

**a. WELCOME AND ANNOUNCEMENTS**

- a. BARS Enhanced with myTrack Demonstration – Friday, January 4<sup>th</sup> – 10:30am – 12:00pm
- *Immediately following January Curriculum Council meeting*
  - *Questions Call Joe or Vanessa*
- b. Student Data Services moving to Sequoia
- *SDS program moving to Sequoia*
  - *Test Scoring – Except regents people moving end of January*
  - *Regents team will move first weekend in Feb*
  - *SDEs moving Mid Feb*
  - *Everyone else Mid March*
  - *WHB getting new phone numbers*

**b. JOE’S STUFF**

- a. Regional Winter CBT Training Session – Tuesday, February 5<sup>th</sup> – ES BOCES Milliken Technical Center
- <https://www.surveymonkey.com/r/S95Z8QF>
  - *Counts of participants are up from last year*
  - *This will be only in person training on Long Island*
  - *Seating is limited. Please pre-register*
  - *No substantial changes to NEXTERA this year*
  - *Training will be similar to last year*
  - *Click link to register*
  - *“Practice Days” will be available to test the capacity of the system*
- b. Stand Alone Field Tests – May 20<sup>th</sup> – June 7<sup>th</sup>
- *CBT Data Due – April 17<sup>th</sup>*
  - *State Ed picks grade and subject*
  - *Enrollment data will need to be accurate by April 17*
- c. Computer Based Testing update – <https://cbtsupport.nysed.gov/hc/en-us>
- 3-8 Update
    - i. Data Pull for Demographics, Enrollment, and Program Services
      - *ELA - Thursday, February 7<sup>th</sup> / Math – Thursday, March 7<sup>th</sup>*
      - *Students should be manually entered if enroll after these dates*
    - ii. Nextera Admin Opening
      - *ELA – Friday, March 1<sup>st</sup> / Math – Friday, March 29<sup>th</sup>*
    - iii. Creating Rosters for Testing
      - *Districts will need to roster kids based on testing location*
    - iv. Use of a Stylus
      - *Students may use a stylus this year*
    - v. Technology Readiness Checklist
      - *Deadline – Friday, December 28<sup>th</sup>*
      - <https://cbtsupport.nysed.gov/hc/en-us/articles/360012694932>
      - *MUST be done for each school*
      - *Principal will get a Welcome to Nextera email*
      - *Survey can only be done through Principal or Testing Coordinator accounts*
      - *Joe sent out emails to those principals who still weren't completed*
      - *CBT Announcements Section there is a Tech checklist. Good if you are not doing CBT to look at to see what needs to be done*
  - NYSAA Update – *Testing Window : March 11, 2019 – June 7, 2019*
    - i. Updating Student Data in KITE
      - *Districts will need to assign proctors*
    - ii. Secondary NYSAA Students – grade level 9
      - *Make sure all secondary NYSAA students are listed grade 9*

**c. SCHOOL DATA BANK SERVICES**

- a. National Student Clearinghouse College Reports
- Presentation posted under meeting materials*
  - Reports can be found in ReportNet*
  - 2017 Data will be released in January*
  - Questions call Vanessa*

**d. STAFF REPORTING UPDATES**

- a. Staff Evaluation
- Certification deadline via NYSED Business Portal – today, December 14<sup>th</sup>
    - APPR Closeout - <https://www.engageny.org/resource/resources-closeout-2017-18-appr>.
    - Questions – [educatoreval@nysed.gov](mailto:educatoreval@nysed.gov)
- b. ePMF Collection
- Deadline for teachers to submit forms – today, December 14<sup>th</sup>
  - *Only those with Administrator access can now edit ePMF forms*
  - *Only one person needs to complete ePMF form for a class (concerning subs and leaves)*
  - *Look at certifications. Make sure they have self-reported correctly*
  - *Admin can submit forms for anyone who has not competed*
  - *For information that Teachers put in you need to UNSUBMITT the form, CHANGE the info then RESUBMITT the form*
  - *If you change something in Staff Snapshot then you do not need to resubmit*
  - *Principals are provisioned to see teachers in their school. Teacher will have had to select that location. Principals cannot see teachers with multiple buildings. Principals cannot see anyone who hasn't started yet. Can only see saved or submitted forms.*
  - *For non-teachers it is for informational purposes only. It is a static system. They cannot input any information.*
  - *Q: Admin started after BEDS day do they go in staff assignment? A: Yes with start date*
  - Deadline for CEO to certify PMF data in TAA – February 1<sup>st</sup>
    - *Needs to be from the Superintendents Account*
    - *Same credentials as the business portal*
- c. Course Instructor Assignment – FAQ
- *Document in packet*
  - *Primary language for courses other than bilingual courses is ENGLISH*
  - *AP and IB courses should be reported*
  - *Q: How do we get regents answer sheets for AP classes? A: Send a file to SDS to with the kids for the regents sheets*
- d. Staff Tenure
- *PERFERRED method: Use the delete function when importing a complete Staff Tenure file.*

**e. TEST SCANNING AND REPORTING / LEVEL 0 UPDATES**

- a. Help Desk for Data Warehouse and Test Scanning and Reporting – [DWTShelp@esboces.org](mailto:DWTShelp@esboces.org) or 631-218-4195
- b. Updating Contact Forms – Datacentral > Services > Forms
- c. NYS Assessments, 3-8, NYSAA, and NYSESLAT
- Online Ordering of Exams for ELA/Math – December 14<sup>th</sup> / Science – March 29<sup>th</sup>
  - Sort Order Form – Deadline January 10<sup>th</sup>
    - *ELA, Math and Science*
    - *Please fill out ASAP*
  - Timeline
    - *In packet*
    - *January 10<sup>th</sup> pulling data for ELA... There will be a second pull 4/17 for ELA*
  - File Layout for schools administering CBT with PBT students
    - *There are some exceptions for PBT in a CBT environment*
    - *You will need to send a file*
    - *Q: CBT school and parent does not want CBT can the kid take paper?? A: Should ask SED. A students IEP may supersede CBT*
    - *Q: Is a file for each grade or a file with everyone on it? A: Can be one file or separate files*
    - *Q: CBT District with kids who take paper can you get booklets from SDS? A: Not SDS but other BOCES locations. Should be able to order a few paper through the online portal.*
  - 3-8 Quality Control Workshops – combined answer sheets and full service scoring – March 7<sup>th</sup>, March 8<sup>th</sup> and March 11<sup>th</sup>
    - *Flyers in packet*

- NYSESLAT Quality Control Workshop – April 12<sup>th</sup>
    - i. *Send ENL staff*
  - Intake - Sequoya
    - i. *Remember to tell the driver about new location*
  - Report(s) of the Month - Students Enrolled Out of District Enrollment Report – *ReportNet > Validation > Enrollment > Students Enrolled Out of District Enrollment Report*
    - i. *Students can be enrolled as 0011 or not*
    - ii. *Non public do not get 0011*
    - iii. *If they are reported 0011 you will get an answer sheer and they are part of your accountability*
    - iv. *Posted on SFTP site*
- d. Regents Exams
- Timeline
    - i. *Sort order form/Pre-print file were due Monday*
    - ii. *Scanner Testing period Jan 16-18*
    - iii. *February 9<sup>th</sup> deadline for scanning but Regents team will be moving. There will probably be a delay after Feb 1st*
  - Order Form and Files – deadline has passed – Complete and submit ASAP
  - ASAP – new functions
    - i. *If you have rights to both Regents and NYSETELL there is now a toggle button between the two*
  - Discrepancy Reports
    - i. *Will only populate after scores are loaded in Level 0*
    - ii. *Will be run for you. If you make changes then request a new report*
- e. NYSITELL – Level 2 Reports
- Report(s) of the Month - SIRS-104 NYSITELL Summary Report – *L2RPT > SEDDAS > Tested / Not Tested > SIRS-104 NYSITELL Summary Report*
  - *NYSITELL list by building in ASAP*
  - *Match up the numbers on the two reports*
- f. Level 0 Updates
- Programs Fact – locking data
    - i. *When loading new file, you should always lock all categories*
  - New Codes
    - i. Assessment Item Military Codes
      - o *Codes in packet*
    - ii. Assessment Standard Achieved Codes
      - o *Will be a 3 with a score of 65*
      - o *Score will not go on any transcript*
    - iii. Local Diploma with Superintendent Determination - Student Code
- f. 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, 12:00 noon.** Data will be pulled from Level 0 at 12:00 noon on Monday, Tuesday, Wednesday, and Thursday. No data will be pulled from Level 0 on Friday.
- c. Special Education Reporting
- BEDS Day Snapshot
    - i. *Districts still missing*
  - VR Reports 1-6 & 8 deadline to load data – Thursday, January 3<sup>rd</sup> / Certification deadline – January 7<sup>th</sup>
  - ReportNet – PD look-a-like Reports
    - i. *ReportNet will refresh daily as opposed to the PD system that refreshes once a week*
  - 2018-19 BEDS Day Guide for Special Ed. Reporting
    - i. *Under Special Ed Reporting 101*
- d. Level 2 Errors
- *Review errors reports regularly*
- e. Information from SED
- Homeless / FRPL Students
    - i. *If a student's homeless status changes during the year, FRPL still remains open until June 30<sup>th</sup>*
  - BEDS reports – initial pull of BEDS data – based on data loaded in Level 0 by January 3<sup>rd</sup>
    - i. *First Snapshot date*
  - Immigrant Students – Deadline to load students with 8282 Program Service Immigrant Child and Youth Status code in Level 0 for 2019-20 Title III funding – Thursday, January 3<sup>rd</sup>

- i. Report(s) of the Month - SIRS-401 Reasonableness Report – L2RPT > SEDDAS > Reasonableness > SIRS-401 Reasonableness Report – Choose all locations - Programs
- ii. BEDS Institutional Master File (IMF) – non-public Immigrant student counts  
<http://www.p12.nysed.gov/irs/beds/IMF/home.html>
- iii. *This is a change from previous years*
- iv. *District-wide IMF form- Count in non-public schools*
- v. *The number from SIRS combined with the number on the IMF will be what is used to determine Title III allocations for 2019-20*
- vi. *Can update the district IMP form right now to reflect non public school counts*
- vii. *Student is an immigrant 3 year or less in a school in the US*
- viii. *Foreign exchange students are NOT immigrants*
- ix. *Student stays immigrant until the end of the year the 3<sup>rd</sup> year*
- x. *Count for allocations is students enrolled as of BEDS day*
- xi. *Potential Immigrant report in ReportNet is not usable anymore. It was based on date of entry which we no longer collect*
- Next Day Completion of Testing for ELL/MLL on Regents Exams
  - i. *Separate than multiple day testing*
  - ii. *If a student has 2 regents on the same day, principal can give this accommodation*
  - iii. *Must complete documentation and should be completed at least the day before the exam*
  - iv. *Needs to be mailed to SED*
  - v. *Need to complete the first section of the 2<sup>nd</sup> test on the first day*
  - vi. *Krista will ask for more clarification regarding this*
- New SIRS Reports in L2RPT
  - i. SIRS-110 Student Daily Suspension Accountability Report and SIRS-111 School Year Suspension Accountability Report – L2RPT > SEDDAS > Accountability
  - ii. *Will need to be certified at the EOY deadline*
  - iii. *ESSA regulation now uses this as part of accountability*
  - iv. *Day calendar and Student Daily attendance must be populated for this to run*
  - v. *Q: How to code a student who is out for chronic illness absences? A: Attendance must be changed to Home Tutoring code not absent so not to be counted against district*
- Tentative 2020 Testing Dates
- f. ESSA Update - <http://www.p12.nysed.gov/accountability/essa.html>
  - Accountability Status for 2018-19
  - *Preliminary Accountability Appeal due today*
  - *Posted on the IRS Portal*
- g. SIRS Updates
  - Student with a disability placed by parent or guardian in non-public school
    - i. *Outside NYS, then no longer need to be reported*
  - P-Tech Programs
  - Incarcerated Students
    - i. *8338 code*
- h. Questions from the Field
  - *Suspension data that is on the School Report Card comes from the IMF forms*
- i. Other Breaking News
  - *Level 0 historical is open*

**g. ADJOURN**

<b>THINGS TO DO NOW</b>
1. If not yet done, load BEDS Day Special Ed. Snapshot
2. Verify VR 1-6 and 8 Reports in the PD System – deadline to certify January 7 <sup>th</sup>
3. Verify Immigrant Students have been loaded with appropriate 8282 Program Service Code
4. If not yet done, certify 2017-18 Staff Evaluation data via the NYSED Portal

**Forms & Flyers**

*The below listed forms & flyers are included in the Meeting Materials and Interactive Agenda*

**Data and Testing Workshops**

BARS Enhanced with myTrack Demonstration – 1/4  
 Regional Winter CBT Training Session – 2/5  
 3-8 Quality Control Workshop – 3/7, 3/8, & 3/11  
 NYSESLAT Quality Control Workshop – 4/12

**Student Management / Special Education System Workshops**

eSchool Trainings – various dates  
 Infinite Campus Trainings – various dates  
 Schooltool Trainings – various dates  
 PowerSchool Trainings – various dates  
 Frontline IEP Trainings – various dates

**Forms**

Level 0 Authorization Form Level 0 HR Access Form ReportNet Access Form ASAP Access Form SFTP Access Form Test Coordinator Contact Forms	Level 0 De-authorization Form Level 0 HR De-authorization Form ReportNet De-authorization Form ASAP De-authorization Form SFTP De-authorization Form Delete a Student Request Form
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