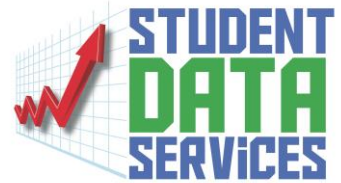**DISTRICT DATA COORDINATOR MEETING**
DECEMBER 17, 2021
AGENDA

a. **WELCOME AND ANNOUNCEMENTS**
   a. Welcome & Safety Announcement
   b. 2021-2022 DDC Meeting / Data Advisory Schedule
      - *Changes to meeting some*
      - *No more January Meeting. New Feb and March meeting dates*
      - *Q: Did you keep the current Feb registrations? A: Will have to re register. Will send reminder*
   c. DDC Contact Form ~ Thank You
   d. System Account Maintenance – Posted to SFTP
   e. 2022-25 Instructional Tech Plan
      - *Due to the RIC for review April 1st*
   f. Staffing Updates

b. **DISTRICT SUPERINTENDENT UPDATES – DAVE WICKS**
   a. *Board of Regents and SED Goals*
      - *DEI work*
      - *Increasing customer service: a lot due to staffing shortage*
      - *Certification process – seek to improve*
        - *Requirements for certification overtime have become complex*
        - *Can take several months for certification to be granted due to staff shortages*
        - *Phasing out of the Ed-TPA requirement*
          - *Proposal to require teacher prep program to embed experience in program instead*
        - *CTLE Requirement – move from initial to professional cert by having 50 hours to possibly be removed*
        - *Credits you take are in liberal arts and sciences. Take that teacher prep requirement out due to existing requirement for liberal arts and sciences in undergrad*
        - *ESSR funds- how it can be spent, increase in data fields to be submitted, will be another increase in the number of data fields. Not things we are currently collecting. Not only will need going forward but also going back.*

c. **STUDENT MANAGEMENT / SPECIAL EDUCATION SYSTEMS**
   a. Help Desk Email addresses
      - PowerSchool: PowerSchoolHelp@esboces.org
      - eSchool: ESDhelp@esboces.org
      - Infinite Campus: InfiniteCampusHelp@esboces.org
      - School Tool: SchoolToolHelp@esboces.org
      - Synergy: Synergyhelp@esboces.org

   b. Student Management System Update
      - *Most up and ready with digital equity report*

d. **SCHOOL DATA BANK SERVICES**
   - Vanessa Biagioli-Dittrich - Administrative Coordinator
     - (631)-419-1688 vdittric@esboces.org
     - CRDC Overview – Jennifer Raicovi, Staff Developer / SDE
       - *Presentation in packet*
       - https://CRDC.communities.ed.gov/#program
       - *Closes February 28th*
       - *Q: The school form does not have enough columns for all of our schools, can we add a column, or will that mess up the flat file? A: No, you cannot add columns. Districts can submit multiple forms to account for all schools.*

- - *Q: We completed it, tried to upload the CSV and it is not working. Has anyone had success? A: Yes, they get processed overnight. Be patient.*

e. STAFF REPORTING
   a. Staff Certification
   - The Out of Certification Process Explained
     - *Slides in packet*
     - *Teacher of record is a district decision. School report card is based on the last*
     - *Q: Studio in Art (not AP) is not in the crosswalk, what is the alternative that we can use, or should we just pick something? A: May need to change the state course code to something that matches*

f. LEVEL 0 UPDATES
   - Level 0 Reminders
   - *Do not sent files via courier to DWTS. Send to actual recipient.*
   - *January 22nd demographic information will be required*
   - *Missing daily attendance count as ABSENT*
   - *Run missing surveys report for Digital equity survey*
   - *Q: How to deal with digital equity refusal by parent or kid was in a building but left and will never get to fill it out? A: SED says every student needs to have a completed digital equity survey. Kid who left, you are never going to get it, but you tried. Parent refusal, districts must do their due diligence.*
     - Requesting New Locations in Level 0
       - *Check if the building in the dropdown first*
       - *SEDREF Query to find beds code*
       - *Send BEDS code to DWTS to get location code*
       - *If not state approved. Must enroll student in homebound 0777*
     - Staff Snapshot and locking Demographics
       - *Presentation in packet*
       - *Counselor Name/TEACH ID is part of Demographics*
       - *SIRS 341 use this information*
     - Reporting UPK students with a disability
       - *SIRS manual p28*
       - *Presentation in packet*
     - Reporting Leave Replacement Teachers
       - *District decision to how subs are classified as teacher of record*
       - *Anyone labeled as teacher in staff snapshot should be in Course instructor assignment*
       - *Presentation in packet*
     - The Zero Zone

g. TEST SCANNING AND REPORTING
   a. Help Desk for Data Warehouse and Test Scanning – DWTShelp@esboces.org or 631-218-4195
   b. NYS 3-8 ELA/Math/Science
   - 2021-22 Elementary and Intermediate Testing Schedule
     - *Extended PBT makeup window*
     - *Q: Did the testing schedule change? NYSED just sent a testing schedule updated December 2021 A: Will need to review and get back to you.*
   - Test Scoring Contact Form
     - *Please fill in*
   - Test Room File / PBT File
     - *Test room file layout is the same*
     - *PBT File layout for CBT schools but certain kids still need PBT*
       - *Fill this out and SDS will produce scan sheets for them*
   - Computer Based Testing
     - CBT Technology Readiness
       - *Dec. 30th MUST DO or will be put back to PBT*
     - CBT State Simulation
       - *January 10-14th – MUST DO or will be put back to PBT*
       - *Q: What about if COVID gets crazy and you are doing CBT and have to go remote during the simulation? Is there any flexibility for that? A: Unknown right now*
       - *Based on data loaded 11/24*
   - February 2022 Test Quality Control Workshop

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Divisional Administrator	Program Administrator	Program Administrator	Admin. Coordinator

- - *Right now, all virtual*
    - *Flyer in packet*
    - *Q: Are these workshops for PBT only? A: Yes, starting to set something up for CBT but do not yet have dates*
  - Updates to Testing
    - *Constructed response will be back this year as well as performance for science*
    - *Book forms are also back*
    - *Answer sheet printing extraction dates in packet. Date for ELA exam is January 10th*
    - *Will do a second pull to catch new students. Dates in packet.*
  - The Barcode Label is Moving
    - *Now on front of book*
  - *Q: Do you know when we will receive information from Danielle's office about Full-Service Scoring? A: Soon*
  - *SDS vs. Full-Service Scoring*
    - *SDS does answer sheets*
    - *Full-Service Scoring takes care of booklets. Uses OSC as the vendor.*

  c. Regents Exams
  - January 2022 / June 2022 / August 2022 Regents Examination Schedules
  - January 2022 US History Exam Exemptions
    - *Enrolled in a class that ended in January*
    - *Completed makeup program that ended in January*
    - *Preparing to take US History for January graduation*
  - January 2022 Order Sort Form
    - *Due Dec. 16th*
  - CSV Pre-Print File Layout
  - State Course Code Chart
  - Scanner Test
    - *Test your scanners*
    - *January 12-14*
    - *If you are currently using the scanner for NYITELL then you do not need to test the scanner*
  - Timeline for January 2022 Regents Exams
  d. NYSITELL
  - ****DO NOT USE COPIES OF ANSWER SHEETS****
  - Please order Scan Sheets using the NYSITELL Answer Sheet Order Form on Datacentral.esboces.org
  e. NYSESLAT
  - Metritech directly contacted school principals regarding ordering exams
    - If you have questions about ordering the test, please contact MetriTech at NYSESLAT@metritech.com or 1-800-747-4868.
    - *NYSESLAT ordering will close January 3rd*
  f. NYSAA
  - Students are available for rostering in KITE

h. **UPDATES ON DATA TOOLS, REQUIRED COLLECTION, AND REPORTING**
  a. Data Deadlines – http://datacentral.esboces.org Services → Data & Reporting → Public Schools → Deadlines
  b. **The weekly deadline for loading and locking data in Level 0 is Thursday, 5:00pm.**
  c. 2020-21 SIRS Data Collection and Reporting Requirements
  - BEDS Day – **Wednesday, October 6th**
  - 2021-22 Year-End Deadline – **Thursday, August 18, 2022**
  d. Report(s) of the Month
  - Students Enrolled Out of District Report
    - ReportNet > District > Validation > Enrollment > Students Enrolled Out of District Report
  e. Special Education Data
  - BEDS Day Snapshot
  - VR 1-9 Verification
    - *1-6 and 8 due in January*

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- *Need to certify 0 data*

f. Information from SED
- Students over the age of 21
  - *New enrollment code 0021 will be released soon*
  - *Should be exited as 136 and then reenrolled with 0021*
  - *Q: How far back can we go? A: Only kids who exceed 21 right now*
  - *Q: Level 0 release? A: Late December/early January*
- New UPK Collection Date
  - *March 15 date*
  - *Q: If the collection date of UPK students has been extended to March 15th, what happens to any student that leaves the UPK program in January or February? Do we still get credit for these students - as far as grant funding? A: Possibly some. Pete will find out.*
  - *March 6th would be last load to go through whole L2 process*
  - *Must report all UPK no matter what the funding*
- NYSAA Update
  - *Birthdate chart in packet*
- Digital Equity Update
  - *Ongoing collection*
g. Questions From the Field
h. Other Breaking News
- *Q: My superintendent asked me about an upcoming survey that districts need to send asking parents on the vaccination status of students? A: Will send this to Dave Wicks*

i. **ADJOURN**

THINGS TO DO NOW
1. Load BEDS Day Special Ed Snapshot for January 10, 2022 certification
2. Submit Test Room / PBT File
3. Update Demographic and Enrollment in Level 0
4. Submit January Regents Pre Print File