

AI Bot Testing

October 27, 2022

Who knew [TechHub](#) tickets provide the speediest support? You dew.

[Table of Contents](#) - Click the link

Action Items

Information and Evaluation (Rand Van Dyke)

Harping is to musicians as getting your overdue items done is to assistant superintendents.

Outstanding Action Items

- [CALPADS - EOY](#)
- [Site Staff Information Collector](#)

Technology (Adrian Bica)

No Action Items again this week from Technology.

Information Items

Technology (Adrian Bica)

(Repeat) New employees' equipment

- Put a ticket in [TechHub](#) if you have new certificated employees and the DO needs to provide them with **laptops**
- Understand that the DO will not provide equipment until the new employee clears all the HR prerequisites

(Double Repeat) Software approval process (Reformatted and clarified)

Please advise all school staff of the following for ordering software:

- Follow the District Software Approval Process: [Educational Technology Application Process](#)
- Purchase orders are the preferred method of payment
 - When required to use a credit card to purchase, a district credit card must be used
 - If staff uses a personal credit card, they may not be reimbursed
- Failure to follow this process may result in a reimbursement request being denied
- *Do not pay for software on a personal credit card.*

- Indicate you have completed the checklist to Bea when messaging for the Purchase Order to be created
- **Beatrice Gonzales from the IT department creates all software requisitions**
- **If you need more information about the process, please reach out to [Linda Kastanis](#).**

Information and Evaluation (Rand Van Dyke)

(Reminder) Data Validations Contact List:

Who to contact for questions about your Data Validation:

- - Contacts, Enrollment, Demographics: [Linda Zabala](#)
 - Assertive Discipline & Att Validations: [Stacy Desideri](#) or [Laura White](#)
 - Language Assessment: [Laura White](#)

(Repeat) CALPADS: [CALPADS Timeline 2022-2023 - CALPADS Submission and Certification Deadlines](#)

This document provides the important dates of our state reporting deadlines. The document also contains the different items we must report for each period. In the following months, Laura will continue to provide reports and data for district departments and sites to verify.

(Repeat) CALPADS: Census Day

California designates the first **Wednesday in October “Census Day”** for schools. It is the day when a snapshot of our enrollment and program numbers is taken. What does this mean for you?

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We will be loading district data regularly into CALPADS. We strive to get the most up-to-date information into CALPADS for Census Day; giving the most accurate snapshot of our student data in our district.

Although this is the day CALPADS uses for all data, the revision window has been extended to November 30, 2022, to complete corrections to ensure our data is accurate.

State Testing - Test Site Coordinators

Test Site Coordinator Training for Summative ELPAC will be held on December 1st and 5th. A calendar invite has been sent to all identified Test Site Coordinators at your site. At least one representative from your site should attend one of the two sessions. If you need to add Test Site Coordinator(s) for your site, email [Lorie Banks](#).

State Testing - Test Settings

The accommodations file from SEIS has been uploaded into TOMS. This file contains accommodations for our students with current IEPs. The Test Site Coordinator enters any 504 accommodations. NOTE: Accommodations will change over the next couple of months. The last mass upload for Summative ELPAC testing will be the last week of January, and for CAASPP, the last week of March.

Introduction to California Educator Reporting System (CERS) for Teachers

The last opportunity for teachers to attend this training is November 1, from 3:30 to 5:30 pm. It will provide an overview of CERS' features and assessment results.

[Register for the November 2022 Introduction to CERS for Teachers Training](#)

October 20, 2022

Remember [TechHub](#) tickets provide the speediest support hose!

Please read these items closely. You will be rewarded with gnu knowledge.

Action Items

Information and Evaluation (Rand Van Dyke)

It's never too late to complete your past-due Action Items for Information and Evaluation.

Technology (Adrian Bica)

No Action Items again this week from Technology

Information Items

Technology (Adrian Bica)

(New) New employees' equipment

- Put a ticket in [TechHub](#) if you have new certificated employees and the DO needs to provide them with **laptops**
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On Friday, October 14) you were added to the many data validations your registration staff receives. The data department is providing this information to you so you may support your staff in correcting these anomalies. One way to support your staff is

by **giving** them **designated uninterrupted time** to work on the data validations **daily**. In the coming weeks, we will be adding additional data validations as needed.

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October 13, 2022

Remember [TechHub](#) tickets for tech support save thyme!

Action Items

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Please complete all your past-due Action Items for Information and Evaluation

Technology (Adrian Bica)

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Information Items

Technology (Adrian Bica)

Staff equipment - DO provided vs site-purchased

If you have lingering questions about this item, please scroll below to review this item again.

(New) Software approval process

Please advise school staff not to order software independently and then expect reimbursement. *In other words: do not pay for software on a personal credit card.*

Please make sure all software is ordered following the District Software Approval Process.

Instructions can be found here: [Educational Technology Application Process](#)

*** If you need more information about the process please reach out to [Linda Kastanis](#).**

*** Beatrice Gonzales from the IT department creates all software requisitions.**

(New) Classroom Technology (Large Screen TVs + Voice Amplification) project

We are getting a lot of questions about the installation of large-screen TVs in classrooms. Below is a clarification message you may share with your staff.

The Classroom Technology Project is a district-wide bond-funded project aimed at refreshing classroom technology with the following elements:

-
-
- Large Screen TVs
- Voice Amplification

This project is currently **paused** because the bond funds earmarked for it was redirected toward the purchase of new Chromebooks to refresh the student 1:1 Chromebook Program.

The 1:1 Chromebook Program refresh was necessary because many of the Chromebooks in last year's fleet were falling out of compliance with Google so they were not receiving operating systems upgrades and could not be used for student testing.

Important: There is a high probability that the federal government will reimburse most of the funds committed to purchasing Chromebooks via a program called Emergency Connectivity Funds (ECF).

Unfortunately, at this time, it is unclear how much ECF funding SRCS will receive or when.

Once ECF funding is released to SRCS the planning Classroom Technology project can continue. If ECF funding is not made available to SRCS an alternative funding source will have to be identified.

For more information about the Classroom Technology Project please see this document: [Classroom Technology Upgrades Project Presentation](#)

(Repeat) 1:1 Chromebooks Program updates

For the complete rundown on the 1:1 Chromebooks Program update, please visit the [1:1 Chromebooks Program updates](#) page or scroll down to September 29

Information and Evaluation (Rand Van Dyke)

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State Testing - CAA for Science

As a reminder, the CAA for Science testing window opened on September 6th. Katya Robinson has reached out to all case managers regarding the Moodle Training that is required to be completed each year to administer the Alternate Assessments. The CAA for Science Performance Tasks are meant to be given throughout the school year. (For more information, please review this one-page info-document: [Organization of the California Alternate Assessment for Science](#).)

State Testing - TOMS Accounts for Test Site Coordinators

Test Site Coordinator roles have been created. Please activate the account and complete the Test Security Agreement and Test Security Affidavits for both ELPAC and CAASPP.

If your site has another staff member that should be an Additional Test Site Coordinator and receive these emails, you will need to enter the information in the [Aggregator - Site Staff Information - District](#) and notify [Lorie Banks](#) so that the account can be created.

Once your TOMS account is activated, you can access your site's CAASPP Test Results through the California Educator Reporting System (CERS).

ELPAC Test Site Coordinator training dates coming soon. CAASPP Test Site Coordinator training will happen in March 2023.

(Repeat) Data at a Mouse Click - Two New Tools for All Users

- Searchable Aeries queries built by the Data Department. You may share this information with all staff. As you share, let them know that not all queries work for all users. Have them start with this support document: [Tip Sheet - Searchable Aeries Queries](#)
- [SRCS Reports](#) is now up and running for staff. We are still working out some bugs so please be patient. You will need to be on the district network and, if you are on wifi, be sure you are on the SRCS CONNECT wifi.
- If you have any issues with either a query or a report, please put in a [TechHub](#). Select the category "Aeries" and the sub-category "Reporting Error - Aeries Query". Be sure and include the type, query or SRCS Reports, and the name.

October 6, 2022

Remember [TechHub](#) tickets for tech support save thyme!

Action Items

Information and Evaluation (Rand Van Dyke)

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- Open the [2021-2022 Certification reports](#)
- Navigate to your site
- Select site link
- Review the data in the 'Review items' tab
- Write your name and the date done on the 'Table of Contents' tab

- Thank you to the administrators who have reviewed the items and signed.

(Repeat for the last time) Site Staff Information Collector - *This item is now really in Collections though we did make great progress since I sent that email!*
Thank you to sites that have finished this item.

Working with your site ESOM or School Secretary, complete by **Wednesday, August 17**, the requested information in your Site Staff Information Collector. Follow these linked instructions: [Steps for Completing your Site Staff Information Collector](#).

Send Rand an email saying "I am looking forward to the next phase of these Site Staff Information Collectors!" to become an early adopter of the next phase and a valuable opportunity for a prize.

This looks like a lot to do however it is not as much as it looks like.

Technology (Adrian Bica)

No Action Items again this week from Technology

Information Items

Technology (Adrian Bica)

Staff equipment - DO provided vs site-purchased

Depending on funding, the DO is standardizing on a 4 year staff equipment replacement plan as follows:

Certificated:

- - All Certificated - laptop with power supply, mouse, USB hub, and bag
 - Classroom teachers: in addition to the laptop
 - 1. iPad with power supply, rubber case, and gooseneck holder
 - Elementary Counselor 190 day and Secondary 195-day Counselor: in addition to the laptop
 - 1. Desktop (under review for future refresh cycle)

The equipment is checked out individually in the Destiny library database to each person.

When **leaving** the **district**, the certificated staff is expected to return **all** equipment to their assigned **site**.

This includes all elements provided:

- Laptop with power supply, mouse, USB hub, and bag
- iPad with power supply, rubber case, and gooseneck holder
- Desktop

After collecting the equipment from staff please put in a [TechHub](#) ticket so the site techs pick it up from the site and bring it back to the DO to refurbish and prep to be reused in the district.

Note: *if certificated personnel moves sites within SRCS they take the SRCS-provided equipment with them **excluding** the desktop computers*

Classified and administrative staff

Depending on funding, different categories of classified and administrative staff receive replacements desktops or laptops every 4 years.

For a complete list of device assignment for classified and administrative staff categories, please check this file: [Classified and administrative staff DO provided equipment](#)

NOTE - *Equipment put into service within the last two years is not part of this refresh cycle.*

The numbers of desktops for classified and administrative staff and the number of laptops for classified staff are adjusted each refresh cycle year based on the number of active personnel and the number of desktops and laptops that are still in working order and were purchased within the last two years before the refresh.

All other staff equipment serving specific site needs and programs is to be purchased by the site. Please submit requisitions via Escape.

There are a few other categories of staff that can be equipped with old Chromebooks based on need.

iPads for classroom teachers and classroom AppleTVs (little black box not actual TV)

We are continuing the distribution of the iPads to classrooms teachers and AppleTVs to classrooms.

Reminder: AppleTV is the little black box from Apple that we can connect to a projector and/or a big monitor (think large TV) and provide wireless mirroring from a laptop or an iPad.

If you have teachers that are ready to receive and employ this technology please give us, [Adrian Bica](#), a Google Sheet with their names and classroom numbers.

Some principals requested all their teachers to be equipped with the iPads and their classrooms receive the AppleTVs. We can accommodate these requests but we still need the list of teachers and the classroom numbers.

Please also understand that it takes time to prep and deploy.

The following sites are almost complete:

- - - Maria Carrillo High School
 - Montgomery High School
 - Hidden Valley Elementary School
 - Luther Burbank Elementary School

We are working on:

- - - Herbert Slater Middle School

TV installation project - still ON HOLD. Hoping for an update soon.

(Repeat) Hotspots

Currently, the service to the vast majority of hotspots is disabled. We will not provide any more hotspots except for very rare and special situations.

(Repeat) Mobile Phones Wireless Coverage (AT&T and Verizon)

In light of the earthquake, we need to ensure wireless mobile phones are a viable communication option of last resort.

- - - SRCS contracts mobile phone wireless services with both AT&T and Verizon.
 - Verizon provides decent coverage for all of our sites.
 - AT&T doesn't provide good coverage at some of our sites (e.g. EAHS, RVMS, HVES).
 - We recommend that all administrators at sites with weak AT&T coverage and departments serving ALL sites (e.g. M&O, IT, CNS) switch the mobile wireless service to Verizon.

Please put a ticket in [TechHub](#) for each phone that needs to be switched over.

(Repeat) 1:1 Chromebooks Program updates

For the complete rundown on the 1:1 Chromebooks Program update, please visit the [1:1 Chromebooks Program updates](#) page or scroll down to September 29

Information and Evaluation (Rand Van Dyke)

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Laura will be loading district data regularly into CALPADS. We always strive to get the most up-to-date information into CALPADS for Census Day, giving the most accurate snapshot of our student data in our district.

Although this is the day CALPADS uses for all data, we have until October 31, 2022, to bring correct and ensure our data is up-to-date.

Thank you for all you do, and for your help with keeping our data accurate.

State Testing - CAA for Science

As a reminder the CAA for Science testing window opened on September 6th. Katya Robinson has reached out to all case manager regarding the Moodle Training that is required to be completed each year to administer the Alternate Assessments. The CAA for Science Performance Tasks are meant to be given four times a year.

State Testing - TOMS Accounts for Test Site Coordinators

On Wednesday, October 12th TOMS accounts with the role of Test Site Coordinator will be created for all Test Site Coordinators for both CAASPP and ELPAC testing.

The Primary Test Site Coordinator will always be the Principals and Vice Principals at our sites and will receive all email communications regarding testing. In addition, if your site has another staff member that should be an Additional Test Site Coordinator and receive these emails, you will need to enter the information in the [Aggregator - Site Staff Information - District](#) before Wednesday morning.

(Repeat) Data at a Mouse Click - Two New Tools for All Users

- - Searchable Aeries queries built by the Data Department. You may share this information with all staff. As you share, let them know that

not all queries work for all users. Have them start with this support document: [Tip Sheet - Searchable Aeries Queries](#)

- [SRCS Reports](#) is now up and running for staff. We are still working out some bugs so please be patient. You will need to be on the district network and, if you are on wifi, be sure you are on the SRCS CONNECT wifi.

- If you have any issues with either a query or a report, please put in a [TechHub](#). Select the category "Aeries" and the sub-category "Reporting Error - Aeries Query". Be sure and include the type, query or SRCS Reports, and the name.

September 29, 2022

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- - Open the [2021-2022 Certification reports](#)
 - Navigate to your site
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 - **Complete by Wednesday, September 21**

(Repeat and a bit of updated language) Site Staff Information Collector - ***This item is now really in Collections though we did make great progress since I sent that email! Thank you.***

Thank you to sites that have finished this item.

Working with your site ESOM or School Secretary, complete by **Wednesday, August 17**, the requested information in your Site Staff Information Collector. Follow these linked instructions: [Steps for Completing your Site Staff Information Collector](#).

This looks like a lot to do however it is not as much as it looks like.

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No Action Items This Week from Technology

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(Repeat) Hotspots

Currently, the service to the vast majority of hotspots is disabled. We will not provide any more hotspots except for very rare and special situations.

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In light of the earthquake, we need to ensure wireless mobile phones are a viable communication option of last resort.

- - - SRCS contracts mobile phone wireless services with both AT&T and Verizon.
 - Verizon provides decent coverage for all of our sites.
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 - We recommend that all administrators at sites with weak AT&T coverage and departments serving ALL sites (e.g. M&O, IT, CNS) switch the mobile wireless service to Verizon.

Please put a ticket in [TechHub](#) for each phone that needs to be switched over.

(Repeat) 1:1 Chromebooks Program updates

New Chromebooks distribution

At most sites, we have completed the distribution of the new 1:1 Chromebooks to the incoming

- - - TK, K grade
 - 3rd grade
 - 7th grade
 - 9th grade

Please remember that any of the students in these incoming grades have until the end of September to pick up their new Chromebooks and return any old Chromebooks checked out to them in previous years.

Starting October 1st all the brand new Chromebooks we kept in reserve will go into the regular 1:1 Chromebook rotation. This means that students in these incoming grades that did not pick up their brand new Chromebook will now receive whatever is available if they want to check one out after October 1st.

(Repeat) Old 1:1 Chromebooks retirement

- - We still have **many** students with older 1:1 Chromebooks that need to be upgraded to Chromebooks suitable for test taking.
 - We will pull reports with the students that need their equipment replaced

- Sites will need to reach out to them to come to the library for an exchange.
- *If necessary, we will remote lock the old devices until the students come to the library for an exchange.*

(Repeat) Multiple Chromebooks Checked out to students

- - We have several students with multiple Chromebooks checked out to them.
 - We will start remote-locking their extras and display a message asking them to bring the Chromebooks to the school libraries.

(Repeat) 1:1 Chromebooks distributed for other purposes

- - There is a large number of 1:1 Chromebook program Chromebooks that were distributed throughout the district during the pandemic with no record of being checked out or checked out for purposes other than the 1:1 program.
 - We will start remote-locking these devices and display a message asking for them to be brought to the school library.

(Repeat) Non 1:1 Chromebook program Chromebooks

At the beginning of the pandemic, the majority of the Chromebooks available in the district were pulled out of sites and distributed to students. Some of these Chromebooks were too old or damaged. As the need arose we backfilled with more suitable equipment for distance learning either by redistributing some old equipment or new, specifically purchased Chromebooks for the 1:1 program (funded via different COVID relief funds).

The vast majority of the Chromebooks in the district before the new purchases for the 1:1 Program started are now obsolete. This means they are too old for Google to support and provide updates for the OS (operating system) and they will not be suitable for test taking. Many of these machines are also in very bad physical condition and we are retiring them as we collect them.

A very limited number of these unsupported devices might still have a valuable life for very limited purposes, basic web surfing. As the inventory trickles in from sites, we evaluate them and set aside the ones that are in a decent condition to have in reserve and eventually repurpose some for limited applications.

A large number of these machines were not accounted for at the start of the pandemic during initial distribution. We will have to remote lock a large number of them to make sure they make their way back to the DO for evaluation and repurposing or disposal.

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(Repeat) State Testing - CAASPP/ELPAC

We are waiting on sites to complete the **Way Past Due** [Site Staff Information Collector](#). Once your Test Site Coordinator(s) are identified, we will be messaging out important testing information to all sites.

September 22, 2022

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- - We still have **many** students with older 1:1 Chromebooks that need to be upgraded to Chromebooks suitable for test taking.
 - We will pull reports with the students that need their equipment replaced
 - Sites will need to reach out to them to come to the library for an exchange.
 - *If necessary, we will remote lock the old devices until the students come to the library for an exchange.*

(Repeat) Multiple Chromebooks Checked out to students

- - We have several students with multiple Chromebooks checked out to them.
 - We will start remote-locking their extras and display a message asking them to bring the Chromebooks to the school libraries.

(Repeat) 1:1 Chromebooks distributed for other purposes

- - There is a large number of 1:1 Chromebook program Chromebooks that were distributed throughout the district during the pandemic with no record of being checked out or checked out for purposes other than the 1:1 program.
 - We will start remote-locking these devices and display a message asking for them to be brought to the school library.

(Repeat) Non 1:1 Chromebook program Chromebooks

At the beginning of the pandemic, the majority of the Chromebooks available in the district were pulled out of sites and distributed to students. Some of these Chromebooks were too old or damaged. As the need arose we backfilled with more suitable equipment for distance learning either by redistributing some old equipment or new, specifically purchased Chromebooks for the 1:1 program (funded via different COVID relief funds).

The vast majority of the Chromebooks in the district before the new purchases for the 1:1 Program started are now obsolete. This means they are too old for Google to support and

provide updates for the OS (operating system) and they will not be suitable for test taking. Many of these machines are also in very bad physical condition and we are retiring them as we collect them.

A very limited number of these unsupported devices might still have a valuable life for very limited purposes, basic web surfing. As the inventory trickles in from sites, we evaluate them and set aside the ones that are in a decent condition to have in reserve and eventually repurpose some for limited applications.

A large number of these machines were not accounted for at the start of the pandemic during initial distribution. We will have to remote lock a large number of them to make sure they make their way back to the DO for evaluation and repurposing or disposal.

Information and Evaluation (Rand Van Dyke)

Data at a Mouse Click - Two New Tools for All Users

- - Searchable Aeries queries built by the Data Department. You may share this information with all staff. As you share, let them know that not all queries work for all users. Have them start with this support document: [Tip Sheet - Searchable Aeries Queries](#)
 - [SRCS Reports](#) is now up and running for staff. We are still working out some bugs so please be patient. You will need to be on the district network and, if you are on wifi, be sure you are on the SRCS CONNECT wifi.
 - If you have any issues with either a query or a report, please put in a [TechHub](#). Select the category “Aeries” and the sub-category “Reporting Error - Aeries Query”. Be sure and include the type, query or SRCS Reports, and the name.

StateTesting - Initial ELPAC Test Scores

Initial ELPAC 2022-23 test scores will be imported on Thursday, 9/22.

State Testing - Initial ELPAC

As a reminder, there are no extensions or waivers for the 30-Day compliance window for Initial ELPAC testing. Assessing any new students at your site is a priority for the Family Engagement Facilitators.

State Testing - CAASPP/CAST/ELPAC

The State now allows all State testing score reports to be delivered electronically. We will be printing and mailing for the last time all CAASPP, CAST, CAA, and ELPAC score reports this year. In preparation for next year, we have included a letter with this information for families. Below is a copy of the letter and the report delivery process.

- - - [Letter going home with CAASPP score reports](#)
 - [Score report delivery process](#)

(Repeat) State Testing - CAASPP/ELPAC

We are waiting on sites to complete the **Way Past Due** [Site Staff Information Collector](#). Once your Test Site Coordinator(s) are identified, we will be messaging out important testing information to all sites.

September 15, 2022

Remember [TechHub](#) tickets for tech support save time!

Action Items

Information and Evaluation (Rand Van Dyke)

CALPADS - EOY

We have certified our End of Year data for the 2021-2022 school year with CALPADS. We have created the site administrator review sheets. As of right now, this is just to show administrators what we reported. We are considering this a practice sign-off. In the future administrators will receive this in advance to allow time for a deeper review of the data and ask for more details.

- - Open the [2021-2022 Certification reports](#)
 - Navigate to your site
 - Select site link
 - Review the data in the 'Review items' tab
 - Write your name and the date done on the 'Table of Contents' tab

If you receive an email with CALPADS in the subject line, please look at it immediately.

This item is in Collections though we are making progress! - Site Staff Information Collector - Thank you to sites that have finished this item. This looks like a lot to do however it is not as much as it looks like.

Working with your site ESOM or School Secretary, complete by **Wednesday, August 17**, the requested information in your Site Staff Information Collector. Follow these linked instructions: [Steps for Completing your Site Staff Information Collector](#).

Technology (Adrian Bica)

No Action Items This Week from Technology

Information Items

Technology (Adrian Bica)

Hotspots

Currently, the service to the vast majority of hotspots is disabled and we will not provide any more hotspots except for very rare and special situations.

Mobile Phones Wireless Coverage (AT&T and Verizon)

In light of the earthquake, we need to make sure wireless mobile phones are a viable communication option of last resort.

- - - SRCS contracts mobile phone wireless services with both AT&T and Verizon.
 - Verizon provides decent coverage for all of our sites.
 - AT&T doesn't provide good coverage at some of our sites (e.g. EAHS, RVMS, HVES).
 - We recommend that all administrators at sites with weak AT&T coverage and departments serving ALL sites (e.g. M&O, IT, CNS) switch the mobile wireless service to Verizon.

Please put a ticket in [TechHub](#) for each phone that needs to be switched over.

1:1 Chromebooks Program updates

New Chromebooks distribution

At most sites we have completed the distribution of the new 1:1 Chromebooks to the incoming

- - - TK, K grade
 - 3rd grade
 - 7th grade
 - 9th grade

Please remember that any of the students in these incoming grades have until the end of September to pick up their new Chromebooks and return any old Chromebooks checked out to them in previous years.

Starting October 1st all the brand new Chromebooks we kept in reserve will go into the regular 1:1 Chromebook rotation. This means that students in these incoming grades that did not pick up their brand new Chromebook will now receive whatever is available if they want to check one out after October 1st.

Old 1:1 Chromebooks retirement

- - We still have **many** students with older 1:1 Chromebooks that need to be upgraded to Chromebooks suitable for test taking.
 - We will pull reports with the students that need their equipment replaced
 - Sites will need to reach out to them to come to the library for an exchange.
 - *If necessary, we will remote lock the old devices until the students come to the library for an exchange.*

Multiple Chromebooks Checked out to students

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1:1 Chromebooks distributed for other purposes

-

- There is a large number of 1:1 Chromebook program Chromebooks that were distributed throughout the district during the pandemic with no record of being checked out or checked out for purposes other than the 1:1 program.
- We will start remote-locking these devices and display a message asking for them to be brought to the school library.

Non 1:1 Chromebook program Chromebooks

At the beginning of the pandemic, the majority of the Chromebooks available in the district were pulled out of sites and distributed to students. Some of these Chromebooks were too old or damaged. As the need arose we backfilled with more suitable equipment for distance learning either by redistributing some old equipment or new, specifically purchased Chromebooks for the 1:1 program (funded via different COVID relief funds).

The vast majority of the Chromebooks in the district before the new purchases for the 1:1 Program started are now obsolete. This means they are too old for Google to support and provide updates for the OS (operating system) and they will not be suitable for test taking. Many of these machines are also in very bad physical condition and we are retiring them as we collect them.

A very limited number of these unsupported devices might still have a valuable life for very limited purposes, basically web surfing. As the inventory trickles in from sites, we evaluate them and set aside the ones that are in a decent condition to have in reserve and eventually repurpose some for limited applications.

A large number of these machines were not accounted for at the start of the pandemic during initial distribution. We will have to remote lock a large number of them to make sure they make their way back to the DO for evaluation and repurposing or disposal.

Information and Evaluation (Rand Van Dyke)

State Testing - Initial ELPAC Test Scores

Initial ELPAC 2022-23 test scores will be imported into Aeries next week. Aeries notified us that the data layout file would be available on 9/22. For class placement purposes, you can view the student's Initial ELPAC SSR in Aeries. Under **Demographics, Test Scores, State Test Scores**.

State Testing - Initial ELPAC - Kudos to the FEFs!

Last Friday was our 30-Day compliance window for all new students that enrolled with us on 8/11/22. Our FEFs did a fantastic job. *As a reminder, there are not any extensions or waivers for the 30-Day compliance window for Initial ELPAC testing.* Assessing any new students at your site is a priority for the Family Engagement Facilitators.

State Testing - CAA for Science

The testing window for the California Alternate Test for Science opened on September 6th. Katya Robinson is coordinating with her team to assess any students that have qualified for this assessment.

State Testing - CAASPP/ELPAC

We are waiting on sites to complete the **Way Past Due Site Staff Information Collector**. Once your Test Site Coordinator(s) are identified we will be messaging out important testing information to all sites.

Purchasing Software (Repeat) - As mentioned in the Principal's Meeting, Tuesday, September 6.

If you are planning on purchasing either software, online software, or similar, please consider the following:

-
- - Is there existing software the district uses now that meets the functionality we are looking for?
 - Is this built into your site budget?
 - Why is it needed?
 - Who would be required to use it?
 - How will it be supported?
 - Is any personal data collected?
 - Do students have the appropriate device to access the application?
 - How will students access the application? (teacher code, ClassLink dashboard, Google Classroom integration, etc)
 - Are staff personal cell phones required?
 - Is there a signed [DPA](#) (all student software)
 - Be sure and follow the [Educational Technology Application Process](#).

September 8, 2022

Action Items

Information and Evaluation (Rand Van Dyke)

Transcript Issues - If you have not already done so!

This is a reminder that counselors must be taking their transcript concerns, whether those be with recorded grades, GPAs, or other issues first to their Vice Principal and not directly to Linda. The Vice Principal will review the issues, work with the registrar as needed, and then if there is an issue that is not resolvable at the site level, will send a detailed explanation of the issue to Linda for our department to review.

One of the most frustrating issues we get is the "GPA is wrong. Fix it." email to Linda without a Vice Principal even being aware and the email comes with little to no information. To review a GPA issue, every course that is included in that GPA calculation must be listed in a spreadsheet to determine if the GPA is calculating wrong. Then do the math. If there is an error, the Vice Principal shall email that spreadsheet along with their findings to Linda for further review.

This will help resolve issues faster. Keep in mind, that many issues are resolvable at the site, and for those that are not, we need the right data to figure it out.

My department will work on a query that will list the relevant data to make a GPA review easier. This is a "want to have" as many other items are taking a higher priority right now.

Please, by way of **your own memo**, remind your counselors about this business procedure.

Way Past Due! - Site Staff Information Collector - Thank you to sites that have finished this item.

This looks like a lot to do however it is not as much as it looks like.

Working with your site ESOM or School Secretary, complete by **Wednesday, August 17**, the requested information in your Site Staff Information Collector. Follow these linked instructions: [Steps for Completing your Site Staff Information Collector](#).

Technology (Adrian Bica)

No Action Items This Week from Technology

Information Items

Technology (Adrian Bica)

(Critical! NEW INFO - Repeat) Press box equipment shutdown during hot days

The network equipment in the press boxes on the high school fields is overheating during hot days and we risk losing it.

IT will shut down the networking equipment and the video streaming solutions hosted in the press boxes when the outside temperature goes over 85F.

During press box shut downs:

- WiFi in the fields won't be available
- Security cameras footage covering the fields will not be available
- Video streaming services for games will not be available

We will monitor the games schedules and try to limit the impact as much as possible. Please let us know if you have any changes in game events.

We are considering alternatives such as installing AC units in the press boxes. At this point, there is no district funding. Sites may consider finding funding for AC for the equipment however, this can be costly.

Please remember always put tickets in the [TechHub](#) for tech support.

Information and Evaluation (Rand Van Dyke)

(Repeat) Supporting Teachers - Here is the link to the [2022-2023 Data and Technology Email Archive for EdTech - Aeries](#). Support for teachers in Aeries and technology. This is updated every time an email goes out. Bookmark it and read it every Thursday when you read the Comunicado!

Purchasing Software - As mentioned in the Principal's Meeting, Tuesday, September 6.

If you are planning on purchasing either software, online software, or similar, please consider the following:

-
- - Is there existing software the district uses now that meets the functionality we are looking for?
 - Is this built into your site budget?
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 - Are staff personal cell phones required?
 - Is there a signed [DPA](#) (all student software)
 - Be sure and follow the [Educational Technology Application Process](#).

September 8, 2022

Action Items

Information and Evaluation (Rand Van Dyke)

CALPADS - EOY: We are close to be completely certified for the 2021-2022 school year. I will be providing reports to be reviewed by sites early next week.

If you receive an email with CALPADS in the header please look at it right away.

CALPADS - Master Schedule Fixes - All Schools

- If you have a **vacancy** or a teacher on a **leave of absence** you must review and follow the [Aeries: Teacher/Sub Affiliation for Vacancy or Leave of Absence 22/23](#) document.
- This query will assist you in finding the errors you may have:
LIST MST SSE STF UGN MST.SC? SE CN LN BY SC IF UGN.UTY =
"TEACHERSUB" AND (SSE.PR = 1 OR SSE.PPR = 1 OR SSE.STR = Y)
- This needs to be corrected by September 2nd.
- Failure to follow these instructions will result in Calpads errors.
- **Run this query monthly** to keep your data **clean**!

Way Past Due! - Site Staff Information Collector

This looks like a lot to do however it is not as much as it looks like.

Working with your site ESOM or School Secretary, complete by **Wednesday, August 17**, the requested information in your Site Staff Information Collector. Follow these linked instructions: [Steps for Completing your Site Staff Information Collector](#).

Technology (Adrian Bica)

No Action Items This Week from Technology

Information Items

Technology (Adrian Bica)

(Critical! NEW INFO) Press box equipment shutdown during hot days

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We will monitor the games schedules and try to limit the impact as much as possible. Please let us know if you have any changes in game events.

We are considering alternatives such as installing AC units in the press boxes. At this point, there is no district funding. Sites may consider finding funding for AC for the equipment however, this can be costly.

(NEW INFO) Site techs redistribution

The 1:1 Chromebook program required a re-examination of Site Techs and duties. We are making the following changes:

- Each site tech is required to spend at least one day/week at the District office fixing Chromebooks and updating inventories
- One site tech is shifting responsibilities at the DO to keep inventory logistics updated and organize transportation of redistributed Chromebooks
- Some site techs support assignments have changed as follows:
 - Abraham Lincoln moved from Mary Lehman to Ian O'Conner
 - Santa Rosa French American moved from Mary Lehman to Jai Bhardwaj

The most up to date information about what site tech is responsible to solve [TechHub](#) tickets for your site can be found in the [Site Tech Distribution](#)

Please remember to always put tickets in [TechHub](#) for tech support.

Information and Evaluation (Rand Van Dyke)

(Repeat) Supporting Teachers - Here is the link to the [2022-2023 Data and Technology Email Archive for EdTech - Aeries](#). Support for teachers in Aeries and technology. This is updated every time an email goes out. Bookmark it and read it every Thursday when you read the Comunicado!

CALPADS - Sites need to work on Data Validation results. Resolving these issues promptly will mean less work for all parties involved.

There will be fewer CALPADS errors if all Aeries Data Validations are completed and error-free.

State Testing - Interim Assessments

Interim Assessment Administrator accounts were created. If teachers have not activated their accounts. They can go to [TOMS](#) and under "First Time User" click on "Request one now". As a reminder Interim accounts were created for Elementary teachers in grades 3-6 and English and Math teachers in grades 7-11.

State Testing - California Educator Reporting System (CERS)

All the current 2022-23 were imported into CERS on 8/25. Another file will be uploaded on 9/1 to capture any new enrollments. After 9/1 the rosters will be updated on the first Monday of each month. We are working on the file to upload the 2021-22 rosters as well.

State Testing - Initial ELPAC Test Scores

The import of test scores for the Initial ELPAC assessment into Aeries is still delayed. We are still waiting on Aeries to complete the 2022-23 data layout file. Once the file is released, we will message out when the test scores have been imported. For class placement purposes, you can view the student's Initial ELPAC SSR in Aeries. Under **Demographics, Test Scores, State Test Scores**.

State Testing - CAASPP/ELPAC

We are waiting on sites to complete the **Way Past Due** [Site Staff Information Collector](#). Once your Test Site Coordinator(s) are identified we will be messaging out important testing information to all sites.

[October 27, 2022](#)

[Information Items](#)

[\(Repeat\) New employees' equipment](#)

[\(Double Repeat\) Software approval process \(Reformatted and clarified\)](#)

[\(Reminder\) Data Validations Contact List:](#)

[\(Repeat\) CALPADS: CALPADS Timeline 2022-2023 - CALPADS Submission and Certification Deadlines](#)

[\(Repeat\) CALPADS: Census Day](#)

[State Testing - Test Site Coordinators](#)

[State Testing - Test Settings](#)

[Introduction to California Educator Reporting System \(CERS\) for Teachers](#)

[October 20, 2022](#)

[Action Items](#)

[Information Items](#)

[\(New\) New employees' equipment](#)

[\(Repeat\) Software approval process \(Reformatted and clarified\)](#)

[\(Update\) Data Validations Contact List:](#)

[\(Repeat\) Data Validations:](#)

[\(Repeat\) CALPADS: CALPADS Timeline 2022-2023 - CALPADS Submission and Certification Deadlines](#)

[\(Repeat\) CALPADS: Census Day](#)

[October 13, 2022](#)

[Action Items](#)

[Staff equipment - DO provided vs site-purchased](#)

[\(New\) Software approval process](#)

[\(New\) Classroom Technology \(Large Screen TVs + Voice Amplification\) project](#)

[\(Repeat\) 1:1 Chromebooks Program updates](#)

[Data Validations:](#)

[CALPADS Timeline:](#)

[CALPADS: Census Day](#)

[State Testing - CAA for Science](#)

[State Testing - TOMS Accounts for Test Site Coordinators](#)

[\(Repeat\) Data at a Mouse Click - Two New Tools for All Users](#)

[October 6, 2022](#)

[Action Items](#)

[September 29, 2022](#)

[Action Items](#)

[September 22, 2022](#)

[Action Items](#)

[September 15, 2022](#)

[Action Items](#)

[CALPADS - EOY](#)

[September 8, 2022](#)

Test Page