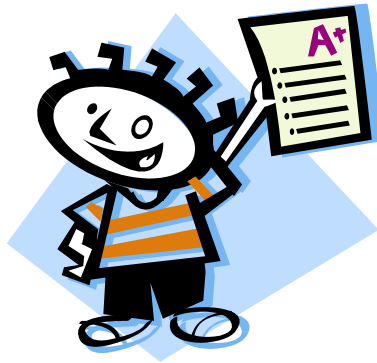


**Testing Coordinators Meeting
Agenda
September 14, 2012**



1. Welcome and Introductions. In attendance: Cheryl Berg, Sharon Whyte, D301; Melissa Kaczowski, D101; Lisa Reilley, D304; Dianne Canoles, Laurel O'Brien, Beth Jones, D303; Fran Eggleston, D302; Melissa Jackson, Carla Cumblad, MVSEC

2. MVSEC Testing Coordinator: Melissa Jackson 331-228-5995; Melissa.Jackson@d303.org

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3. Review of ISAT/IAA Procedures/Timelines

See attached revisions

4. Review of PSAE/Explore/Plan Procedures/Timelines
 - a. See attached draft. We still have some questions that will need to be addressed.

 - b. There were some questions regarding the administration of the EXPLORE/PLAN tests this year. **The following districts will need to get back to Melissa regarding their plans for this year.**

- D101: Will need more information regarding Explore/Plan to know if 8th, 9th, and 10th grade students will be tested this year.
- D301: Explore at 8th and 9th and Plan at 10th: will need to check to see if out-placed students will take the tests.
- D302: Explore at 8th and 9th and Plan at 10th: Will need to check to see if out-placed students will take the tests.
- D303: Explore at 8th and 9th and Plan at 10th; D303: Explore October 15th-26th 8th grade. Plan November 7th, 10th grade; November 6 for 9th graders; 11th pre-ACT November 8.
- D304: Explore at 8th and 9th and Plan at 10th: will need to check to see if out-placed students will take the tests.

c. MV will provide the names of the students in 8th, 9th, 10th and 11th grades. **The districts who are testing in 8th grades will need to give the dates to us.** MV will also need administration guides.

d. If you have students who need to take the tests at MJC (Explore, Plan or PSAE), please let us know by the end of September. We will then need to confirm the testing sites with each district.

e. If students are placed at MJC, we will be the testing sites. When students are referred after the pre-id labels are established, a form will need to be submitted to change the testing site, or the student will need to take the tests in their home schools. This is especially pertinent to Safe Schools and New Directions home schools.

5. Examples of last year's testing spreadsheets were shared. New IAA/ISAT sheets will be created in October and distributed both to the special education representative and the district testing coordinator. RCDT testing site codes were also distributed.

6. Results coming to MVSEC if students on last year's lists:

a. Each district should review the list from above. MV has the assessment results for those marked with a check on the left column. Each district should find the results from last year and send them to Melissa. We will copy one set and send it to parents. The other copy we will review and keep in our special education files.

b. In the future, when the district receives the IAA/ISAT score sheets (the 4-page one), one version should be sent to home school; version 2 and 3 should go to MV. MV will communicate with parents and reviews/files the results. **The district should communicate with each home school that MV will share the results with parents.**

c. PSAE results should go to the home school and Melissa. The results for PSAE are sent directly to the parents/student.

- d. Remember that Safe Schools students cannot be verified from MV in SIS because they are general education students. These details will require careful communication on everyone's part. Carla will check about the testing labels and SIS system for Safe Schools students; Home school and serving school?
- e. If the students have an established pre-ID label, then he/she is placed in New Directions or Safe Schools, we will need to change the testing site on SIS until February 22, after that date, the testing site will need to be bubbled in. In addition, **the district will need to complete a "special situations form"** to change the testing site with ACT. Beth will check into this situation and let us know. If it can't be changed and if a ND or SS student has to test at their home school, we will need to know from the high school representatives or district office.
7. How can we support you?

Please let Melissa know if there are other people she should be communicating with...Please let people know that emails will be coming from Melissa!

It's all about communication! Thanks for meeting with us today!