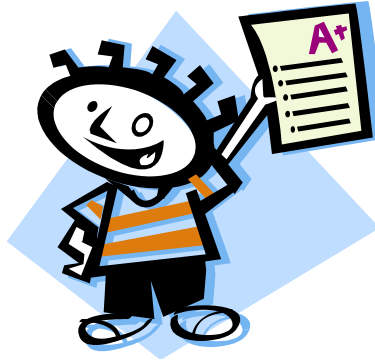


**Testing Coordinators Meeting  
Minutes  
September 11, 2014**



1. Present: Fran Eggleston, D302; Jeanne Bailey, Lynn Reilley, Anne Giarante, Shannon Del Re, Bonnie Weger, Kristi Browne, D304; Michelle Erickson, D101; Mary Jo Kohlhagen, Beth Jones, D303; Mike Potsic, Cheryl Berg, D301; Melissa Jackson, Carla Cumblad, Mid-Valley.
2. Testing Coordinators/SIS Administrators
  - a. Melissa Jackson, MV
  - b. Jean Schultz, High School, MJC
  - c. District Coordinators
    - a. Andy Barrett, Bonnie Weger, D304
    - b. Chris Brandt, Kara Goff, D303
    - c. Michelle, D101
    - d. Leslie Stoner, D301
    - e. Yocelin Zavala, D302
3. Upcoming Webinars were announced.
  - a. 9/9 9:00-11:00 DLM
  - b. 9/17 1:30-2:30 SIS/Assessment
  - c. 9/19 10:00-11:00 PARCC/DLM
4. Superintendents need to identify the testing coordinator(s)
  - a. Probably helpful to have the testing coordinator, the SIS person, and a special education coordinator identified
  - b. The email should be coming out to the superintendents on Thursday, but no later than Monday
5. PARCC: We have lots of questions, a few answers and more questions for our next meeting.
  - a. Who is supposed to be tested? Which subjects and grades? 3-8 and anyone who has taken Algebra II and English 11. Seniors take it if they're in the class. The high school testing is course-specific.

- b. When is the testing going to occur? End of year for the courses. D101 is on block schedule, so they will need to do paper/pencil this fall. All others need to do testing in March and May.
- c. What format are the districts using? D303 is going to do on-line with 5-6, and high school, all others paper/pencil; D101 is doing p/p in the fall. All other districts will do all students electronically.
- d. How do MV students get entered into their system? We believe that the procedure will be similar to previous years. MV will prepare and confirm spreadsheets with testing information for the SIS administrator to enter. The question will be how accessibility features and/or accommodations will be entered. (See below.) It seems that students taking the DLM will be coded the same way and then specific information will be entered into the DLM system, similar to the Student Success system in previous years. We are hoping that more information will be available via the upcoming webinars.
- e. Technology accommodations? These will be aligned with the student ID/password; How will each district accomplish this task? How will this be accomplished for MV students?
- f. How are the accommodations supposed to be recorded on the IEPs? The state will be providing a new assessment page and guidance. It is supposed to be available in October. It is recommended that teams only include those accessibility features and/or accommodations that are currently listed on the students' IEPs on the personal needs profile. And, any changes should probably be amendments and can be recorded on the Additional Notes pages. More information will be discussed regarding this issue.
- g. Where should students be tested? Possibly not testing the private students? Mid-Valley will not be able to accommodate private school students as we have in the past.
- h. Can students turn on their own accessibility features when doing the practice items? Yes, but they need practice. A tutorial is available for students to use. It is imperative to practice more than once. (All links from last year are being revised and are currently not available.)
- i. How are districts determining which students get the "read aloud" accommodation? This is an accommodation that the student should be using all the time. There is no longer an accommodation for reading directions. Students need to learn to use the calculator feature on their computer for universal and specialized accommodations.
- j. Anyone have any updates on Braille and Closed-captioning accommodations? Not yet...
- k. What are the guidelines for having a scribe accommodation? In manual...
- l. If districts are doing different formats, what should the students in the serving schools do? Didn't answer this question.
- m. Reminder: For PARCC (as for ISAT) Students need to start/end a testing session in one day. Make-ups need to be made up in order. If a student misses one test, he/she cannot be tested on day 2 with their class. Each

session has a special code. Each student needs to know the code for each testing session.

6. DLM
  - a. Before teachers can administer the DLM, they will have to participate and pass through 7 webinars. Apparently, they are available now. We are wondering what Facilitated training (vs. independent) might look like.
  - b. Dates:
    - i. Instructionally Imbedded: 11/10-12/19 and 1/5-3/13
    - ii. Required testing: 3/21-5/1
  - c. Same criteria for Alternate Assessment
  - d. Grades 3-8, all students who are in their 3<sup>rd</sup> year of high school; these high school assessments are not aligned with a specific course
  - e. The procedure is likely to be similar to the enrollment/management that has been used in previous years for School Success (IAA)
  - f. Will private schools administer the electronic tests?
  - g. It is highly recommended to try one of the windows before the required testing window. Student switches and other assistive technology need to be working.
7. ACCESS Testing and Eligibility: Next Meeting
  - a. No waivers for the testing requirements (ACCESS or Alternate)
  - b. How are the decisions being made about the Alternate ACCESS Assessment?
  - c. Grades to be tested: 1-12.
  - d. Who administers the ACCESS or Alternate Assessment?
  - e. Testing and ordering windows
  - f. Communicating with the districts regarding SIS
8. Student Spreadsheets: Next Meeting
  - a. What information?
  - b. When?
9. Privately Placed students: Next Meeting
10. Results Discussion: Next Meeting
- 11. Next meeting: October 1, 10:00-12:00**

In addition to unfinished items above, we will add ACT and WorkKeys to the next meeting agenda.