

Assessment Development Committee Recruitment

Supervisor Checklist

- Email an assessment coordinator to let them know which committees you are recruiting for and include other supervisors/administrators from your school system.
- Respond to emails from assessment coordinators.
- Actively reach out to teachers and principals to find a variety of potential participants.
 - Are your recruits demographically diverse?
 - Do your recruits teach the range of student performance levels and abilities?
 - Have you included teachers or specialists for special student populations?
- Follow-up with recruits to be sure they have responded to the interest survey before the corresponding closing date.
- Follow-up with your superintendent’s administrative assistant a few days after the superintendent notice date to check the status on completion.

Assessment Coordinators

Mathematics: Danielle Ricks, danielle.ricks@la.gov

Science: Danna Clinton or Leah Boulton, danna.clinton@la.gov or leah.boulton@la.gov

ELA: Kathy Judy, kathleen.judy@la.gov

ELA grades 3-4 & Social Studies grades 3-5: Kelly Parker, kelly.parker2@la.gov

Social Studies grades 6-8 & US History: Beth Carney, elizabeth.carney@la.gov

Assessment Development Director: Michelle McAdams, michelle.mcadams@la.gov

Rangefinding Committees: Science, Social Studies, and Math

Content with Survey Link	Meeting Dates	Survey Closes	Superintendent Letter Sent	Superintendent Approval Due
Biology	May 21 - 25	April 13	April 23	May 4
Science Grades 3 & 6	June 18 - 22	April 20	April 30	May 11
Science Grades 4, 5, 7, & 8	June 25 - 29	April 20	April 30	May 11
US History	May 23 - 25	April 13	April 23	May 4
Social Studies Grades 6-8	June 18 - 20	April 20	April 30	May 11
Algebra I & Geometry	June 4 - 8	April 13	April 23	May 4
Math Grades 3-8	June 18 - 22	April 20	April 30	May 11

Item Content and Bias Review Committees: Math, Science, and Social Studies

Content with Survey Link	Meeting Dates	Survey Closes	Superintendent Letter Sent	Superintendent Approval Due
Math Grades 3-5	June 25 - 26	April 20	April 30	May 11
Math Grades 6-8	June 26 - 27	April 20	April 30	May 11
Algebra I & Geometry	June 28	April 20	April 30	May 11
Biology	June 12	April 13	April 23	May 4
Science Grades 3 & 6	June 13	April 13	April 23	May 4
Science Grades 4 & 7	June 14	April 13	April 23	May 4
Science Grades 5 & 8	June 15	April 13	April 23	May 4
US History	June 13-14	April 13	April 23	May 4
Social Studies Gr. 3 & 6	June 6	April 13	April 23	May 4
Social Studies Gr. 4 & 7	June 7	April 13	April 23	May 4
Social Studies Gr. 5 & 8	June 8	April 13	April 23	May 4

Item Alignment Review Committees: ELA and Math

Content with Survey Link	Meeting Dates	Survey Closes	Superintendent Letter Sent	Superintendent Approval Due
ELA 3-8, English I, & English II (and Passage Review)	June 11 - 15	April 13	April 23	May 4
Math 3-8, Algebra I, & Geometry	June 12-14	April 13	April 23	May 4

Data Review Committees: Science, ELA, and Math

Content with Survey Link	Meeting Dates	Survey Closes	Superintendent Letter Sent	Superintendent Approval Due
Science Grades 3 & 6	Sept. 13-14	June 29	July 16	July 27
Science Grades 4 & 7	Sept. 17-18	June 29	July 16	July 27
Science Grades 5 & 8	Sept. 19-20	June 29	July 16	July 27
Biology	July 31 - Aug. 2	May 4	May 14	May 25
ELA 3-8, English I, & English II	July 11-13	May 4	May 14	May 25
Math 3-8, Algebra I, & Geometry	July 11-13	May 4	May 14	May 25

Standard Setting Committee: US History

Content with Survey Link	Meeting Dates	Survey Closes	Superintendent Letter Sent	Superintendent Approval Due
US History	July 9-10	May 4	May 14	May 25

Fall and Winter Committees: ELA, Math, Social Studies, and Science

Additional committees to convene in 2018-2019, specific dates to be determined:

- ELA 3-HS Item Content and Bias Review (October 2018)
- Math 3-HS Data Review for CR items (September 2018)
- Social Studies Source Review (January 2019)
- Science Stimuli Review (January 2019)