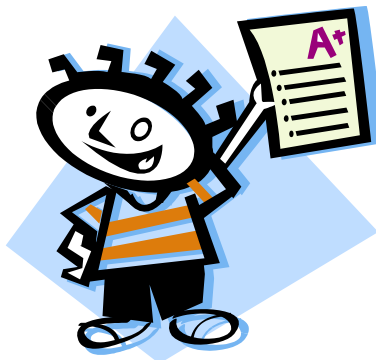


**Testing Coordinators Meeting
Minutes
September 13, 2013**



1. Present: Melissa Jackson, Carla Cumblad, Mid-Valley; Fran Eggleston*, D302; Sarah Nolan*, Cheryl Berg, Sharon Whyte, D301; Jeanne Bailey, Lynn Reilley*, Shannon Del Re, D304; Kelly Brittan, Laurel O'Brien, Beth Jones*, Sharon Stec, Karen Maladra, Mary Jo Kohlhagan*, D303; Melissa Kaczkowski, D101
2. Testing Coordinators
3. Melissa Jackson, ISAT/IAA/EXPLORE 331-228-5995;
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District Coordinators: Still need testing coordinator from D304; Michelle Erickson, D101
4. Review of ISAT/IAA Procedures/Timelines
 - a. Reviewed procedures and made suggestions. (Attached.) The main issue is how to get the results for MV students to the parents and back to MV for analysis. Melissa will call the state and get clarification. Each district should review their own process and make sure that the parents and MV receive copies for both IAA and ISAT.
 - b. Reviewed D03 process for accommodations management and ordering, based on the checklist provided.
 - c. Kaneland uses IEPoint to track accommodated materials.
5. Review of PSAE/Explore/Plan Procedures/Timelines
 - a. The procedures were reviewed with similar discussion about results and communication as the IAA/ISAT procedures. (Attached.)

- b. Districts need to order the materials for students who will take EXPLORE. Districts will also deliver the materials. 8th grade is a cost to the districts. The list of students who are eligible to take the tests was distributed again.
 - c. MV will set a testing window for EXPLORE and inform the district of the deadlines.
 - d. Districts will order materials and identify which students should take the tests.
 - e. We are willing to provide testing space for students who are privately placed. However, we will need a good deal of notice to make sure that we have appropriate space and enough staff to proctor the tests. We may be asking for the districts to pay for substitutes should we need them.
 - f. Make sure that the testing site is identified at referral. Especially for Safe Schools students, the special accommodations form should be filled in at referral and given back to the district to make the necessary PSAE testing site changes.
6. ACCESS/Alternate ACCESS Testing Discussion
- a. Testing window January 13-February 14
 - b. Test ordering begins October 21-November 15
 - c. Identification of students. How do we know who should be assessed in this fashion? Carla and Melissa will check to see if the SIS system has this information to view. If so, they will generate a list. If not? Each district will need to go through the lists and identify students who need to take ACCESS testing.
 - d. Implementation of assessments. If a student, is identified as one who should have ACCESS testing, we will need to identify who will conduct the testing. Should it be someone in the building? Should it be someone from the student's home district? This is an item for the administrative liaisons to work out.
7. Examples of last year's testing spreadsheets, RCDT testing site codes were distributed. The districts can expect updated IAA/ISAT spreadsheets to start in the beginning of October and then updated every month through December.
8. Results coming to MVSEC if students on last year's lists:
- a. Melissa distributed spreadsheets of the students who participated in testing last year and a column indicating if MV had received the results.
 - b. Any results should be directed to Melissa.
 - c. We still have concerns about sending information to parents. Who is responsible? Are parents receiving the information?
9. Copies and storage of results. Each district stores those results in the students' home schools.
10. PARCC Assessment. D301 is going to be a pilot site, so we should learn a lot about accommodations from them.

11. Dynamic Learning Maps Technical Requirements. Carla will send the technical requirements to prepare for next year's implantation (possibly).

12. Thanks to everyone!