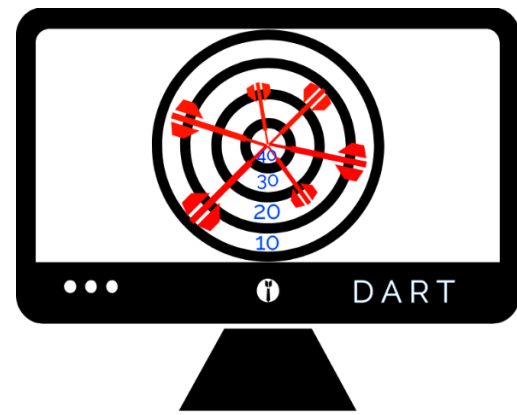


DART

(Digital Assessment and Reporting Taskforce)

Agenda



1. Welcome and introductions
Heidi Sears, Maryanne Galvan, Amy Hanno, Mary Kay Walton, Mary Knight, Ninon Wilson, Mr. Albert, Janis Doneski-Nichol, Joan Hughes, Esther Wysong, Dawn from Leupp
2. Discussing the purpose and mission of the taskforce
 - Feedback you are hearing from your sites, communications and what you would like to report
 - Mission Statement-How do we relay what we hear and come up with effective ways to share the information; a collaborative group to help make things better with different systems
 - Can apply to other forms of digital assessments and not limited to Synergy only
 - What other things can we make better/improve? Brainstorming to fix or making stride better
 - Notes will be up by Friday's since meetings will always be on Wednesday's
 - No questions- but a need is seen for this committee; Moby(sp) max, can we mesh this in? Benchmarks? How do we tie in other assessments with Synergy?
 - What others sources of formative assessments are available?
 - Nat Geo, Pearson (New ELA Curriculum)
3. Setting Norms
 - Be present
 - Start on time and end on time *Leupp*
 - People feeling free to voice their opinions; questions on the table, Risk free and judgement free; (Positive Presumption) everyone contributes or is encourage to participate
 - Engagement
 - No sidebar conversations
 - Potluck snacks :)
4. Issues Reporting, Known Solutions, and Documentation
 - Reporting back, detail oriented; day, time, apps used, come up with variables to use and refine, troubleshooting--who to call
 - Adding additional columns to flow chart/spreadsheet Mary has
 - Tabs for assessments to help narrow down troubleshooting; would be helpful to know in the moment to help alleviate stress and save time
 - Using phones for screenshots to help troubleshoot; whoever receives it should be responsible to send it out
 - 2 charts; one for teachers and one for tech support
 - The idea of tabs really liked by all and having a reference point of who to contact for certain situations

What do we want to create first? Flow chart or spreadsheet?

 - Starting spreadsheet: Issue Description, Issue/Image Link, Date Identified, Status- with drop down (resolved or still working on), Person Reporting, School/Org (permanent column for school), Resolution Description further over (Column M), Device-Headphones/ Ipads (what is being used that is having the issue), Software/hardware, Number of users at the time, Location of Testing
 - When popping open tab, have a note/line specifying what browser you should be on,

- Tier 1-Easy Fix, Tier 2-Person to contact
- Leaving site specific person --SHIRTS :)
- Accomodations issue? with yes or no
- After worked with for a little bit, come back and review/give feedback on additions or things to eliminate

How do we reach all who weren't able to attend this meeting?

- Attendance is key in order to have everyone using it
- Suggested to share at the Tech Leadership
- Next agenda to create draft for flow chart, 2nd Wed in Dec (Dec 12) is next meeting,
- Time change to 4-5; **Send out an Invite!!!**

Would we like to do a blog?

- Can put in google drive and comments can be put in as well
- If you have issues to put in spreadsheet go ahead and add them and it will help refine the column
- Dawn making flow chart, but others will fill in; google docs for platform, multiple levels of flow chart to be merged to work together.

5. Semester 1 Formative and Summative Assessments

- a. QUEST 1-5 Formative
 - i. Scheduling
 - ii. Devices
 - iii. Network
- b. QUEST 6-8 Formative/Summative
 - i. Scheduling
 - ii. Devices
 - iii. Network
- c. CFA (Common Final Exams) Summative MS & HS
 - i. Scheduling
 - ii. Devices
 - iii. Network
- d. AIMSWeb MOY
 - i. ???

6. Gradebook Reporting

- e. Semester 1/ Quarter 2 grades
 - i. Elementary
 - ii. Secondary
 1. Power Law Roll-up
 2. Semester 1 Final exam weight
 3. Teacher Professional Discretion in final mark

7. Communication plan

- f. DART dissemination
- g. Public facing Agenda and Notes (Website)

