

# California TOY County Coordinator Zoom Meeting

The following questions and answers are from the California Teachers of the Year County Coordinators Zoom Meeting that was conducted on Monday, June 22, 2020.

## **Using the digital submission, how will necessary signatures from the principal, district superintendent and county superintendent be obtained?**

There are two ways to get the necessary signatures from the principal, district superintendent and county superintendent:

- Print out the completed application including the completed essays and route to all necessary signers, then scan.
- Email the application to all necessary signers and have them type their name in the proper signature box and then send a confirming email to confirm they are approving the application/applicant.

## **Will non-finalists be notified?**

Applicants who will not be moving forward after the selection committee evaluates the Applications, will be notified once the 2021 TOYs have been notified and announced. The SSPI will send a letter to applicants who will not be moving forward congratulating them on being selected as a county awardee. The Awards Team will send an email to TOY County Coordinators notifying them of their applicants' status.

## **If the teacher is a long term substitutes, how long should they have been in the assignment?**

All districts and counties have a local level definitions of a long term substitute teacher assignment. Please refer to your district/county offices.

## **What signatures are required on the application?**

The following signatures are required for all applications submitted to CDE:

- Applicant;
- Principal;
- District Superintendent; and
- County Superintendent.

The Application will not be read or scored without all of the required signatures.

**Will there be a way to test the submission site?**

Yes, you can test the submission site by creating a test application and following the instruction on creating an account and submitting the test application.

**Are essays required to be PDF or Microsoft Word Doc files?**

All documents must be uploaded as PDFs.

**Given the impact of COVID-19, is the application going to be shortened?**

The 2021 TOY Application has added one additional essay question for this year.

**How many applicants per COEs can be submitted to CDE?**

Counties may submit one application for every 5,000 teachers within the county. (Example: AAA county has 30,000 teachers, AAA county may submit six applications to the CDE). Please contact you data team for the number of teachers in your county.

**Is there a way the district teacher nominees can submit their essays online to the coordinators?**

County coordinators should be working with their applicants electronically. All components of the application should be submitted electronically to county coordinators.

**Can the period of time for producing a video be extended?**

The timeline for the 2021 TOY Program has been carefully planned with the National TOY Program in mind. The CDE timeline is firm to meet the National deadlines and be able to compete nationally.

**Are the videos supposed to be uncut/unedited or can they start and stop?**

All videos should be unedited and filmed using a cell phone, iPad, or computer and submitted by county offices only using the instructions in the application. The video should be no more than 50 minutes in length. CDE accepts submissions from county offices of education only.