



August 17, 2009

Dear Colleague:

The Secretary of Education, the Honorable Arne Duncan, and the National Assessment Governing Board, seek your assistance in identifying qualified individuals to serve as members of the Governing Board.

For 2010 the Board must nominate candidates for five positions in the following five categories:

1. Chief State School Officer
2. Fourth Grade Teacher
3. Eighth Grade Teacher
4. General Public/Parent
5. Secondary School Principal

The service term for each of the five positions is October 1, 2010 to September 30, 2014.

We invite you to nominate potential candidates in one or more of the five categories listed above. For the Board to consider a candidate, it is essential to have the following information for each individual being nominated:

- **Nominating letter.** This letter should state the category for which the individual is being nominated, and describe the candidate's qualifications as they relate to the Board's policy responsibilities for the National Assessment of Educational Progress.
- **Full resume or curriculum vitae.** A full resume or vitae is necessary to evaluate a candidate's qualifications. Please note that a short biographical sketch is not sufficient for this purpose.

To receive full consideration, all recommendations must be received by the Governing Board no later than **October 16, 2009**.

In 1988 Congress passed legislation creating the Board, which is responsible for setting policy for the National Assessment of Educational Progress (NAEP)—also known as The Nation’s Report Card. The legislation has been amended and reauthorized several times since 1988, most recently in 2002.

The statute provides that “...the Secretary and the Assessment Board shall ensure at all times that the membership of the Assessment Board reflects regional, racial, gender and cultural balance and diversity—and that the Assessment Board exercises its independent judgment, free from inappropriate influences and special interests.” Currently, the Board is comprised of 26 members who are widely representative of our nation and who serve four-year terms. As vacancies occur, new members of the Board are appointed by the Secretary from among candidates forwarded to the Secretary by the Board, after broad outreach to organizations, and individuals. For each vacant position, the Board must nominate at least six persons who, by reason of experience or training, are qualified to serve as a Board member in a particular category.

Information is enclosed about the National Assessment Governing Board, its membership, and responsibilities. More detailed material about the Governing Board and NAEP is available at www.nagb.org.

Board members are considered special Federal employees. As such, they receive an honorarium while attending Board meetings; must abide by applicable laws and policies, including conflict of interest regulations; and are reimbursed for travel and other expenses in accordance with Federal Travel Regulations. The Board meets regularly four times a year, and committees of the Board meet at other times, as necessary.

The Board is seeking the very best nominees to recommend to the Secretary, and in doing so, to have the broadest possible representation. Current members of the Board who have not completed two full terms, and who are otherwise eligible, may be re-nominated.

Nominations may be submitted via mail, email, or fax to:

Dr. Mary Crovo
Deputy Executive Director
National Assessment Governing Board
800 North Capitol Street, NW, Suite 825
Washington, DC 20002-4233

Email: mary.crovo@ed.gov
Fax: 202-357-6945

If you have any questions or need further information, please contact me by phone at 202-357-6941 or via email. We appreciate your assistance in identifying qualified individuals for the Governing Board’s nominations process.

Sincerely,



Mary Crovo
Deputy Executive Director