

March 23, 2009

MEMORANDUM

TO: System Test and Curriculum Directors

FROM: Melissa Fincher
Director of Assessment

SUBJECT: Nominations of Educators for 2009 Criterion-Referenced Competency Tests (CRCT) Item Review

The Georgia Department of Education (GaDOE) is seeking recommendations for participants in the upcoming CRCT Item Review. The Item Review includes two major tasks:

1. Participants will review items for content, bias, sensitivity, depth of knowledge, and alignment to Georgia Performance Standards (GPS). Items may be approved, rejected or edited. Approved items may be field-tested during the Spring 2010 CRCT administration.
2. Participants will review the performance data for items field-tested during the Spring 2009 CRCT administration. Items may be approved, rejected, or edited. Edited items will be field-tested again. Approved items may be used as operational items in future administrations.

This workshop will be held July 13 – 17, 2009. The actual dates will vary by content area and grade level. Please refer to the chart below.

Content Area	Grade	Dates
Reading/ELA	1- 8	July 13 – 17
Mathematics	1, 2, 3, 4, 6, 7	July 13 – 16
	5 & 8	July 13 – 17
Science	3 – 8	July 13 – 15
Social Studies	3 – 7	July 13 – 16
	8	July 13 – 15

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 Reading, Language Arts, Math, Science, and Social Studies. We are also

seeking highly qualified educators in special education and ESOL. Please submit up to 2 nominations per grade 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 including GPS training;
- 5) Provide leadership among their colleagues;
- 6) Represent ethnic and regional diversity of your system;
- 7) Teach diverse and/or exceptional student populations, including vision and hearing impaired students;
- 8) Receive recognition for their contributions to teaching and learning;
- 9) Bring a fresh perspective to the CRCT development process.

Participants are assigned to groups based on the information submitted on the nomination form including teaching position and experience, reported demographics, and review group preferences.

Nominations must be submitted no later than Friday, April 24. A maximum of 15 participants 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

If selected, nominees will be notified via email. **Please be sure to include two valid e-mail addresses on each nomination form.**

1. Go to www.CTB.com/GaCRCT and click on the “CRCT Item Review” 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, April 24, 2009**.
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. Selected 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

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. 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. Itemized receipts are required. Mileage will be reimbursed at the state rate of \$0.55 per mile. All participants must valet park. Valet parking will be charged to CTB. All other parking will be reimbursed a maximum of \$14 per day.

Honorarium and Substitute Reimbursement:

Participants can request either a daily honorarium or substitute reimbursement, but not both.

- An honorarium will be paid for each day of participation for teachers whose schools are not in session during the workshop and who will not be paid wages or salary for the days of their participation. The appropriate form will be provided at the event, and this form must be completed and returned to CTB/McGraw-Hill in order to receive the honorarium.
- Systems or schools will be reimbursed for the cost of a substitute teacher during the days of participation for those teachers whose schools are in session, who will be paid their regular salary or wages for the days of participation. 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.

If you have any questions regarding nominations or the meeting, please contact Joe Blessing at jblessin@doe.k12.ga.us or 404-656-2589. If you have questions about reimbursements or hotel accommodations, please contact Stacey McCallon at stacey_mccallon@ctb.com or 1-800-538-9547 extension 6191.

Thank you for your contribution to the CRCT program.

cc: System Superintendents
Kathy Cox, State Superintendent of Schools
Martha Reichrath, Ph.D., Deputy Superintendent for Standards, Instruction, and Assessment
Stephen Pruitt, Associate Superintendent of Assessment and Accountability
GNETS Testing Directors
RESA Directors