



#331-21

**Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #331-21**

DATE: December 17, 2021
TO: Division Superintendents
FROM: James F. Lane, Ed.D., Superintendent of Public Instruction
SUBJECT: **Nominations for the 2022 Governor's World Language Academies Selection Committees**

The Virginia Department of Education (VDOE) is seeking applications from individuals who are qualified and available to serve on the Governor's World Language Academies Student Selection Committees for the French, German, Spanish, Latin, and Japanese Academies. Applicants should be teachers, content specialists, or other educators who are knowledgeable about the Academies and fluent in the selected target language.

All individuals who wish to serve on this committee, including those who have previously served, must submit an online application found on the [Instruction Committee Application Processing System \(ICAPS\)](#). Approximately 20 members will be selected. The application will require a professional reference and school division approval. Completed applications are due to the Virginia Department of Education by **Friday, January 28, 2022**. Applicants are responsible for ensuring all required parts of the application are complete by this date. Committee applicants will be notified of their selection status as soon as possible after the application period closes.

Descriptions of the Committee

Committee meetings will be held from the afternoon of Thursday, March 10, 2022, through March 12, 2022, in the Williamsburg area. Selected participants will be required to be onsite either in person or virtually for the duration of the committee meetings. NOTE: The committees may convene virtually for some or all of the meetings. The decision on the meeting format will be made in January and will be based on health department and VDOE guidance related to group gatherings at that time, as well as the needs of the committee.

Committee Members' Responsibilities

Committee members will be chosen based on the following criteria:

- content area expertise in one or more of the Academy languages;
- instructional/supervisory experience with language learners; and
- balanced regional representation.

Committee members selected for these committees will be expected to:

- sign a Non-Disclosure/Conflict of Interest Agreement and maintain confidentiality regarding student applicants and decisions;
- work in collaborative teams to review and rate assigned student applications; and
- participate in team training and committee meetings as scheduled by the Virginia Department of Education.

Provisions for Committee Members

Committee members will be provided the following:

- reimbursement for travel expenses in accordance with state travel policy and guidelines;
- meals and lodging for on-site meetings; and
- a certificate for recertification points (pending local approval).

School divisions may be reimbursed for substitute teacher pay on request at a rate of \$75 per day for committee meetings held when classes are in session.

For more information

Your continued support of this effort is greatly appreciated. If you have questions, please contact Dr. Lisa Harris, World Languages Coordinator, at Lisa.Harris@doe.virginia.gov or (804) 225-3666.

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