Blueprint & Item Review – Mathematics only: October 2020 (TBD)**
  - Participants will review blueprints and newly developed test items for alignment to the revised mathematics content standards.

System Test Coordinators, System Curriculum Coordinators, and/or System Special Education Directors should collaborate and submit the names of highly-qualified educators in the identified content areas/courses. Districts may submit up to **28 nominations**.



To ensure that 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	6
	Mathematics	3, 4, 5, 6, 7, 8	6
	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>28</b>

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 10 – Friday, January 31, 2020. 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. An optional template is provided on page 4 of this memo.
3. **NEW: Provide each nominee a copy of the Frequently Asked Questions (FAQs) included on page 5 of this memo.**
4. Fill out one online nomination form for each nominee **no later than January 31, 2020**, using the following link:

<https://www.cvent.com/d/hhqv1v>

**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 28 nominations per district.

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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. 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 educators not under contract.

For questions about the nomination process, please contact DRC by email at [GAMeetings@datarecognitioncorp.com](mailto:GAMeetings@datarecognitioncorp.com) or by phone at 763-268-2143.

Should you have questions about the Georgia Milestones Assessment System, please feel free to contact me at [jreyes@doe.k12.ga.us](mailto:jreyes@doe.k12.ga.us) or 404-463-6665.

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

Allison Timberlake, Ph.D., Deputy Superintendent for Assessment and Accountability

Sandy Greene, Ed.D., Director of Assessment Administration

### 2020 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 this form 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 *2020 Georgia Milestones Workshop Nomination Survey*.

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

Grade level nominee currently teaches (only select one)	
<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	



## 2020 Georgia Milestones Workshops Frequently Asked Questions (FAQs)

### How was I nominated?

Each year, usually in early January, a call for nominations is emailed to System Test Coordinators, System Curriculum Coordinators, and System Special Education Directors for all public K-12 school districts and state charter schools. Districts are encouraged to nominate up to 28 educators to participate in these meetings. It is requested that each district ensure their nominees are aware that they have been nominated.

### Now that I have been nominated, what are the next steps?

In early February, an email is sent to all nominated educators requesting they complete a survey to indicate their interest and availability to participate in these meetings. Nominated educators are encouraged to check their Clutter, Junk, and/or Spam email folders as these emails occasionally are received in these folders. We also ask that educators tentatively hold dates for which they have indicated availability.

### When will I know if I've been selected to participate?

- Initial invitations for Rangefinding will be sent mid-March.
- Initial invitations for Item & Data Review will be sent mid-April.  
\*Please note that all nominees are considered alternates until the date of the meeting and may receive an invitation at a later time. If for any reason an invited educator declines the invitation or cancels, another educator will be invited to fill that spot. This cycle could continue up until the first day of the committee meeting. Once the invitation for a meeting has been sent, educators have two weeks to either accept or decline the meeting.

### How are participants selected to participate in committee meetings?

A representative group of educators from across the state will be identified. Some factors that are considered to ensure a balanced representation include region, gender, race/ethnicity, years of experience, and experience with special populations.

### If I am selected to participate, will my travel expenses be reimbursed?

Certain expenses are covered.

- Per state of Georgia travel regulations, participants who live 50 miles or more from the meeting location are eligible for overnight accommodations. Your guestroom, basic wi-fi, and tax will be billed directly to Data Recognition Corporation (DRC). When you check into the hotel, you will be asked to present a credit card for any incidentals you incur during your stay. Participants who qualify for lodging are also eligible for reimbursement of up to \$28.00 per night for dinner. Itemized receipts are required.
- Parking at the meeting location will be paid by DRC for all participants.
- Participants will be reimbursed for mileage at the rate stipulated in state travel regulations (currently \$0.58/mile).
- Breakfast, lunch, and refreshment snacks will be provided each day during the meetings.
- An honorarium of \$125 per day will be paid for each day of participation for teachers whose schools are not in session during the workshop and those who will not receive wages or salary for the days of their participation.
- Districts/schools will be reimbursed for the cost of a substitute teacher, if applicable.

