

Name: (GUARD) Gathering, Using and Reporting Data
Type: Standing

Purpose(s):	<ul style="list-style-type: none">▪ To develop recommendations about district-wide assessment tools, benchmarks and timelines▪ To develop recommendations for data warehouse and student information system content, user support and reports▪ To monitor and make recommendations about the gathering and coordination of data reporting needs▪ To make recommendations for building school and district capacity to gather, analyze and report data
Basis for Establishment:	<ul style="list-style-type: none">▪ Direction of Superintendent▪ Impact of changes to Board Policy (2421 and 2130) and state law related to RCW Chapter 28A.230.
Decision Making:	<ul style="list-style-type: none">▪ This group will develop recommendations for the Superintendent or designee related to each of the purposes stated above.
Plan:	<p>District Assessment Policy and System</p> <ul style="list-style-type: none">▪ Review and recommend revisions to Board Policy 2130, Testing and Assessment, and policy administrative procedures▪ Advise instruments and schedule for district assessments that align with policies and purposes for assessment, soliciting recommendations from curriculum work groups▪ Monitor and advise curriculum work group efforts with district assessments for math, reading, writing and technology <p>Assessment Data Storage, Reporting and Access</p> <ul style="list-style-type: none">▪ Monitor data warehouse implementation, advise improvements and recommend staff training plan▪ Recommend storage, security and accessibility procedures for assessment data in student information system, data warehouse, and other electronic repositories <p>Notes:</p> <ul style="list-style-type: none">▪ Work plan will continue to develop with direction from Deputy Superintendent and Director of Curriculum, Instructional Technology and Libraries▪ Work plans will rely on study, analysis and proposals from content area teachers and specialists as coordinated by the Curriculum Department for GUARD
Qualifications:	<ul style="list-style-type: none">▪ Elementary, Middle School and High School Administrators▪ Central Services Administrators and Teachers on Special Assignment

Members:

The Committee shall consist of up to 10 core members:

Central Services Representatives (core members)

- Assessment and Evaluation Specialist (chair)
- Categorical Programs and Student Services Director
- Teacher on Special Assignment for Curriculum
- Teacher on Special Assignment for Title I

School Administrators (core members)

- 2 Elementary Administrators
- 2 Middle School Administrators
- 2 High School Administrators

Content area specialists and Central Services Administrators invited as ex officio members include:

- Communications and Community Relations Director
- Computer Services Manager
- Director of Curriculum

Secretary assignment will rotate among members each meeting.

Responsibilities:

- Regularly attend meetings
- Actively participate in discussions at meetings and work collaboratively to complete committee plans
- Share responsibility for taking notes at meetings
- Communicate work of the GUARD committee to administrator groups, and school and district staff
- Ensure that recommendations for assessments are in conformance with criteria and procedures listed in Board Policy 2130.

Timeline:

- Monthly meetings as needed with recommendations to Superintendent or designee

Budget Implications:

- TetraData Training for teacher leaders and administrators
- Hiring substitutes for Curriculum work groups

Other: