

July 31, 2008

MEMORANDUM

TO: System Test Coordinators
System Curriculum Coordinators

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

SUBJECT: Nominations of Educators for Georgia High School Graduation Tests (GHSGT) Content Review

The Georgia Department of Education (GaDOE) is seeking recommendations for highly-qualified educators to participate in the upcoming GHSGT Content Review event. This meeting is scheduled for Tuesday – Thursday, **September 30 – October 2, 2008** from 8:00 a.m. to 4:00 p.m., at a hotel located in the metro Atlanta area. Once the location is selected, participants will be contacted with hotel information. The sessions will consist of reviewing newly written items that will be field tested on the GHSGT in spring 2009. This is a vitally important process to ensure the validity and reliability of Georgia's graduation tests. We need your best educators.

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 qualified teachers in English Language Arts, Math, Science, and Social Studies. We are also seeking highly qualified educators in special education and ESOL. Please submit up to 5 nominations per system. 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 GHSGT development process.

To ensure a balanced, representative committee, not all nominees will be selected. Those nominees not selected for the meeting will be included in a pool from which the Assessment Administration Division staff will select individuals for participation in other future events related to the GHS GT. All nominees should be approved by a school administrator and the system testing coordinator before registering for the workshop.

Please submit nominations no later than August 15, 2008. To nominate educators, go to the online registration site www.cvent.com. The site will be available for nominations beginning August 1, 2008. Click on “RSVP to an event” in the top right hand corner and enter the event code: 7ANLHQVGEQF. Click on the tab, Register. Please RSVP once per person recommended. Registration does not indicate acceptance as a participant. Participants will be notified by August 29, 2008, if they are 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.

Reimbursements for mileage at the rate of \$.505 per mile, accommodations, and substitute pay will be provided for qualifying participants. Breakfast and lunch will be provided to participants. The dinner reimbursement cost is capped at \$15.00.

Thank you for your help with this important part of the GHS GT program.

If you have any questions regarding nominations or the meeting, please contact Dr. Kay Ellen Rutledge at krutledg@doe.k12.ga.us or (404) 463-5047.

If you have questions regarding the use of the registration site, CVENT, please contact Nancy Milder at nancy.milder@pearson.com or (800) 627-7990 ext 6476.

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