



City of Angels School

Professional Development Agenda

Monday 3/6/17 – 1:30 to 3:00

Regional Meetings: ELAM, Norwood and Fleming

1:30 to 2:15 – CAASPP Video and Mandated Training

1. School testing schedule (dates and times)
2. Testing device set up and use, review how to create and manage a test session in the Test Administrator Interface
3. Make-up testing procedures and documentation
4. Location and procedures for checking out and returning secure test materials
5. Procedures for handling scratch paper
6. Procedures for notifying coordinator when student test settings are not correct
7. Other school-specific logistics
8. Handling PDF of tests – for CAA
9. Process for completing CAA for Science Pilot Survey

2:15 to 3:00 – WASC Midterm Visitation Preparation

- WASC Goals
- Action Plan Review

Meeting Norms

- Stay on task
- Professional and respectful to one another
- Begin and end meetings on time
- Hold question for appropriate time
- Put phones on vibrate and keep electronics use to a minimum
- Open minded discussion, and everyone provides input
- No side bar, 100% commitment
- Student achievement is the top priority