

Kathy Cox, State Superintendent of Schools

October 28, 2008

MEMORANDUM

TO: System Test Coordinators

FROM: Jeff Barker, Ph.D.
Director of Assessment Administration

SUBJECT: Nominations of Teachers for the 2009 CRCT Standard Setting

The Georgia Department of Education (GaDOE) is seeking recommendations for participants in the upcoming CRCT Standard Setting. The Standard Setting will be conducted to determine performance standards in Social Studies, grades 3, 4, and 5, which have transitioned to the Georgia Performance Standards (GPS). This workshop will be held February 9 – 10, 2009, from 8:00 am to 5:30 pm each day.

Nominees should be teachers from your system who:

- are experienced in teaching the subject areas listed on the nomination forms,
- represent the ethnic and regional diversity of your system,
- teach diverse and/or exceptional student populations, and
- would benefit from the experience.

Nominations must be submitted no later than **Friday, November 21**. A maximum of 15 to 18 judges will be required for each content area. 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 a final confirmation letter may attend the workshop.

Nomination Process

Teachers may be nominated by system or school administrators, peers, or may volunteer to participate. If selected, nominees will be notified via email. **Please be sure to include two valid e-mail addresses on each nomination form.** Inability to contact nominees will disqualify them from participation.

1. Go to www.CTB.com/GaCRCT and click on the “2009 Standard Setting” link. A PDF file will be posted to view the form before you begin. Fill out one online

nomination form for each nominee. All nominations must be received through this online system no later than **Friday, November 21, 2008**.

2. An e-mail confirming receipt of the nomination form will be sent to the nominee at the e-mail addresses provided. This notice only confirms that the nomination was received and does not guarantee participation in this event.
3. Nomination information will be submitted by CTB/McGraw-Hill to the Georgia Department of Education. Approved nominees will receive an invitation to the workshop and will be required to send a response. Due to the overwhelming response to these events, this invitation does not guarantee participation. Only those who receive a final confirmation letter may attend the workshop. Nominees not selected to participate will be notified as well.

For questions about the nomination process, please contact Stacey McCallon at CTB McGraw-Hill by e-mail at stacey_mccallon@ctb.com or by phone at 1-800-538-9547 extension 6191.

Meeting Details

Hotel:

For those whose home and school are both more than 50 miles from the meeting site, hotel accommodations can be arranged for nights preceding review sessions, if requested in advance on the invitation response form.

Meals:

Breakfast, lunch, and refreshments will be provided to all participants during their session. Participants who qualify for hotel accommodations and choose to stay at the hotel are also eligible for a reimbursement of up to \$15 per night for dinner (maximum of 2 nights). Itemized receipts are required.

Travel:

- Mileage will be reimbursed at the state rate of \$0.585 per mile.
- Parking will be reimbursed at a maximum of \$11.00 per day.

Substitute Reimbursement:

A reimbursement form will be provided at the event. This form must be completed and returned to CTB/McGraw-Hill in order to receive this reimbursement. Participants must specify if payment will be made to the school or to the system, and the Federal Tax Identification number is required.

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For questions about reimbursements or hotel accommodations, please contact Stacey McCallon at CTB McGraw-Hill by e-mail at stacey_mccallon@ctb.com or by phone at 1-800-538-9547 extension 6191.

Thank you for your contribution to the CRCT program. If you have any questions or need additional information related to the Standard Setting, please contact Ms. Shirley Millicans at (404) 656-2589 or shmillic@doe.k12.ga.us.

cc: System Superintendents
Mrs. Kathy Cox, State Superintendent of Schools
Dr. Martha Reichrath, Deputy Superintendent for Standards, Instruction, and Assessment
Dr. Cynthia Ashby, Atlanta Area School for the Deaf
Dr. Dorothy Arensman, Georgia Academy for the Blind
Dr. Lee Shiver, Georgia School for the Deaf
GNET Testing Directors
RESA Directors
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