

Kathy Cox, State Superintendent of Schools

January 17, 2008

MEMORANDUM

TO: System Test Coordinators

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

SUBJECT: Nominations of Teachers for Georgia High School Graduation Test (GHSGT) Standards Setting

The Georgia Department of Education (GaDOE) is seeking recommendations for highly qualified educators to participate in the upcoming GHSGT Standards Setting event. This meeting is scheduled for Wednesday – Thursday, **April 2 – 3, 2008** from 8:00 a.m. to 5:00 p.m., at a hotel located in the metro Atlanta area. Once the location is selected, participants will be notified with hotel and travel information. This is a vitally important process to ensure the validity and reliability of Georgia’s graduation tests. We need your best educators.

The sessions will be conducted to determine performance standards in two content areas that have transitioned to the Georgia Performance Standards (GPS): English language arts and science. We are soliciting nominations from school districts for teachers (including special education and ESOL teachers) to participate as judges in these sessions. A minimum of 15 to 20 judges will be required for each content area. It is imperative that participants selected for these sessions be committed to attending for the duration of the process.

To ensure that an adequate representation of educators from around Georgia is selected, System Test Coordinators and/or System Curriculum Directors should submit the names of qualified teachers in English language arts and science. Please submit up to 3 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 the ethnic and regional diversity of your system

- 7) teach diverse and/or exceptional student populations, including students with vision and hearing impairments
- 8) receive recognition for their contributions to teaching and learning

To ensure a balanced, representative committee, not all nominees will be selected. Those nominees not selected for this meeting will be included in a pool from which the Assessment Administration Division staff will select individuals for participation in future events related to the GHSGT.

Please submit nominations no later than January 30, 2008. To nominate teachers, go to the online registration site www.event.com. Click on "RSVP to an event" in the top right hand corner and enter the event code: 6WNWWYDQV6K. Click on the tab, Register. Please RSVP once per person recommended.

Nominees selected to participate will be notified by February 7, 2008. If selected nominees agree to participate, they must be willing to commit for the entire two days. Once selected, participants will be contacted with hotel registration information. Nominees not selected to participate will be notified once the panel is selected.

Substitute reimbursements as well as reimbursements for mileage at the rate of \$.485 per mile, accommodations, and per diem expenses 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 GHSGT program.

If you have any questions, 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: Ms. Kathy Cox, State Superintendent of Schools
Dr. Martha Reichrath, Deputy Superintendent of Schools
Dr. Chris Domaleski, Associate Superintendent of Assessment and Accountability
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
GNETS Testing Directors
Curriculum Directors
Special Education Director