



STATE OF HAWAII
DEPARTMENT OF EDUCATION


P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

May 17, 2019

Attention Required
Due Date: May 24, 2019

TO: Principals (All)
Public Charter School Directors
Student Services Coordinators
HSA-Alt Test Administrators

FROM:  Rodney Luke
Assistant Superintendent

SUBJECT: **Accepting Applications for Summer 2019 Hawaii State Alternate Assessment (HSA-Alt) Committees**

The Department of Education's Assessment Section is accepting applications from individuals to serve on various Hawaii State Alternate Assessment (HSA-Alt) committees. The committees include the Item Data Review Committees for ELA, Mathematics and Science and the Standard Setting Committee for ELA and Mathematics. Applications are being accepted from general and special education teachers, school administrators and community members who possess content knowledge in ELA, mathematics, or science or who work with students or adults with disabilities.

Members of the Item Data Review Committees will examine field test item data from this past year's operational field test administration of the HSA-Alt. Committee members will be asked to examine HSA-Alt test questions to ensure alignment to the content standards and to determine if barriers to access or understanding exist. The Item Data Review Committees will meet at the Diamond Head Annex on 22nd Avenue in Honolulu (formerly known as the OCISS Annex).

Item Data Review Committee Meeting Schedule – June 2019			
Location: HIDOE, Diamond Head Annex, 475 22 nd Avenue, Honolulu			
Content Area	Grades	Date(s)/Times	Compensation
Science	4, 8 & HS	Monday, June 10, 2019 8:00 a.m. – 4:00 p.m.	Substitutes* will be provided for in-session HIDOE teachers All other committee members will receive a stipend of \$178.42 per day**.
ELA	3 - 8 & HS	Wednesday and Thursday, June 12 -13, 2019 8:00 a.m. – 4:00 p.m.	
Mathematics	3 - 8 & HS	Tuesday and Wednesday, June 18 -19, 2019 8:00 a.m. – 4:00 p.m.	

*Reason 54, Sub code: DOE schools 15654571; Charter schools 18055571

**The stipend provided for each committee may vary based on the time required to complete the work.

Members of the Standard Setting Committee will meet to discuss student performance on the HSA-Alt and recommend the level of performance needed for students to achieve *Approaching*, *Meets*, or *Exceeds* performance ratings on the assessments. Committee members will review HSA-Alt ELA and mathematics test questions that are ranked by difficulty and determine the “cut scores” +between levels of student performance. The HSA-Alt Standard Setting Committee will meet at the Hyatt Regency Hotel in Honolulu, July 9-11, 2019.

Standard Setting Committee Meeting Schedule - July 2019			
Location: Hyatt Regency Hotel, 2424 Kalakaua Avenue, Honolulu			
Content Area	Grade Levels	Date(s)/Times	Compensation
ELA & Mathematics	Elementary	July 9 - 11, 2019 8:30 a.m. – 4:30 p.m.	Substitutes* will be provided for in-session HIDOE teachers All other committee members will receive a stipend of \$178.42 per day**.
	Middle		
	High School		

*Reason 54, Sub code: DOE schools 15654571; Charter schools 18055571

**The stipend provided for each committee may vary based on the time required to complete the work.

SPECIAL NOTES

- 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 the participant’s assigned committee meets.
- For neighbor island committee members, the American Institutes for Research (AIR) will make all travel arrangements, including air and ground transportation and hotel accommodations, and will reimburse participants 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 validated parking at the meeting site. AIR or the Department will not reimburse participants for mileage or gas.

If you would like to be considered for an HSA-Alt Item Data Review Committee and/or the HSA-Alt Standard Setting Committee, please submit your application no later than **Friday, May 24, 2019**. The online application site can be accessed directly at <http://bit.ly/Alt2019Summer> or through the link available on the <https://hsa-alt.alohahsap.org/> website. After submitting your online application form, you will receive a system-generated email confirming receipt of your information. You will then enter a pool of possible participants for the committee(s). The Department 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. *Do not attend a committee meeting without receiving a committee confirmation email message.*

For more information, contact Susan Forbes, Test Development Specialist, Assessment Section, at (808) 733-4100 or via email at hsa-alt@notes.k12.hi.us.

RL:sf

c: Assistant Superintendents
 State Public Charter School Commission
 Assessment and Accountability Branch