

Agenda Summary – Assessment Advocates Meeting

Thursday, October 16, 2008 | 4:30 p.m. – 5:30 p.m. | Waggoner Elementary School

Present:

Ann Leftwich
Barbara Mallory
Colleen Gentry
Colleen Mesbergen
Courtney Walker
Gwen Ritchey
Jamie Everett
Jeanne Anciaux

Jennifer Bell
Jennifer Leese
Joe Bonamo
Kate Steele
Katie Huot
Kelley Brunner
Kelvin Inouye
Linda Fultyn

LuAnne Hershberger
Lynda Demos
Lynn Marie Booth
Mary Fletcher
Megan Noppenberg
Michelle McCuen
Mira Obradovic
Pam Koehnemann

Paul Heartquist
Phyllis Sibala
Sherri Strauss
Stephani Wickwire
Tony Fanucci
Tracey Nordahl

Absent:

Angie Briggs
Anna Mac Donald
Chris Kaluzny
Debra Prather
Denise Blasi
Donna Dicker

Elizabeth Houck-Callow
Felicia Petrenco
Gretchen Scovil
Jill Novy
Jordan Veenstra
Judy Thompson

Karen Reiss
Kim Umbay
LaRinda Saylor
Laura Revenew
Leslie Hausen
Lisa Liberta

Lisa Logston
Lisa Wilford
Max Brask
Melissa Bemis
Nancy Hoddy
Shannon Mehr

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Topic	Summary
Introduction and Remarks	<ul style="list-style-type: none"> ▪ Patty Hineman brought the meeting to order at 4:30 p.m. by introducing herself and Janet O'Toole. ▪ The agenda for the meeting was reviewed. ▪ A whip around the room included the personal introduction of each Assessment Advocate and their school site. ▪ Patty encouraged Advocates to contact Janet O'Toole at 480-783-4134 or Sharon Moore at 480-783-4127 with any questions or concerns regarding student assessment.
Assessment Calendar 2008-2009	<ul style="list-style-type: none"> ▪ The Kyrene Assessment Calendar for 2008-2009 was reviewed. KSD 2008-2009 Assessment Calendar Link: http://www.kyrene.org/Assessme/ASSESSMENT%20HOME%20PAGE/Assessment%20Calendars/08-09_Calendar.pdf ▪ AIMS training will take place in March 2009. AIMS training for Assessment Advocates is scheduled for Monday, March 16, 2009 at the DO in the Board Room North, 4:30 p.m. – 6:00 p.m. ▪ There will be an AIMS math field test this year during the spring AIMS testing window (4/20-4/30). The math field test will be administered in late April to grades 3, 4, 5, 6, 7, and 8. It will take approximately 45 minutes to administer this assessment.
KSD Test Security Affidavit	<ul style="list-style-type: none"> ▪ Copies of the <i>2008-2009 Kyrene School District and State Secured Tests Test Security Agreement/Affidavit</i> will be sent to Assessment Advocates at each school for all teachers (and anyone else involved with district test administration, i.e., instructional assistants, administrators) to sign. These documents should be kept on file in the administrator's office. A separate affidavit will be distributed for the AIMS assessment in the spring.

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<p>Assessment Advocates List 2008-2009</p>	<ul style="list-style-type: none"> ▪ The Assessment Advocates List for 2008-2009 was reviewed. Updates received at the meeting have been applied. Please contact Janet O’Toole at 480.783.4134 if you have any additional updates/corrections. 2008-2009 Advocates List Link: http://www.kyrene.org/Assessme/ASSESSMENT%20HOME%20PAGE/Assessment%20Advocates/Assmtadv09.pdf
<p>CASS-Writing Genre Test Administration: Thursday, November 13</p> <p>Make-up Day: Friday, November 14</p>	<ul style="list-style-type: none"> ▪ CASS-Writing materials will begin to arrive at schools on <u>Wednesday, November 5, 2008</u>. The prompt for this assessment is secured, and Assessment Advocates should keep these materials in a <u>locked area</u> until they are distributed to teachers on Wednesday, November 12, 2008. ▪ Writing test materials must be inventoried <u>prior to assessment administration</u>. Please <u>inventory your materials upon receipt</u>. Notify Sharon Moore immediately at 480.783.4127 for additional materials. ▪ The CASS-Writing Genre Timeline was distributed and reviewed. Distribution of test materials to teachers is scheduled for <u>Wednesday, November 12th</u>. Materials should be dispersed to teachers at the <u>end of the school day</u>. CASS-Writing materials may be disseminated via teacher mailboxes, if desired. Fall 2008 CASS-Writing Timeline Link: http://www.kyrene.org/Assessme/Writing%20Timeline_fall_2008.pdf ▪ Curriculum & Assessment will NOT provide pencils for the CASS-Writing assessment, contrary to the discussion that took place at the Assessment Advocates meeting. This decision is due to a directive from our superintendency, and reflects a district effort to decrease expenses. ▪ It is recommended <u>test folders be banded as they were administered</u> i.e., by class. ▪ Guidelines for Friendly/Formal Letter were distributed to Advocates. <i>(See below)</i> ▪ A list of possible CASS-Writing genres for 2008-2009 was distributed. A separate email with this list will be sent to Assessment Advocates to forward to teachers. CASS-Writing Genre List Link: http://www.kyrene.org/Assessme/Writing_assesment_Checklist/Genres%20for%2008-09.pdf ▪ Sub days for teacher-scored CASS-writing (grades 4, 6, 8) are as follows: <ul style="list-style-type: none"> ➤ Elementary schools receive 6 full days per year. Please remember time will be required in the spring for scoring the grade 2 CASS-Writing assessment. ➤ Middle schools receive 10 full days per year. ➤ Teachers are required to score their student’s writing assessments at their school site. ➤ Please inform your school secretary of the procedure for requesting subs for the purpose of scoring CASS-Writing. When requesting a sub, teachers should select “school business scoring” under the reason for the absence. ➤ Your school secretary should contact Kathleen Jett in Human Resources to schedule a sub for scoring purposes. Human Resources link: http://www.kyrene.org/hr/Hrwebpage/SubstituteInfo/sub_info_page.htm ➤ Preferred days for sub use are Tuesday or Wednesday, followed by Monday. Please avoid sub requests for Thursdays or Fridays. ➤ Additional coding is listed at the bottom of the bubble/score sheet used for scoring CASS-Writing student assessments. ➤ Teacher-scored CASS-Writing is due to Data Processing by 4:00 p.m. Tuesday, January 20, 2009. ▪ Sub teachers used for teacher-scored CASS-Writing will be funded through the Curriculum & Assessment department.



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<p>CASS-Writing Genre (continued)</p>	<ul style="list-style-type: none"> Students participating in the CASS-Writing Genre assessment must be given a break between their rough and final draft sessions. <u>Elementary students</u> should receive a significant break i.e., recess, lunch, etc. <u>Middle School</u> students should receive a <u>short break</u> i.e., stretch period, bathroom break, water break, etc. <u>Note:</u> Teacher directions for middle school currently state that students should receive a “significant break”. This is incorrect. Middle school students should receive a “short break” as listed above. Please notify your middle school teachers of this discrepancy in the current teacher directions. There are no special classroom preparations for the CASS-Writing assessment. Vendor-scored CASS-Writing (grades 3, 5, 7) is due back Monday, November 17, 2008. 								
<p>CASS-Reading Genre Assessment – Fall 2008 Test Administration: Monday, December 1 Make-up Day: Tuesday, December 2</p>	<ul style="list-style-type: none"> School participation for this <i>optional</i> assessment was reviewed. (Document Attached) Timeline for CASS-Reading Genre was distributed. Link to Timeline for CASS-Reading Genre: http://www.kyrene.org/Assessme/ASSESSMENT%20HOME%20PAGE/CASS-Genre_fall%2008_timeline.pdf 								
<p>Spring CASS-Writing Assessment Grade 2 Test Administration: March 24 Make-up: March 25 Grade 2 Teacher-scored due: April 24, 2009 Grades 3-8 optional Test administration: March 30 – April 24 Teacher-scored No student reports provided</p>	<ul style="list-style-type: none"> Spring CASS-Writing is optional for grades 3 through 8. <u>Grade 2 participation is required</u> for the spring CASS-Writing assessment. Information for the spring CASS-Writing assessment is included on the District Assessment Calendar. Writing prompts for grades 3–8 spring testing will be accessible on the T drive. The timeline for the spring CASS-Writing assessment can be viewed at the link listed below. Link to Spring 2009 CASS-Writing timeline (grades 2-8): http://www.kyrene.org/Assessme/ASSESSMENT%20HOME%20PAGE/CASS-WRITING%20TIMELINE_Spring09.pdf 								
<p>Finalize/Next Meeting</p>	<ul style="list-style-type: none"> The next Assessment Advocates Meeting will take place Monday, March 16, 2009 at the DO in the Board Room North. Topic for discussion will be AIMS test administration procedures. <table border="1" data-bbox="548 1497 1193 1625"> <tr> <td>Date:</td> <td>Monday, March 16, 2009</td> </tr> <tr> <td>Time:</td> <td>4:30 – 6:00 p.m.</td> </tr> <tr> <td>Place:</td> <td>Board Room North</td> </tr> <tr> <td>Subject:</td> <td>Assessment Advocates Meeting</td> </tr> </table>	Date:	Monday, March 16, 2009	Time:	4:30 – 6:00 p.m.	Place:	Board Room North	Subject:	Assessment Advocates Meeting
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Minutes taken by Janet O'Toole

Friendly Letter Information

What trait do teachers/outside vendors score the Friendly Letter or Formal Letter format?

The actual format of the letters is scored under the trait of Organization (See Writing Genre Checklists Genre: Friendly Letter or Formal Letter.) However, the trait of organization is much broader than just the format of a letter. Therefore, a teacher or vendor must look at all of the indicators under Organization (not just the format of a letter) to determine the score for that trait.

What Format do we use when teaching Friendly Letter or Formal Letter?

We do not provide a specific format for Friendly Letter or Formal Letter for the CASS-Writing assessment. If students are to write a letter (Friendly or Formal), they need to use a standardized format. Refer to the Write Source materials for formats for letters