# Superintendent’s Memo #027-19

[](http://www.doe.virginia.gov/administrators/index.shtml)  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: January 25, 2019

TO: Division Superintendents

FROM: James F. Lane, Ed.D., Superintendent of Public Instruction

## SUBJECT: Nominations for the 2019 Range Finding Committees for Writing and History and Social Science

The Office of Humanities and the Office of Student Assessment are collaborating to accept nominations for the 2019 Range Finding Committees for Writing and History and Social Science. The committee meetings will be held at the Omni Hotel, Charlottesville, Virginia, on April 8-10, 2019, as follows:

* End-of-Course Writing
* Elementary History and Social Science
* Middle School History and Social Science
* High School History and Social Science

The range finding committees will review student work samples and recommend exemplars which demonstrate student performance at each score point of the rubrics used to score student work. These exemplars will be used by teachers when scoring performance assessments based on the 2017 *English Standards of Learning* and the 2015 *History and Social Science Standards of Learning*. Approximately 12 teachers will be selected to serve on each of the four committees. School divisions are encouraged to nominate a representative for each committee.

Committee members will be chosen based on the following criteria:

* instructional training and experience in the English or History and Social Science content area;
* in-depth knowledge of the 2017 *English Standards of Learning* or 2015 *History Standards of Learning*;
* instructional experience with students of varied learning styles, abilities, and aptitudes, including students with disabilities and students with limited English proficiency; and
* balanced regional representation.

Committee members will be provided the following:

* reimbursement for meals and travel expenses in accordance with state travel policy and guidelines;
* lodging; and
* attendance certificate for recertification points (pending local approval).

School divisions will be reimbursed for substitute teacher pay at a rate of $75 per day.

All nominees who wish to serve on the range finding committees must complete an online application found on the [SOL Assessment Committee web page](http://www.doe.virginia.gov/testing/assessment_committees/index.shtml). The application requires a professional reference and division-level approval. Completed applications are due to the Virginia Department of Education through ACAPS by February 8, 2019.

Committee members selected for the range finding committees will be expected to sign a Non-Disclosure/Conflict of Interest Agreement and be present for the three days of meetings.

If you have questions about the range finding process, please contact Jill Nogueras, English Coordinator at [Jill.Nogueras@doe.virginia.gov](mailto:Jill.Nogueras@doe.virginia.gov) or (804) 225-2227; Christonya Brown, History & Social Science Coordinator at [Christonya.Brown@doe.virginia.gov](mailto:Christonya.Brown@doe.virginia.gov) or (804) 225-2893; or student assessment staff at [Student\_Assessment@doe.virginia.gov](mailto:Student_Assessment@doe.virginia.gov) or (804) 225-2102.

JFL/SLR/sw