



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

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

August 21, 2017

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

FROM: *Phyllis Unebasami*  
Phyllis Unebasami  
Acting Assistant Superintendent

SUBJECT: **Accepting Applications for Fall 2017 Hawaii State Alternate Assessment Committees**

The Department of Education’s Assessment Section is now accepting applications for the **Hawaii State Alternate Assessment (HSA-Alt) Content and Fairness Committee**. The committee will meet for the first three days following the fall intersession, Monday – Wednesday, October 16-18, 2017.

The HSA-Alt Content and Fairness Item Review Committee will examine 60 new items proposed for Spring 2018 HSA-Alt ELA and Mathematics field testing. Each item will be reviewed for accuracy of content, appropriate reduction in depth, breadth and complexity, alignment to HSA-Alt content specifications, accessibility, sensitivity and bias. Applications are now being accepted from special education, general education, and English Language Learner teachers for the following content areas and grade levels. Information on meeting dates, times, and location can be found in the table below. Committee participants must be available for the full length of time on all three days and secure Principal approval prior to applying.

Content Area/Grades	Dates/Time	Location
ELA Grades 3-8, 11	October 16 - 18, 2017 8:00 a.m. – 3:00 p.m.	American Institutes of Research 1601 Kapiolani Blvd., Suite 900 Honolulu, Hawaii
Mathematics Grades 3-8, 11		

The Assessment Section will cover the cost of substitutes for Hawaii Department of Education (HIDOE) employees serving on the committee. Use **Reason 54, Sub code: 15654571 – DOE or 18055571 - Charter**. Committee members who are not HIDOE employees will be paid a stipend of \$172.39 per day.

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To be considered for participation in this committee, please complete the online application form at the AlohaHSAP portal website: [alohahsap.org](http://alohahsap.org) >> HSA-Alt >> Content and Fairness Item Review Committee Registration or use the direct link to the registration site: [Item Review Registration](#).

The deadline for submitting online applications is **Friday, September 15, 2017**. All registrants will receive a system-generated email confirming online application form receipt. Final confirmation of committee selection will be sent in a separate additional email. **The committee proceedings are open only to selected applicants receiving a second confirmatory email.**

For neighbor island committee members, 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.

If you have any questions, please contact Susan Forbes, Assessment Section, at (808) 733-4100 or via Lotus Notes.

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c: Assistant Superintendents  
State Public Charter School Commission  
Assessment Section