



Dec 12, 2018

Admin Center - Conference Room A/B 4:00-5:00 pm

DART

(Digital Assessment and Reporting Taskforce)

Agenda & Notes

1. Welcome (5 min.)
 - a. Attendance: Robert Hagstrom, Maryanne Galvan, Amy Hanno, Diane McCloy, Evan Worthington, Lisa Pajkos, Christine DeHaven, Janis Doneski-Nicol, Dawn Q, Esther Wysong, Mary Knight, Mary Walton
2. Refine Solutions Spreadsheet (20 min.)
 - a. This has now been shared with all Instructional Specialists and is live for use.
 - b. Suggestions have been to:
 - i. Better organize the flow of the columns, sequence
 - ii. Add comments on headers with hints for the type of info that should go there
 - iii. Use drop downs for cells that may have standard info.
 - iv. Add sheets to the workbook for different the tests
 - v. [Research ZenDesk as an alternative to using the Spreadsheet](#)
3. Draft flow charts - Teacher, IS, ??? (25 min.)
 - a. We had talked about a flow chart for teachers and different flow chart for Testing Cord.
 - b. Are there other groups that would a different type flow chart?
4. Communication plan back to sites (10 min.)
 - a. What is your plan to communicate this info back to your site?
 - i. [Share in CT's](#)
 - ii. [Weekly Blog to staff](#)
 - iii. [Word of mouth](#)
 - b. Are there suggestions for communicating our work beyond the R&A website?
 - i. [Shirt](#)
 - ii. [Poster Printing for site](#)
 - iii. [Google Doc \(Keeps version up to date\)](#)
 1. [How to share with Teachers?](#)
 - a. [Perhaps linked on the R&A website](#)