



STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

October 18, 2018

ACTION REQUIRED
Due November 9, 2018

TO: Deputy Superintendent
Complex Area Superintendents
Public Charter School Executive Director
Principals (All)
Public Charter School Directors (All)

FROM: Rodney Luke 
Assistant Superintendent

SUBJECT: **Accepting Applications for December 2018 Common Core Aligned Mathematics Cluster Review Committees**

The Department of Education's Assessment Section is accepting applications from individuals to serve on various Common Core Aligned Mathematics Cluster Review Committees from December 11 –14, 2018.

Committee members will review newly written mathematics clusters for inclusion as embedded field test tasks in the Smarter Balanced Mathematics Summative Assessment. Each cluster will be reviewed for its freedom from bias, alignment to the Hawai'i Common Core standards, grade appropriateness, accuracy of its content, and language clarity or ease of understanding the intent of the cluster. Applications are being accepted from general education, special education, and English learner teachers for the following item review committees:

Grades	Date/Times	Stipend*
3-5	December 11 - 13, 2018 8:00 a.m. - 4:00 p.m.	\$178.42 per day
6-8		
High School	December 14, 2018 8:00 a.m. – 4:00 p.m.	\$178.42 per day

**The stipend provided for each committee may vary, based on the number of hours required to complete the work.*

If you would like to be considered for one of the Common Core Aligned Mathematics Cluster Review Committees, please submit your application no later than **Friday, November 9, 2018** using the link <http://bit.ly/MathClusters2018>.

After submitting your online application form, you will receive a system-generated email confirming receipt of your information from the American Institutes for Research (AIR). You will then enter a pool of possible participants for the committee(s) you have indicated on the application form. The Department of Education will select participants from the pool to ensure diverse, balanced committees. If you are selected for a committee, you will receive a separate, additional confirmation notice via email. **Please do not attend a committee meeting without receiving a committee *confirmation* email.**

All meetings will be held at the American Institutes for Research (AIR) office located at 1601 Kapiolani Boulevard, Suite 900, in Honolulu.

Participants must be able to serve on all of the days that have been scheduled for a committee. The committees will meet as listed in the schedules above and each participant will be expected to be available during these hours each day that the participant's assigned committee meets.

For neighbor island committee members, AIR will make all travel arrangements, including air and ground transportation and hotel accommodations. Participants will be reimbursed for parking fees at their home airports. AIR will not honor travel coupons or reimburse participants who make their own travel arrangements.

For Oahu committee members, AIR will provide parking validation at the meeting site. Participants will not be reimbursed for mileage or gas.

If you have any questions, contact Dianne Morada, Test Development Specialist, Assessment Section, at (808) 733-4100 or via Lotus Notes email.

RL:dm

c: Assessment and Accountability Branch