



# Wyoming Department of Education

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## MEMORANDUM NO. 2009 – 063

**TO:** School District Superintendents  
Curriculum Coordinators

**FROM:** Tom Collins, Standards Team Supervisor  
Standards and Assessment Unit

**DATE:** April 10, 2009

**SUBJECT:** 2009 Body of Evidence Peer Review

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**IMPORTANT REMINDER:**  
**INFORMATION TO SHARE**

**PLEASE DISTRIBUTE TO PERSONS RESPONSIBLE FOR YOUR BODY OF EVIDENCE**

The Wyoming Department of Education would like to remind districts of details of the 2009 Body of Evidence (BOE) Peer Review in Lander on April 27-28 and May 4-5.

**Where:** The Inn at Lander, Lander, Wyoming

**When:**

**BOE Peer Review Session I:** April 27<sup>th</sup> and 28<sup>th</sup> 8:00am-5:00pm

**BOE Peer Review Session II:** May 4<sup>th</sup> and 5<sup>th</sup> 8:00am-5:00pm

**What to bring or send:**

Each district must bring or send 6 copies of their BOE plan to the Peer Review. One copy will be kept by WDE and the remaining copies will be returned to a district representative at the Peer Review. If no one from your district will be in attendance at the Peer Review, you must send the copies of your plan to arrive no later for Session I than Friday, April 26, and for Session II no later than Friday, May 3 to the:

Wyoming Department of Education  
c/o Tom Collins  
2020 E. Grand Ave, Suite 500  
Laramie, WY 82070

We would like to remind districts that the BOE Peer Review Guidelines specify that each district:

*“Submit two (2) content areas (one core and one non-core) that illustrate how the criteria are being implemented through the district’s Body of Evidence. This will help reviewers see how all the criteria fit together into one coherent system for these two content areas.”*

**Each of the two content area examples should include at least one (but not limited to one) sample assessment, together with evidence of alignment, consistency, standard-setting, fairness and comparability.**

**BOE Peer Review Session I:**

Albany 1	Carbon 2	Fremont 2	Fremont 38
Big Horn 1	Campbell 1	Fremont 6	Hot Springs 1
Big Horn 2	Converse 1	Fremont 14	Johnson 1
Big Horn 3	Converse 2	Fremont 21	Laramie 1
Big Horn 4	Crook 1	Fremont 24	Laramie 2
Carbon 1	Fremont 1	Fremont 25	Washakie 1

**BOE Peer Review Session II:**

Goshen 1	Lincoln 1	Park 16	Sublette 1
Lincoln 2	Platte 1	Sublette 9	Uinta 4
Natrona 1	Platte 2	Sweetwater 1	Uinta 6
Niobrara 1	Sheridan 1	Sweetwater 2	Washakie 2
Park 1	Sheridan 2	Teton 1	Weston 1
Park 6	Sheridan 3	Uinta 1	Weston 7

Refer to the BOE website, <http://www.k12.wy.us/SAA/BOE.asp>, Wyoming Assessment Handbook, BOE Submission Guidelines, Scoring Rubric, current glossary of terms, and Peer Review Questions and Answers. A tentative agenda of the April and May Peer Review is attached.

If you have questions please contact Tracy Stibitz, [tstibi@educ.state.wy.us](mailto:tstibi@educ.state.wy.us), (307) 777-7963 or Tom Collins, [tcolli@educ.state.wy.us](mailto:tcolli@educ.state.wy.us) (307) 777-3493.

TC/ts:al

**Wyoming Department of Education  
Spring 2009 - Body of Evidence Peer Review  
(Tentative)**

**April 27, 2009:**

- 7:30-8:15      Registration and Breakfast**
- 8:30-9:00      Welcome and Introductions  
Purpose of 2009 Peer Review**
- 9:00-10:30    Whole Group: Overview of the review process  
Teams: Calibration of reviewers by Team Leaders  
Questions**
- 10:30-10:45   Break  
Pick up assigned plan to review**
- 10:45-12:00   Teams begin review of first plan**
- 12:00-12:45   Lunch**
- 12:45-2:30    Continue review**
- 2:30-2:45      Break**
- 2:45-4:00      Continue review**
- 4:00              Adjourn**

**April 28, 2009:**

- 7:30-8:15      Breakfast**
- 8:15-8:30      Whole group: questions, concerns, comments**
- 8:30-10:00    Teams continue to review assigned plan**
- 10:00-10:15   Break**
- 10:15-12:00   Teams complete review of second plan**
- 12:00-12:45   Lunch**
- 12:45-4:00    Debriefing will begin as scheduled by WDE after all reviews are completed**

**Wyoming Department of Education  
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**May 4, 2009:**

- 7:30-8:15**      **Registration and Breakfast**
- 8:30-9:00**      **Welcome and Introductions  
Purpose of 2009 Peer Review**
- 9:00-10:30**    **Whole Group: Overview of the review process  
Teams: Calibration of reviewers by Team Leaders  
Questions**
- 10:30-10:45**   **Break  
Pick up assigned plan to review**
- 10:45-12:00**   **Teams begin review of first plan**
- 12:00-12:45**   **Lunch**
- 12:45-2:30**    **Continue review**
- 2:30-2:45**      **Break**
- 2:45-4:00**      **Continue review**
- 4:00**            **Adjourn**

**May 5, 2009:**

- 7:30-8:15**      **Breakfast**
- 8:15-8:30**      **Whole group: questions, concerns, comments**
- 8:30-10:00**    **Teams continue to review assigned plan**
- 10:00-10:15**   **Break**
- 10:15-12:00**   **Teams complete review of second plan**
- 12:00-12:45**   **Lunch**
- 12:45-4:00**    **Debriefing will begin as scheduled by WDE after all reviews are completed**