DATES TO REMEMBER

July 2022 – June 2023

ADMINISTRATOR CALENDAR
INTRODUCTION

The purpose of this document is to provide administrators, district personnel, federal program directors, special education directors, and districts with guidance and important dates that may be required under Mississippi state law and/or federal requirements in a single, convenient location. This document is not meant to be an all-inclusive calendar but includes dates that are required and are deemed to be the most essential for compliance. The calendar will be updated, as needed. Any dates that may be missing may be sent to the appropriate program office contact person for review before inclusion in the state administrator calendar. Local districts are still encouraged to develop their own calendars; this document could serve as a guide or template.

All inquiries for program offices should be sent to the following contact person:

<table>
<thead>
<tr>
<th>PROGRAM OFFICE</th>
<th>CONTACT PERSON</th>
<th>EMAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountability</td>
<td>Alan Burrow</td>
<td><a href="mailto:ABurrow@mdek12.org">ABurrow@mdek12.org</a></td>
</tr>
<tr>
<td>Accreditation</td>
<td>Dr. Jo Ann Malone</td>
<td><a href="mailto:JMalone@mdek12.org">JMalone@mdek12.org</a></td>
</tr>
<tr>
<td>Assessment</td>
<td>Dr. Jackie Sampsell</td>
<td><a href="mailto:jsampsell@mdek12.org">jsampsell@mdek12.org</a></td>
</tr>
<tr>
<td>Compulsory School Attendance Enforcement</td>
<td>Dr. Armerita Tell</td>
<td><a href="mailto:atell@mdek12.org">atell@mdek12.org</a></td>
</tr>
<tr>
<td>Career and Technical Education (CTE)</td>
<td>Wendy Clemons</td>
<td><a href="mailto:wclemons@mdek12.org">wclemons@mdek12.org</a></td>
</tr>
<tr>
<td>Early Childhood</td>
<td>Dr. Jill Dent</td>
<td><a href="mailto:jdent@mdek12.org">jdent@mdek12.org</a></td>
</tr>
<tr>
<td>Elementary Education and Reading</td>
<td>Dr. Tenette Smith</td>
<td><a href="mailto:Tenette.smith@mdek12.org">Tenette.smith@mdek12.org</a></td>
</tr>
<tr>
<td>Federal Programs</td>
<td>Dr. Judy K. Nelson</td>
<td><a href="mailto:Jnelson@mdek12.org">Jnelson@mdek12.org</a></td>
</tr>
<tr>
<td>Gifted</td>
<td>Laurie Weathersby</td>
<td><a href="mailto:Lweathersby@mdek12.org">Lweathersby@mdek12.org</a></td>
</tr>
<tr>
<td>Healthy Schools/Child Nutrition</td>
<td>Scott Clements</td>
<td><a href="mailto:sclements@mdek12.org">sclements@mdek12.org</a></td>
</tr>
<tr>
<td>Intervention</td>
<td>Laurie Weathersby</td>
<td><a href="mailto:lweathersby@mdek12.org">lweathersby@mdek12.org</a></td>
</tr>
<tr>
<td>Libraries/Librarians</td>
<td>Elizabeth Simmons</td>
<td><a href="mailto:ESimmons@mdek12.org">ESimmons@mdek12.org</a></td>
</tr>
<tr>
<td>Literacy</td>
<td>Kristen Wynn</td>
<td><a href="mailto:Kwells@mdek12.org">Kwells@mdek12.org</a></td>
</tr>
<tr>
<td>MSIS</td>
<td>Sarita Donaldson</td>
<td><a href="mailto:sdonaldson@mdek12.org">sdonaldson@mdek12.org</a></td>
</tr>
<tr>
<td>Safe and Orderly</td>
<td>Brian McGairty</td>
<td><a href="mailto:bmcgairty@mdek12.org">bmcgairty@mdek12.org</a></td>
</tr>
<tr>
<td>Department</td>
<td>Name</td>
<td>Email</td>
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</tr>
<tr>
<td>Professional Development</td>
<td>Dr. Lea Johnson</td>
<td><a href="mailto:lea.johnson@mdek12.org">lea.johnson@mdek12.org</a></td>
</tr>
<tr>
<td>School Financial Services</td>
<td>Letitia Johnson</td>
<td><a href="mailto:ljjohnson@mdek12.org">ljjohnson@mdek12.org</a></td>
</tr>
<tr>
<td>School Improvement</td>
<td>Dr. Sonja Robertson</td>
<td><a href="mailto:srobertson@mdek12.org">srobertson@mdek12.org</a></td>
</tr>
<tr>
<td>Secondary Education</td>
<td>Tammy Crosetti</td>
<td><a href="mailto:tcrosetti@mdek12.org">tcrosetti@mdek12.org</a></td>
</tr>
<tr>
<td>Special Education</td>
<td>Robin Lemonis</td>
<td><a href="mailto:rlemonis@mdek12.org">rlemonis@mdek12.org</a></td>
</tr>
<tr>
<td>Teaching and Leading</td>
<td>Dr. Cory Murphy</td>
<td><a href="mailto:cmurphy@mdek12.org">cmurphy@mdek12.org</a></td>
</tr>
<tr>
<td>Textbooks</td>
<td>Elizabeth Simmons</td>
<td><a href="mailto:ESimmons@mdek12.org">ESimmons@mdek12.org</a></td>
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# REQUIRED PROFESSIONAL DEVELOPMENT FOR 2022-23

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>AUDIENCE</th>
<th>GUIDING LAW OR RULE</th>
<th>DATES/FREQUENCY</th>
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<tbody>
<tr>
<td>Active Shooter</td>
<td>All District Staff</td>
<td>Miss. Code Ann. § 37-3-83</td>
<td>First 60 days of each semester</td>
</tr>
<tr>
<td>Bus Driver Training</td>
<td>Bus Drivers</td>
<td>SBE Rule 81.3</td>
<td>Four hours in-service training per semester</td>
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<tr>
<td>Child Nutrition</td>
<td>CN Directors</td>
<td>SBE Rule 17.1</td>
<td>Annual (July)</td>
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<tr>
<td>Child Nutrition</td>
<td>CN Site Managers</td>
<td>SBE Rule 17.1</td>
<td>Annual (May-June)</td>
</tr>
<tr>
<td>Computer Science K-12</td>
<td>Licensed Educators and Paraprofessionals</td>
<td>Miss. Code Ann. § 37-13-211</td>
<td>Annual (Trainings provided throughout the year)</td>
</tr>
<tr>
<td>Dyslexia K-12</td>
<td>Licensed Educators and Paraprofessionals</td>
<td>Miss. Code Ann. § 37-173-16</td>
<td>Every three years</td>
</tr>
<tr>
<td>FERPA (Family Educational Rights &amp; Privacy Act)</td>
<td>All District Staff</td>
<td>20 U.S.C. § 1232g; 34 CFR Part 99</td>
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</tr>
<tr>
<td>Grade 12 SREB/Essentials for College Literacy and/or Essentials for College Mathematics Trainings</td>
<td>Grade 12 ELA and Math teachers that have never attended training and do NOT have a 929/930 BUT will be teaching the course in the 2022-2023 school year and beyond</td>
<td>SBE Rule Chapter 28, 28.6</td>
<td>Annually (every July)</td>
</tr>
<tr>
<td>Library Professional Growth Rubric</td>
<td>Administrators and School Librarians</td>
<td>Accountability Standards 3.6</td>
<td>Annual (August – April)</td>
</tr>
<tr>
<td>Mental Health and Suicide Prevention Training</td>
<td>All School and District Staff</td>
<td>Miss. Code Ann. §§ 37-3-83 (9), 37-3-101, and 37-3-103.</td>
<td>Refresher every two years</td>
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</tbody>
</table>
Recommended Annual Professional Development

The MDE strongly recommends districts revisit and review important topics annually with employees, including:

- Acceptable Internet Use
- Alternative Education
- Comprehensive Early Learning Observational Assessment (Brigance Screen III) Training
- District and School Crisis Management Plan
- Dropout Prevention
- Educating Juveniles in Detention Centers
- FERPA Training
- Supporting Students in Foster Care
- IDEA Policy and Procedures including IDEA Discipline, Behavior, and Change of Placement
- IDEA Fiscal Requirements
- Mandatory Reporting Requirements
- Mississippi Educator Code of Ethics
- Mississippi Kindergarten Readiness Assessment (MKAS2) Training
- Mississippi Compulsory School Attendance Law and Attendance Reporting
## ACCREDITATION

**Focus Tasks**
- Clear any outstanding accreditation citations on record before recommended statuses are taken to the Commission for final assignment
- Submit annual school bond election form

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<thead>
<tr>
<th>MDE Related Supports/Professional Learning Topics</th>
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## ASSESSMENT

**Focus Tasks**
- **MAAP and MAAP-A**: Download and distribute Reports (ISRs, School Rosters, etc.)
- **MAAP and MAAP-A**: Set up User Accounts for DRC Insight (science and U.S. History); NWEA/Questar Nextera (ELA, Math) and for MAAP-A (alternate assessment)
- **LBPA**: Administer Kindergarten Readiness Assessment and K-3 Screeners (July 21 – September 23, 2022)
  - Create user accounts in Kindergarten Readiness portal
  - TA/Proctor Training for Kindergarten Readiness
- **English Learners**: Administer English Learner Screener (ongoing)
- **Accommodations**: Districts begin using new Mississippi Testing Accommodations Manual (mdek12.org)
- **ACT**: Download District Student Data File for the spring 2022 Junior administration from PearsonAccessNext if not completed in June 2022. Provide MDE with names of any new DTCs for the 2022-2023 school year so an account may be set up in PA Next.
- **NAEP**: Schools selected for Program for International Student Assessment (PISA) 2022 will begin to use the MyPISA data

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</table>
- Watch July Kindergarten Readiness webinar
- DRC Insight Customer Support – Science and History: 1-888-476-0264 or MSHelpDesk@datarecognitioncorp.com
- NWEA/Questar Nextera Customer Support – ELA and Math: 1-800-644-4054 or mscustomersupport@nwea.com
  - Accommodations and/or EL Supports: 1-800-553-6244x1788 ACTStateAccoms@act.org
  - 2022-2023 Testing Calendar
  - K-3 Assessments Key Dates (22-23)
  - NAEP 22-23 Testing Dates
system. Principals designate school test coordinators to register and utilize the data system in preparation for PISA 2022 testing. Districts/Schools notified of the selection for participation in 2023 NAEP.

### COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT & DROPOUT PREVENTION

**Focus Tasks**
- Meet with SAO serving the district via Teams or phone
- Ensure that designated staff submits the “No Show” list to SAO
- Ensure that budget projections are submitted for JDC sponsoring school districts
- Update Point of Contact lists for Foster Care, JDCs, and Alternative Education programs
- High School Equivalency Letter of Intent
- Upload District Dropout Prevention Plan by August; revisions are due by August 30

**MDE Related Supports/Professional Learning Topics**
- Provide training related to JDCs and educational resources, budgeting, and case management
- Provide training to alternative education procedures
- Provide annual/regional training to School Attendance Officers and support staff
- Provide attendance training that may include chronic absenteeism, referral process, compulsory attendance law, foster care students and enrollment
- Provide training for mandated reporting
- More information can be found on the Dropout Prevention and Restructuring Website: [https://www.mdek12.org/ESE/Dropout-Prevention](https://www.mdek12.org/ESE/Dropout-Prevention)

### CTE

**Focus Tasks**
- Complete and verify the CTE Teacher Budget in MSIS
- Work with the CTE Counselor and Student Services Coordinator(s) to collect and verify student placement data for the previous school year
- Complete a needs assessment of CTE equipment and supplies needed for the new school year

**MDE Related Supports/Professional Learning Topics**
- Provide training related to the CTE curriculum, assessment, and compliance during the MS-ACTE Summer Conference
- Provide regional training for the CTE Teacher Budget
- Secure quotes for any equipment that will be purchased using Perkins equipment funds

### EARLY CHILDHOOD

#### Focus Tasks

**Early Learning Collaborative Sites**

- **REQUIRED:** Attend Early Learning Collaborative partner meetings
- Meet with Early Learning Collaborative leads to review monitoring documents, rate of readiness, Kindergarten Readiness, continuation application, coaching components, and CLASS policy
- Review Brigance III Developmental Screener with Early Learning Collaborative classrooms to ensure assessment is provided within the timeline
- **REQUIRED:** Begin face-to-face Brigance III Screeners with Early Learning Collaborative classrooms to ensure assessment is provided within the timeline
- Early childhood coaching begins
- **REQUIRED:** Early Learning Collaborative submission of final classroom daily schedule or distance learning plan due to MDE (enter teacher and assistant teacher’s names on schedules)
- **REQUIRED:** Fall face-to-face Kindergarten Readiness testing window

**All Pre-Kindergarten Sites in Schools**

- **REQUIRED:** Fall face-to-face Kindergarten Readiness testing window
- Review *Early Learning Guidelines for Classrooms Serving 3 - and 4-Year-Old Children*
- Review *Early Learning Standards for Classrooms Serving Infants through 4-Year-Old Children*

#### MDE Related Supports/Professional Learning Topics

The MDE, through the Office of Early Childhood, is offering several trainings. The current list of trainings includes, but is not limited to:

- MS Early Learning Guidelines and Standards
- Introduction to Brigance

Online early childhood trainings can be accessed at [www.mdek12.org/EC/Professional-Development](http://www.mdek12.org/EC/Professional-Development).

Districts may request professional development technical assistance at earlychildhoodtrainings@mdek12.org. The Office of Early Childhood trainings can be found at the following GoSignMeUp link: [https://gsmu.mdek12.org/Public/Course/Browse](https://gsmu.mdek12.org/Public/Course/Browse).

#### Back-to-School Resource Documents:

- Social Distancing Strategies in the Classroom
- Back-to-School Family Guide
- Guidance to Support Learning Acceleration in Early Childhood Classrooms
- Conduct hearing, vision, and developmental screenings
- **REQUIRED:** Submit Assurances [Forms](#) for *Early Learning Guidelines and Kindergarten Guidelines*
- Collaborate and communicate with community Head Start and early learning entities

### FEDERAL PROGRAMS

**Focus Tasks**

- Final Equitable services plan and Affirmation of Consultation uploaded in MCAPS
- Ensure all federal programs budgets are align with approved applications and accounting system (new programs, carry forward programs, continuing programs)
- Evaluate and revise Title I Schoolwide Plans
- Verify data in student data package (i.e., EL, Immigrant, Homeless, Migrant, neglected and delinquent) identifying students before it has been saved by the MSIS Primary User (On-going/should be done monthly prior to MSIS monthly approval)

**MDE Related Supports/Professional Learning Topics**

- **REQUIRED:** Verify Personnel in MSIS

### GIFTED

**Focus Tasks**

- Gifted Student: Gifted Teacher Ratio cannot be greater than 40:1
- 240 minutes of gifted instruction are required per week, 300 minutes are recommended (2022 - 2023)

**MDE Related Supports/Professional Learning Topics**

- Gifted program placement procedures
- Out-of-State Transfer Student Placement
- GEP scheduling requirements
### HEALTHY SCHOOLS/CHILD NUTRITION

<table>
<thead>
<tr>
<th>Focus Tasks</th>
<th>MDE Related Supports/Professional Learning Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Schedule the three required School Health Council Meetings for each school</td>
<td>▪ <a href="https://www.mdek12.org/OHS/HS/health-services---school-based-administrative-claiming">https://www.mdek12.org/OHS/HS/health-services---school-based-administrative-claiming</a></td>
</tr>
<tr>
<td>□ School Based Administrative Claiming rosters updated by District Coordinator (participating schools)</td>
<td>▪ <a href="mdek12.org">tools-that-work---your-guide-to-success-for-building-a-healthy-school-20150710.pdf</a></td>
</tr>
<tr>
<td>□ <strong>REQUIRED by August 1</strong>: complete Annual Agreement for Child Nutrition Programs in online system, MARS</td>
<td></td>
</tr>
<tr>
<td>□ Conduct monthly Direct Certification (SNAP eligible students) match</td>
<td></td>
</tr>
<tr>
<td>□ August 30: Deadline for electing to participate in the Community Eligibility Program <em>(Deadline extended by USDA waiver for SY2022-2023)</em></td>
<td></td>
</tr>
</tbody>
</table>

### INTERVENTION

<table>
<thead>
<tr>
<th>Focus Tasks</th>
<th>MDE Related Supports/Professional Learning Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ <strong>REQUIRED</strong>: Review MSIS list (first 20-day students) and schedule meeting before the 20th day of school</td>
<td>▪ Beginning Year MTSS Planning</td>
</tr>
<tr>
<td>□ <strong>REQUIRED</strong>: Dyslexia Awareness Training for all educators and paraprofessionals. Completed every three years.</td>
<td>▪ Tier I Behavior</td>
</tr>
<tr>
<td>□ Review all available data on students who ended the year on Tier II or Tier III</td>
<td>▪ Screener and Data Review (EL, Dyslexia, Kindergarten, MAAP, universal, and benchmark data)</td>
</tr>
<tr>
<td>□ Begin developing an intervention schedule</td>
<td>▪ Dyslexia Awareness Training</td>
</tr>
<tr>
<td>□ Complete Language Service Plans for English Learners and conduct parent meetings</td>
<td>▪ MTSS Documentation Packet can be found at the following link <a href="https://mdek12.org/OAE/OEER/InterventionServices">https://mdek12.org/OAE/OEER/InterventionServices</a></td>
</tr>
</tbody>
</table>
### LIBRARIES/LIBRARIANS

**Focus Tasks**

- Conduct initial Library Advocacy Committee Meeting to discuss creating a virtual library with digital resources, ebooks, and lessons
- **REQUIRED**: Create SMART Student Learning Outcomes
- **REQUIRED**: Create SMART School Library Program Goals
- Create or revise school library policies/procedures
- **REQUIRED**: Develop library budget plan for the current school year
- Develop and implement year-long pacing guide to promote MS CCR Learning Standards for Libraries

**MDE Related Supports/Professional Learning Topics**

- School Library Guide 3.6:
  - Collaborative strategies that promote student success across multiple curriculum
- School Library Guide 6.2:
  - Developing a yearly budget report and/or specific budget report
  - Selecting high-quality instructional support materials
- School Library Guide 6.8:
  - Developing short- and long-term SMART Goals
  - Using short- and long-term goals to support student learning
  - Strategies for collaborating with teachers and school community members
- School Library Guide 6.9:
  - Establishing and executing library policies and procedures

### LITERACY

**Focus Tasks**

- Identify school data collection procedures (STAR, I-READY, NWEA, etc.)
- Communicate Non-negotiables in LSS
- Begin K-4th IRP/GCE discussions
- Schedule Fall Learning Walk(s)
- **REQUIRED by July 31**: Upload District LBPA Promotion Policy
- **REQUIRED by August 1**: Upload Good Cause Exemptions to MSIS
- Teacher-Literacy Coach Agreement
- Beginning of Year (BOY) testing window opens

**MDE Related Supports/Professional Learning Topics**

- PLCs/PD- Individual Reading Plan (IRP)s
- Conduct initial Literacy Support School meetings with principals and superintendents
- MDE Coaching Model
- LBPA data results/Nextera reports (**MDE literacy coaches only**)
- Literacy Coach Training (internal staff only)
- Literacy Support School Assignments
  - [https://www.mdek12.org/Literacy](https://www.mdek12.org/Literacy)
### MSIS

**Focus Tasks**

- **REQUIRED:** Districts should update District and School Demographics for the new school year and make changes during the school year as needed
- **REQUIRED:** District must enter Pay Scale in MSIS by the last business day in July
- District personnel data (Public, Special, and Non-Public)
- **REQUIRED:** District Post Graduate Plan data
- Initial Student Load Transaction files (ISL files)
- **REQUIRED:** Summer School Files (SSD files)
- **REQUIRED by August 30:** Any adjustments to graduate/completers and promotions must be completed on the Update Student Grades screen (Update Promotion tab)

**MDE Related Supports/Professional Learning Topics**

- District Timeline
- Annual Data Reporting Calendar

### SAFE AND ORDERLY

**Focus Tasks**

- Conduct monthly fire drills
- Conduct tornado drills 2 per school year (1 per semester recommended)
- Conduct active shooter drills within the first 60 days of the start of each semester of school
- Conduct emergency bus evacuation drills (2 per school year; 1 per semester recommended)

**MDE Related Supports/Professional Learning Topics**

- [https://www.mdek12.org/OSOS/Home](https://www.mdek12.org/OSOS/Home)
### SCHOOL FINANCIAL SERVICES

**Focus Tasks**
- Request reimbursement for National Board process cost fee and moving expense
- Upload budget certification form to SharePoint
- Upload original budget FY2023 (combined & combining-signed)
- Submit final count of EEF procurement cards required for FY2023

**MDE Related Supports/Professional Learning Topics**

### SCHOOL IMPROVEMENT

**Focus Tasks**
- Request for Funds FY20, FY21, and FY22 (1003 Grant Funds Reimbursement)
- FY22 School Improvement Grant (SIG) 1003g Request for Reimbursement *(Opt-in Districts only)* August 2022 Final Reimbursement Request
- Review School Improvement Budget to assess expenditures and need to obligate funds expiring in December of the current year

**MDE Related Supports/Professional Learning Topics**

### SECONDARY EDUCATION

**Focus Tasks**
- Announcement of Math Nation program and training components for the upcoming school year for middle school and high school Algebra teachers
- SREB Ready for High School and Ready for College/Essentials for College training in Literacy and Mathematics trainings (identification of staff needed to attend mandatory training in July)

**MDE Related Supports/Professional Learning Topics**
- For more information on SREB training required to teach SREB Ready and Essentials classes contact Tammy Crosetti at tcrosetti@mdek12.org
### Focus Tasks

- Check with Business Manager to ensure that documentation regarding Maintenance of Effort (MOE) has been submitted
- Work with teachers on completing IEPs, ESY determination meetings, re-evaluations, and Parent Survey
- Check the status of FY23 IDEA Funding Application
- Check FY22 IDEA expenditures and revise funding applications in MCAPS if necessary; **All FY22 IDEA Part B 611 and Preschool 619 funds must be obligated by September 30, 2023, and expended by December 2023 (Revision does not require board approval unless it is a local district policy)**
- **REQUIRED by July 12 & August 12:** Timely submission of IDEA request for funds in MCAPS
- IEP reviews as needed
- Request and check teacher and student schedules; enter the district’s student database system (i.e., SAMS)
- Determine schedule for Speech-Language Screenings for K and/or 1st grade
- Complete Educable Child applications and upload into SharePoint prior to September 15th (residential placements)
- Request ESY Expenditure Reports from Business Manager to prepare for ESY Reimbursement Request due on September 30
- Complete public notice for Child Find
- Complete Fall Benchmark testing (Universal Screening)
- Check for Reevaluations that are due and complete any new student transfers (In-State and Out of State)
- Complete Child Outcomes Summary (COS) process for Indicator 7 (This process should be completed over the entire school year, with entries being completed for preschool special education students that are newly enrolled, and exits being completed as students approach their sixth birthday)

### MDE Related Supports/Professional Learning Topics

- Policies and Procedures located at [www.mdek12.org](http://www.mdek12.org), Office of Special Education
- Contact OSE at 601-359-3498
- Training information available on the [Trumba calendar](http://www.gosignmeup.com), [RESA websites](http://www.gosignmeup.com) and at [www.gosignmeup.com](http://www.gosignmeup.com)
- Orton Gillingham based instruction training offered throughout the year
- New Special Education Directors boot camp
- Virtual Office Hours
- All data should be entered by June 30 for the previous school year
- Run a Part C to B No Match Report in MSIS; indicate any necessary removals on an Indicator 12 Clarification Form and upload to the Indicator 12 folder in SharePoint
- Complete SCD 1% Justification if your district has more than 1% of its population of students with disabilities identified as having a significant cognitive disability and participating in MAAP-A (the Office of Student Assessment and Office of Special Education will provide data and justification forms)

### TEACHING AND LEADING

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<tr>
<th>Focus Tasks</th>
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| ☐ Launch mentoring and induction program  
☐ Report teacher vacancies to the MDE  
☐ Train teachers on the Professional Growth System (PGS)  
☐ Dissemination of The United States Senate Youth Program (USSYP) Applications to LEAs | ▪ [Mentoring and Induction Toolkit](#)  
▪ All current Professional Growth System rubrics, guidebooks, and training opportunities are available at [https://www.mdek12.org/OTL/OTC/professional-growth-system](https://www.mdek12.org/OTL/OTC/professional-growth-system)  

### TEXTBOOKS

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<tbody>
<tr>
<td>☐ <strong>REQUIRED:</strong> Inventory reports due to the Office of Textbooks</td>
<td>▪ <a href="#">TIMS Inventory Report</a></td>
</tr>
</tbody>
</table>
# ACCOUNTABILITY

## Focus Tasks

| REQUIRED: Run cohort report in MSIS for previous 3 years |

## MDE Related Supports/Professional Learning Topics

The MDE, through the Office of District and School Performance (ODSP) is offering several onsite/virtual trainings for both district-level and school-level stakeholders. The current list of trainings includes, but is not limited to:

- Accountability Model Training
- Data Literacy Training
- Accountability Goal Setting Training
- Student Monitoring Instrument Training

Also offered on the webpage ([https://mdek12.org/OA/ODSP](https://mdek12.org/OA/ODSP)) are several online video/document links for both district-level and school-level stakeholders on the ODSP webpage. The current list of resource links includes, but are not limited to:

- Accountability Model for Your Local PTA
- Accountability Model for Your School Leadership Team
- Accountability Model for Your Community Partners
- School-Level Student Monitoring Instrument (700 point)
- School-Level Student Monitoring Instrument (1000 point)
## ACCREDITATION

### Focus Tasks
- ☐ Clear any outstanding accreditation citations on record before recommended statuses are taken to the Commission for final assignment
- ☐ Review district boundaries lines and report any discrepancies for reporting to the U.S. Census Bureau

### MDE Related Supports/Professional Learning Topics

## ASSESSMENT

### Focus Tasks
- ☐ **MAAP**: Fall Registration: enrollment counts for paper materials will be submitted by DTC; ELA and Math – NWEA (Questar) Nextera; Biology and U.S. History (DRC Insight)
- ☐ **MAAP**: Technology Training for setting up Fall testing computers (NWEA/Questar and DRC)
- ☐ **MAAP-A**: Fall registration will be sent to DTC and Special Education Directors that will be due in October.
- ☐ **ELPT**: Identification of potential ELs with the LAS Links Placement Test (ongoing)
- ☐ **LBPA**: Finish administrating Kindergarten Readiness Assessment and K-3 Screener (July 21 – September 23, 2022)
- ☐ **NAEP**: Selected School coordinators work with NAEP State Coordinator and PISA Field staff to prepare for PISA 2022 Assessment. Principals designate school test coordinators to register and utilize the MyNAEP data system in preparation for NAEP 2023 testing.

### MDE Related Supports/Professional Learning Topics
- ▪ MDE will begin DTC Webinars to provide overview of fall testing tasks
- ▪ DRC Insight Customer Support – Science and History: 1-888-476-0264 or MSHelpDesk@datarecognitioncorp.com
- ▪ NWEA/Questar Nextera Customer Support – ELA and Math: 1-800-644-4054 or mscustomersupport@nwea.org
- ▪ [2022-2023 Testing Calendar](#)
- ▪ K-3 Assessments [Key Dates (22-23)](#)
- ▪ NAEP [22-23 Testing Dates](#)
### COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT & DROPOUT PREVENTION

<table>
<thead>
<tr>
<th>Focus Tasks</th>
<th>MDE Related Supports/Professional Learning Topics</th>
</tr>
</thead>
</table>
| □ Attendance Awareness Month  
□ Home School Certificate of Enrollment Forms are due **by** September 15th for the current school year  
□ Work with School Attendance Officer and Regional Supervisor to ensure attendance reports are accurate and up-to-date | ▪ [https://www.attendanceworks.org/](https://www.attendanceworks.org/)  
▪ [www.mdek12.org/OCSA/HS](http://www.mdek12.org/OCSA/HS)                                                                 |

### CTE

<table>
<thead>
<tr>
<th>Focus Tasks</th>
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</tr>
</thead>
</table>
| □ September 30: Enter CTE placement data into MSIS  
□ Enter CTE student indicators into local package to be uploaded to MSIS for Month 1 student rosters  
□ Submit required artifacts into the PULSE (Quality Program Rubric) | ▪ Provide training on CTE placement data, the Local Plan Application (LPA) and student indicators through webinars  
▪ Please contact Cliff Thames cliff.thames@rcu.msstate.edu for information on the PULSE system |

### EARLY CHILDHOOD

<table>
<thead>
<tr>
<th>Focus Tasks</th>
<th>MDE Related Supports/Professional Learning Topics</th>
</tr>
</thead>
</table>
| Early Learning Collaborative Sites  
□ **REQUIRED:** Attend Early Learning Collaborative partner meetings  
□ Meet with Early Learning Collaborative leads to review monitoring documents, rate of readiness, Kindergarten Readiness, continuation application, coaching components, and CLASS policy  
□ Review Brigance III Developmental Screener with Early Learning Collaborative classrooms to ensure assessment is provided within the timeline | The MDE, through the Office of Early Childhood, is offering several trainings. The current list of trainings includes, but is not limited to:  
▪ MS Early Learning Guidelines and Standards  
▪ Introduction to the PreK CLASS (Classroom Assessment Scoring System) Tool  
▪ Introduction to the K-3rd CLASS (Classroom Assessment Scoring System) Tool  

Online early childhood trainings can be accessed at [www.mdek12.org/EC/Professional-Development](http://www.mdek12.org/EC/Professional-Development) |
- REQUIRED: Begin face-to-face Brigance III Screeners
- Early childhood coaching begins
- REQUIRED: Early Learning Collaborative submission of final classroom daily schedule due to MDE (enter teacher and assistant teacher’s names on schedules)
- REQUIRED: Fall face-to-face Kindergarten Readiness testing window for All Pre-Kindergarten Sites in Schools
- REQUIRED: Fall face-to-face Kindergarten Readiness testing window
- Review Early Learning Guidelines for Classrooms Serving 3 - and 4-Year-Old Children
- Review Early Learning Standards for Classrooms Serving Infants through 4-Year-Old Children
- Conduct hearing, vision, and developmental screenings
- REQUIRED: Submit Assurances Forms for Early Learning Guidelines and Kindergarten Guidelines
- Conduct Administrator Pre-K and Kindergarten Informal Observation Checklist
- Collaborate and communicate with community Head Start and early learning entities
- REQUIRED: Conduct parent-teacher conferences either in-person, by phone or virtually

Districts may request professional development technical assistance at earlychildhoodtrainings@mdek12.org. The Office of Early Childhood trainings can be found at the following GoSignMeUp link: https://gsmu.mdek12.org/Public/Course/Browse

**FEDERAL PROGRAMS**

<table>
<thead>
<tr>
<th>Focus Tasks</th>
<th>MDE Related Supports/Professional Learning Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 30 Ending Funds: Last day to obligate funds ending in the current year; funds must be obligated (i.e., a completed purchase order or signed contract) by September 30th and liquidated (items received or services complete) by December</td>
<td></td>
</tr>
</tbody>
</table>
- **September 30 Title I Carryover**: Last day to ensure 85% of the previous year school year Title I funds have been obligated
- **Verify Personnel in MSIS**
- **Verify data in student data package (i.e., EL, Immigrant, Homeless, Migrant, neglected and delinquent)** identifying students before it has been saved by the MSIS Primary User (On-going/should be done monthly prior to MSIS monthly approval)
- **Distribute “Family’s Right to Know”**
- **Review Parent and Family Engagement Policy/Procedure for updates and implementation**

### GIFTED

<table>
<thead>
<tr>
<th>Focus Tasks</th>
<th>MDE Related Supports/Professional Learning Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEP (Gifted Education Program) Class Roles and Schedules uploaded to MSIS</td>
<td>▪ Characteristics of Gifted Children and Referral to Placement Process training (required annually for all personnel involved in gifted identification; complete any month)</td>
</tr>
</tbody>
</table>

### HEALTHY SCHOOLS/CHILD NUTRITION

<table>
<thead>
<tr>
<th>Focus Tasks</th>
<th>MDE Related Supports/Professional Learning Topics</th>
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</thead>
<tbody>
<tr>
<td>School Based Administrative Claiming training module completed by any new staff to be included on roster (participating schools)</td>
<td>▪ <a href="https://www.mdek12.org/OHS/HS/health-services---school-based-administrative-claiming">https://www.mdek12.org/OHS/HS/health-services---school-based-administrative-claiming</a></td>
</tr>
<tr>
<td><strong>REQUIRED by September 10</strong>: submit CN monthly claim for reimbursement</td>
<td></td>
</tr>
<tr>
<td>Conduct monthly Direct Certification (SNAP eligible students) match</td>
<td></td>
</tr>
</tbody>
</table>
### INTERVENTION

**Focus Tasks**
- **REQUIRED:** Ensure all MSIS students have been included in a 20-day meeting
- Recommendations for Tier II or Tier III should be made (continue Tier III, move to Tier II interventions, or move to Tier I and continue monitoring)
- Teachers should begin documented intervention time for students
- Notify parents as students are being placed in Tier II and Tier III interventions

**MDE Related Supports/Professional Learning Topics**
- Culturally and Linguistically Responsive Practices
- School-Wide Behavior Systems: A Deep Dive
- MTSS/IRP Review
- Review utilization of the documentation packet
- Implementation of IRP
- Discuss MTSS Team Responsibilities

This information can be found within the MTSS Guidance Document which is linked below:
- EL Data Review

### LIBRARIES/LIBRARIANS

**Focus Tasks**
- **REQUIRED:** Conduct informal observation with required face-to-face feedback conversation regarding goals

**MDE Related Supports/Professional Learning Topics**
- School Library Guide 6.5
  - Using short- and long-term goals to support student learning

### LITERACY

**Focus Tasks**
- Begin revision of School Literacy Action Plan
- Begin development of IRP’s and supporting documentation
- Identify intervention processes to be utilized
- Ensure interventions have begun with fidelity
- Send Deficiency Letters (Parent Notification) to parents
- Review K-4th grade IRP information during data PLCs
- Review/Create Action Plan

**MDE Related Supports/Professional Learning Topics**
- BOY Data Review with IRP updates
- Science of Reading Training
- Share Literacy Action Plan with administrators
- Regional Literacy Trainings
- Regional PD Series for Administrators and School Based Coaches: Coaching and Leadership; Coaching Documentation
- SMART Goals and Action Plans
**Conduct Literacy Support School Needs Assessment**
- Data: Screener and Diagnostic
- High Quality Instructional Material Training (for teachers)
- Ongoing: Writing Galleries, Planning Lessons, 5 Components, Word Walls and Sound Walls, Anchor Charts, Centers/LETRS Kits, Tier I Gaps, Oral Language Development
- Conduct Literacy Coach Needs Assessment
- Regional Family Nights
- MDE trains America Reads Mississippi (ARM) Tutors

### MSIS

**Focus Tasks**
- **September 12:** Summer School files (SSD files) due for participating districts
- **September 30:** Initial Student Load Transaction files (ISL files) due
- **September 30:** Each school should have MSIS IDs and ownership of all their students
- **September 30, midday:** Districts can begin to submit Month 01 MDT & MSD files
- **REQUIRED by September 30:** Personnel must be entered and approved by each district

**MDE Related Supports/Professional Learning Topics**
- District Timeline
- Annual Data Reporting Calendar

### SAFE AND ORDERLY

**Focus Tasks**
- Conduct monthly fire drills
- Ensure Active Shooter drill is conducted within the first 60 days of the start of each school semester

**MDE Related Supports/Professional Learning Topics**
- [https://www.mdek12.org/OSOS/Home](https://www.mdek12.org/OSOS/Home)
- Conduct emergency bus evacuation drills (2 per school year; 1 per semester recommended)
- Conduct tornado drills 2 per school year (1 per semester recommended)

### SCHOOL FINANCIAL SERVICES

<table>
<thead>
<tr>
<th>Focus Tasks</th>
<th>MDE Related Supports/Professional Learning Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Request reimbursement for National Board process cost fee and moving expense</td>
<td></td>
</tr>
<tr>
<td>□ Complete annual report of tax revenue (Department of Revenue)</td>
<td></td>
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</tbody>
</table>

### SCHOOL IMPROVEMENT

<table>
<thead>
<tr>
<th>Focus Tasks</th>
<th>MDE Related Supports/Professional Learning Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Request for Funds (1003 Grant Funds Reimbursement)</td>
<td></td>
</tr>
<tr>
<td>□ Review School Improvement Budget</td>
<td></td>
</tr>
<tr>
<td>□ P16 Community Engagement Council (district/school implementation)</td>
<td></td>
</tr>
<tr>
<td>□ Tentative Release of School Improvement Identifications based on 2021-2022 School Year</td>
<td></td>
</tr>
</tbody>
</table>

### SECONDARY EDUCATION

<table>
<thead>
<tr>
<th>Focus Tasks</th>
<th>MDE Related Supports/Professional Learning Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Distribution of the “What Every Instructional Leader Needs to Know” resource document</td>
<td>▪ Further Information on MOCA <a href="https://www.mdek12.org/ESE/OCA">https://www.mdek12.org/ESE/OCA</a></td>
</tr>
<tr>
<td>□ District submission of online courses for MDE Mississippi Online Course Application (MOCA) review</td>
<td></td>
</tr>
</tbody>
</table>
### SPECIAL EDUCATION

#### Focus Tasks
- Check the status of IDEA FY23 Funding Application
- Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS
- Work with teachers on completing IEPs, ESY determination meetings, re-evaluations, and Parent Survey
- **REQUIRED by September 13**: Timely submission of IDEA request for funds in MCAPS
- Complete Positive Behavior Specialist Request for Funds
- Complete Educational Interpreter request for funds
- Review/correct information included in the MSIS Personnel Report (based on teacher and student schedules)
- Review/correct MSIS data for SCD population and correct teacher lists
- Send Teacher by Students MSIS lists to teachers for corrections and additions for December 1 Child Count
- September 30: Deadline to submit ESY Request for Reimbursement
- Complete Educable Child applications and upload into SharePoint prior to September 15th (residential placements)
- **REQUIRED by September 22**: Upload Educable Child Reimbursement Request Forms from August 1 – September 15 (First Pay Period) in SharePoint
- Enter Post-Secondary Outcomes (Indicator 14) in MSIS prior to deadline (mid-September)
- Continue Child Outcomes Summary (COS) process for Indicator 7 (This process should be completed over the entire school year, with entries being completed for preschool special education

#### MDE Related Supports/Professional Learning Topics
- Policies and Procedures located at [www.mdek12.org](http://www.mdek12.org), Office of Special Education
- Contact OSE at 601-359-3498
- Training information available on the Trumba calendar, RESA websites and at [www.gosignmeup.com](http://www.gosignmeup.com)
- Orton Gillingham based instruction training offered throughout the year
- Special Education Directors’ Quarterly meeting, September TBA
- Virtual Office Hours
students that are newly enrolled, and exits being completed as students approach their sixth birthday)

- Run a Part C to B No Match Report in MSIS; indicate any necessary removals on an Indicator 12 Clarification Form and upload to the Indicator 12 folder in SharePoint.
- Indicators 11, 12, and 13 opportunities for clarification

### TEACHING AND LEADING

**Focus Tasks**

- Finalize educators’ license upgrades in advance of district October 1 deadline
- Monthly mentoring and induction program meeting
- Report teacher vacancies to the MDE
- Ensure all educator observers have completed an MDE-approved Professional Growth System (PGS) and begin informal observations

**MDE Related Supports/Professional Learning Topics**

- [Mentoring and Induction Toolkit](https://www.mdek12.org/OTL/OTC/professional-growth-system)
- All current Professional Growth System rubrics, guidebooks, and training opportunities are available at [https://www.mdek12.org/OTL/OTC/professional-growth-system](https://www.mdek12.org/OTL/OTC/professional-growth-system)
<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>□ October 27: deadline to make any changes to student data in MSIS from the prior academic year; cohort data should be verified prior to the deadline</td>
<td>The MDE, through the Office of District and School Performance (ODSP) is offering several onsite/virtual trainings for both district-level and school-level stakeholders. The current list of trainings includes, but is not limited to:</td>
</tr>
<tr>
<td>□ <strong>REQUIRED</strong>: Run cohort report in MSIS for current year and previous 3 years</td>
<td>▪ Accountability Model Training</td>
</tr>
<tr>
<td></td>
<td>▪ Data Literacy Training</td>
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<tr>
<td></td>
<td>▪ Accountability Goal Setting Training</td>
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<tr>
<td></td>
<td>▪ Student Monitoring Instrument Training</td>
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<tr>
<td></td>
<td>Also offered on the webpage ( <a href="https://mdek12.org/OA/ODSP">https://mdek12.org/OA/ODSP</a> ) are several online video/document links for both district-level and school-level stakeholders on the ODSP webpage. The current list of resource links includes, but is not limited to:</td>
</tr>
<tr>
<td></td>
<td>▪ Accountability Model for Your Local PTA</td>
</tr>
<tr>
<td></td>
<td>▪ Accountability Model for Your School Leadership Team</td>
</tr>
<tr>
<td></td>
<td>▪ Accountability Model for Your Community Partners</td>
</tr>
<tr>
<td></td>
<td>▪ School-Level Student Monitoring Instrument (700 point)</td>
</tr>
<tr>
<td></td>
<td>▪ School-Level Student Monitoring Instrument (1000 point)</td>
</tr>
<tr>
<td></td>
<td>To meet the needs of school leaders today, the ODSP will also offer two virtual meeting spaces for school and district leaders that do not require a set commitment beforehand:</td>
</tr>
<tr>
<td></td>
<td>▪ Monthly Support Webinars that are topic-based and offered various times during that month</td>
</tr>
<tr>
<td></td>
<td>▪ Weekly Drop-In Virtual Office Hours that are role-specific with set dates/times so you can easily add them to your calendar</td>
</tr>
</tbody>
</table>
All times and access information will be listed under the Resources tab on the ODSP page (https://mdek12.org/OA/ODSP).

## ACCREDITATION

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## ASSESSMENT

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<tr>
<td>□ All: Fall DTC Training will be virtual in MS Teams.</td>
<td>▪ DRC Insight Customer Support – Science and History: 1-888-476-0264 or <a href="mailto:MSHelpDesk@datarecognitioncorp.com">MSHelpDesk@datarecognitioncorp.com</a></td>
</tr>
<tr>
<td>□ MAAP: District Month 1 Data is to be submitted to MSIS (we use this for Pre-ID files to be sent to Vendors for Fall Testing)</td>
<td>▪ NWEA/Questar Nextera Customer Support – ELA and Math: 1-800-644-4054 or <a href="mailto:mscustomersupport@nwea.org">mscustomersupport@nwea.org</a></td>
</tr>
<tr>
<td>□ NWEA/Questar Nextera and DRC Insight: Administration Window Opens for Fall administrations (DTCs/STCs can set up testing sessions, enter accommodations, etc.)</td>
<td>▪ ACT Customer Support – General and Technical Inquiries: 1-800-553-6244x2800 <a href="http://www.act.org/stateanddistrict/contactus">www.act.org/stateanddistrict/contactus</a> Accommodations and/or EL Supports: 1-800-553-6244x1788 <a href="mailto:ACTStateAccoms@act.org">ACTStateAccoms@act.org</a></td>
</tr>
<tr>
<td>□ MAAP-A: Verify the enrollment count with the schools for 4x4 EOC testers; send numbers of testers to MDE.</td>
<td>▪ 2022-2023 Testing Calendar</td>
</tr>
<tr>
<td>□ ELPT: Identification of potential ELs (ongoing)</td>
<td>▪ K-3 Assessments Key Dates (22-23)</td>
</tr>
<tr>
<td>□ LBPA: Complete K-3 Screener requirements (upload BOY universal screener data, the selection notification and grant application for approved screeners, and an invoice for PreK-3rd grade screeners) (October 1)</td>
<td>▪ NAEP 22-23 Testing Dates</td>
</tr>
<tr>
<td>□ ACT: 2022 information is rolled over in PearsonAccessNext</td>
<td></td>
</tr>
</tbody>
</table>
- Update STC accounts and contact information in PearsonAccessNext; Verify shipping address in PA Next;
- Begin requesting ACT authorized accommodations through ACT’s Test Accessibility and Accommodations System; Training will be held for ACT accommodation on November 16, 2022.

☐ **MDE Test Security:** You may complete and upload District and School test security plans or you may do this by January 15, 2023; however, if you are participating in the Fall EOC, an addendum must be submitted from your fall 2022 plan. More information will be provided to the DTCs.

☐ **NAEP:** PISA 2022 Assessments in the field (October 3-November 25, 2022); Finalize school coordinator registration for NAEP 2023 in MyNAEP.

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**COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT & DROPOUT PREVENTION**

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<tr>
<td>☐ Summer Activity Report will be initiated by OTSS and Accountability</td>
<td></td>
</tr>
<tr>
<td>☐ Work with School Attendance Officer and Regional Supervisor to ensure attendance reports are accurate and up-to-date</td>
<td></td>
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**CTE**

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</thead>
<tbody>
<tr>
<td>☐ Verify CTE student indicator data on MSIS rosters</td>
<td></td>
</tr>
<tr>
<td>☐ Complete Perkins equipment plan in Lotus Notes and begin purchasing once the plan is approved</td>
<td>☐ Please contact the CTE office at 601-359-3974 or email Rozelia Harris at <a href="mailto:rharris@mdek12.org">rharris@mdek12.org</a> about teacher budget and Christy Todd at <a href="mailto:ctodd@mdek12.org">ctodd@mdek12.org</a> about equipment purchases</td>
</tr>
</tbody>
</table>
## EARLY CHILDHOOD

### Focus Tasks

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<tr>
<th>Early Learning Collaborative Sites</th>
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</thead>
<tbody>
<tr>
<td>□ REQUIRED: Attend Early Learning Collaborative partner meetings</td>
<td>The MDE, through the Office of Early Childhood, is offering several trainings. The current list of trainings includes, but is not limited to:</td>
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<td>□ Meet with Early Learning Collaborative leads to review monitoring documents, rate of readiness, Kindergarten Readiness, continuation application, coaching components, and CLASS policy</td>
<td>▪ MS Early Learning Guidelines and Standards</td>
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<tr>
<td>□ Review Brigance III Developmental Screener with Early Learning Collaborative classrooms to ensure assessment is provided within the timeline</td>
<td>▪ Introduction to the PreK CLASS (Classroom Assessment Scoring System) Tool</td>
</tr>
<tr>
<td>□ REQUIRED: Begin face-to-face Brigance III Screeners in collaborative classrooms</td>
<td>▪ Introduction to the K-3rd CLASS (Classroom Assessment Scoring System) Tool</td>
</tr>
<tr>
<td>□ Continue Early childhood coaching</td>
<td></td>
</tr>
<tr>
<td>□ REQUIRED: Early Learning Collaborative submission of final classroom daily schedule or distance learning plan due to MDE (enter teacher and assistant teacher’s names on schedules)</td>
<td></td>
</tr>
<tr>
<td>□ REQUIRED: Annual NIEER (National Intuition of Early Education) Data Survey sent to Early Learning Collaboratives</td>
<td></td>
</tr>
<tr>
<td>□ Maintain administrative monitoring documents for collaborative classrooms provided by MDE</td>
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</tbody>
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### All Pre-Kindergarten Sites in Schools

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<table>
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<tbody>
<tr>
<td>□ Review Early Learning Standards for Classrooms Serving Infants through 4-Year-Old Children</td>
<td>Online early childhood trainings can be accessed at <a href="http://www.mdek12.org/EC/Professional-Development">www.mdek12.org/EC/Professional-Development</a></td>
</tr>
<tr>
<td>□ REQUIRED: Submit Early Learning Guidelines and Kindergarten Guidelines Assurances <a href="#">Forms</a></td>
<td>Districts may request professional development technical assistance at <a href="mailto:earlychildhoodtrainings@mdek12.org">earlychildhoodtrainings@mdek12.org</a>. The Office of Early Childhood trainings are found at the following GoSignMeUp link: <a href="https://gsmu.mdek12.org/Public/Course/Browse">https://gsmu.mdek12.org/Public/Course/Browse</a></td>
</tr>
<tr>
<td>□ Review Brigance III and Kindergarten Readiness available for all children</td>
<td></td>
</tr>
</tbody>
</table>
- Collaborate and communicate with community Head Start and early learning entities
- **REQUIRED:** Conduct parent-teacher conferences in-person, by phone or virtually

### FEDERAL PROGRAMS

**Focus Tasks**

<table>
<thead>
<tr>
<th>MDE Related Supports/Professional Learning Topics</th>
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<tbody>
<tr>
<td>☐ Conduct Annual Fixed Asset Inventory Check according to district policy</td>
</tr>
<tr>
<td>☐ Verify Personnel in MSIS</td>
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<td>☐ Verify Month 1 data in student data package (i.e., EL, Immigrant, Homeless, Migrant, neglected and delinquent) identifying students before it has been saved by the MSIS Primary User (Ongoing/should be done monthly prior to MSIS monthly approval)</td>
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<tr>
<td>☐ Collect all Title I Home School Compact</td>
</tr>
<tr>
<td>☐ Annual Title I Meeting</td>
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<tr>
<td>☐ October 15: Title I Comparability Report due</td>
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</tbody>
</table>

### GIFTED

**Focus Tasks**

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<tr>
<th>MDE Related Supports/Professional Learning Topics</th>
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<tbody>
<tr>
<td>☐ GEP Class Roles and Schedules uploaded to MSIS</td>
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### HEALTHY SCHOOLS/CHILD NUTRITION

**Focus Tasks**

<table>
<thead>
<tr>
<th>MDE Related Supports/Professional Learning Topics</th>
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</table>
- **REQUIRED by October 10:** Complete the District Sex-Related Education survey for SY 2023
- **REQUIRED by October 10:** Submit CN monthly claim for reimbursement
- Conduct monthly Direct Certification (SNAP eligible students) match

### INTERVENTION

**Focus Tasks**

- Review student data that is provided from 9-week grades to make decisions about students who may need additional Tier II interventions
- Schedule meetings for students who may need to be referred for Tier II or Tier III interventions
- Schedule documented review meetings for students receiving Tier II (conducted no later than four weeks after implementation)
- Provide work samples
- **REQUIRED:** Complete appropriate documentation
- **REQUIRED by October 21:** Screen ALL first-grade students for dyslexia utilizing one of the state-approved dyslexia screeners
- Conduct EL quarterly meetings

**MDE Related Supports/Professional Learning Topics**

- Foundational Skills (Phonological Awareness)
- Content Instruction: Building Reading Skills
- EL-strategies for increasing vocabulary and oral language in LEP ELs
- Early Warning System Training
- Dyslexia Screener Guidance and Review
- The MTSS Professional Development Request Form can be found at the following link
  [https://mdek12.org/OAE/OEER/InterventionServices](https://mdek12.org/OAE/OEER/InterventionServices)

### LIBRARIES/LIBRARIANS

**Focus Tasks**

**MDE Related Supports/Professional Learning Topics**

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SRE Survey Link: [Mississippi Department of Education Office of Healthy Schools SY 2022-2023](https://mdek12.org/OAE/OEER/InterventionServices)
**LITERACY**

**Focus Tasks**
- Send home Deficiency Letters (Parent Notification)
- Identify students who may qualify for a Good Cause Exemption
- Review intervention progress for 20-day students and 4th grade Good Cause Exemptions
- Review prior year MAAP data
- Plan Families as Partners: Regional Literacy Nights

**MDE Related Supports/Professional Learning Topics**
- Science of Reading Training
- Supporting Strong Readers in Adolescents (content area teachers and coaches)
- Explicit Lesson Planning for Whole Group and Small Group (tied to MS-CCRS)
- Learning Walks
- Progress Monitoring
- Data-Based Decision Making
- Reading-Writing Connection
- Identifying Deficiencies and Implementing Interventions
  www.mdek12.org/literacy

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**MSIS**

**Focus Tasks**
- **REQUIRED by October 10:** Districts must clear Month 01 MSD files
- **REQUIRED by October 15:** District Financial Data Submission due
  
  *Note: On October 16, a report is generated to Auditor’s Office and State Superintendent of all districts that have not submitted*
- After Month 01 MSD files are approved and completed, districts will be able to verify personnel in MSIS
  - This is the first opportunity for districts to verify personnel
  - During the month of October, districts should correct any personnel issues and continue to update & approve personnel in MSIS
- Districts should run their Accreditation Edits report
- Districts should run their MAEP Edits reports

**MDE Related Supports/Professional Learning Topics**
- District Timeline
- Annual Data Reporting Calendar
- Training Class (https://gsmu.mdek12.org/)
**SAFE AND ORDERLY**

<table>
<thead>
<tr>
<th>Focus Tasks</th>
<th>MDE Related Supports/Professional Learning Topics</th>
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<tbody>
<tr>
<td>⬜ Conduct monthly fire drills</td>
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<tr>
<td>⬜ Ensure Active Shooter drill is conducted within the first 60 days of the start of each school semester</td>
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<tr>
<td>⬜ Conduct tornado drills (2 per school year; 1 per semester recommended)</td>
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</tr>
<tr>
<td>⬜ Conduct emergency bus evacuation drills (2 per school year; 1 per semester recommended)</td>
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<td>⬜ Conduct monthly fire drills</td>
<td><a href="https://www.mdek12.org/OSOS/Home">https://www.mdek12.org/OSOS/Home</a></td>
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**SCHOOL FINANCIAL SERVICES**

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<tbody>
<tr>
<td>⬜ Ad Valorem Tax Request Worksheet</td>
<td></td>
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<tr>
<td>⬜ Request reimbursement for National Board process cost fee and moving expense</td>
<td></td>
</tr>
<tr>
<td>⬜ Master Teacher Certification input into MSIS to meet full salary supplement eligibility requirement</td>
<td></td>
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<tr>
<td>⬜ Revenue Reconciliation Form</td>
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**SCHOOL IMPROVEMENT**

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<tr>
<th>Focus Tasks</th>
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<tbody>
<tr>
<td>⬜ Request for Funds (<strong>1003 Grant Funds Reimbursement</strong>)</td>
<td></td>
</tr>
<tr>
<td>⬜ 2022-2023 CSI, TSI, ATSI and SAR Identification — Training for Schools Implementation Requirements</td>
<td>• Regional Road Shows for Leaders of Identified Schools</td>
</tr>
<tr>
<td>Focus Tasks</td>
<td>MDE Related Supports/Professional Learning Topics</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>□ Identified schools (CSI, TSI, ATSI, SAR) update to local school board <em>(Resumes for Continuing Identified Schools)</em></td>
<td>Locations (Oxford, Cleveland, Jackson, Biloxi, Hattiesburg, Meridian)</td>
</tr>
<tr>
<td>□ Verification of Mental Health Training as outlined in HB 263</td>
<td>▪ Dr. Chancey Fort at <a href="mailto:cfort@mdek12.org">cfort@mdek12.org</a> and MDE resources. Refer to the Improving The Mental Health of Mississippi's Children and Youth Guide at <a href="https://www.mdek12.org/ESE/secondary-education/suicide-bullying-prevention">https://www.mdek12.org/ESE/secondary-education/suicide-bullying-prevention</a> for specific directions with verifying completed training.</td>
</tr>
<tr>
<td>□ Begin finalizing plans for supporting Grades 6-HS students jointly enrolled in tested ELA/Math and Compensatory courses in preparation for the November-December MAAP administration</td>
<td>▪ For more information contact Dr. Chancey Fort at <a href="mailto:cfort@mdek12.org">cfort@mdek12.org</a></td>
</tr>
<tr>
<td>□ Submit new course request for the following school year.</td>
<td></td>
</tr>
</tbody>
</table>

**SECONDARY EDUCATION**

**Focus Tasks**

- Verification of Mental Health Training as outlined in HB 263
- Begin finalizing plans for supporting Grades 6-HS students jointly enrolled in tested ELA/Math and Compensatory courses in preparation for the November-December MAAP administration
- Submit new course request for the following school year.

**MDE Related Supports/Professional Learning Topics**

- For more information contact Dr. Chancey Fort at cfort@mdek12.org

**SPECIAL EDUCATION**

**Focus Tasks**

- Begin MSiS entries for December 1 Child Count using teacher corrections and additions sent in September
- Begin verification/correction of teacher/student schedule conflicts to submit by November 1 (Month 02 submission)
- Work with teachers on completing IEPs, ESY determination meetings, re-evaluations, and Parent Survey
- Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS
- **REQUIRED by October 12**: Timely submission of IDEA request for funds in MCAPS
- Check and verify IEP Progress Reports and verify that reports were sent home

**MDE Related Supports/Professional Learning Topics**

- Policies and Procedures located at [www.mdek12.org](http://www.mdek12.org), Office of Special Education
- Contact OSE at 601-359-3498
- Training information available on the Trumba calendar, RESA websites and at [www.gosignmeup.com](http://www.gosignmeup.com)
- Orton Gillingham based instruction training offered throughout the year
- New Special Education Directors’ EDGAR overview – TBA
- Parent Conference/Bureau of Parent Engagement – October TBA
- Virtual Office Hours
- Complete ESY training and remind teachers to collect ESY data for breaks of at least 1 week each to determine if a pattern of regression/recoupment exists for at least 2 breaks.
- Continue Child Outcomes Summary (COS) process for Indicator 7 (This process should be completed over the entire school year, with entries being completed for preschool special education students that are newly enrolled, and exits being completed as students approach their sixth birthday).
- Run a Part C to B No Match Report in MSIS; indicate any necessary removals on an Indicator 12 Clarification Form and upload to the Indicator 12 folder in SharePoint.
- Complete Educable Child applications and upload into SharePoint prior to November 18th (residential placements).
- Begin running and verifying MSIS Personnel Snapshot.

**TEACHING AND LEADING**

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<tr>
<td>□ Attend in-person professional development for Office of Teaching and Leading Updates/Stakeholder Meeting</td>
<td></td>
</tr>
<tr>
<td>□ <strong>Required by October 1:</strong> Submission of Appendix B: Annual Report Form for Superintendent of Education for Reporting Infractions Under Miss. Code Ann. §37-3-2</td>
<td></td>
</tr>
<tr>
<td>□ MDE Mississippi Administrator and Teacher of the Year application disseminated to local school districts</td>
<td></td>
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<tr>
<td>□ MDE Mississippi Parent of the Year application disseminated to local school districts</td>
<td></td>
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<tr>
<td>□ The United States Senate Youth Program (USSYP) Applications Due</td>
<td></td>
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<tr>
<td>▪ Mississippi Administrator and Teacher of the Year applications <a href="https://www.mdek12.org/OTL/OTC/recognition">https://www.mdek12.org/OTL/OTC/recognition</a></td>
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</table>
ACCOUNTABILITY

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<tbody>
<tr>
<td>□ <strong>REQUIRED:</strong> Run cohort report in MSIS for current year and previous 3 years</td>
</tr>
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<table>
<thead>
<tr>
<th>MDE Related Supports/Professional Learning Topics</th>
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<td>The MDE, through the Office of District and School Performance (ODSP) is offering several onsite/virtual trainings for both district-level and school-level stakeholders. The current list of trainings includes, but is not limited to:</td>
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<td>▪ Accountability Model Training</td>
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<td>▪ Data Literacy Training</td>
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<td>▪ Accountability Goal Setting Training</td>
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<td>▪ Student Monitoring Instrument Training</td>
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<tr>
<td>Also offered on the webpage (<a href="https://mdek12.org/OA/ODSP">https://mdek12.org/OA/ODSP</a>) are several online video/document links for both district-level and school-level stakeholders on the ODSP webpage. The current list of resource links includes, but is not limited to:</td>
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<td>▪ Accountability Model for Your Local PTA</td>
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<td>▪ Accountability Model for Your School Leadership Team</td>
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<td>To meet the needs of school leaders today, the ODSP will also offer two virtual meeting spaces for school and district leaders that do not require a set commitment beforehand:</td>
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<td>▪ Monthly Support Webinars that are topic-based and offered various times during that month</td>
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<td>▪ Weekly Drop-In Virtual Office Hours that are role-specific with set dates/times so you can easily add them to your calendar</td>
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<tr>
<td>All times and access information will be listed under the Resources tab</td>
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</table>
## ACCREDITATION

**Focus Tasks**

- □ Review district boundaries lines and report any discrepancies for reporting to the U.S. Census Bureau

**MDE Related Supports/Professional Learning Topics**

## ASSESSMENT

**Focus Tasks**

- □ **MAAP**: Fall STC Training Webinars (NWEA/Questar and DRC)
- □ **NWEA/Questar Nextera and DRC Insight: Administration** Window Opens for Fall administrations (DTCs/STCs can set up testing sessions, enter accommodations, etc.)
- □ **MAAP**: End-of-Course Fall Test Window (November 29 – January 14); NWEA/Questar and DRC
  - ○ Additional Order Window opens for ordering testing material (Large Print, Braille, etc.)
- □ **MAAP-A**: Fall Re-Test Window (November 29 – December 10; Fall (4X4 only or for students needing PL2-3 for Alternate Diploma))
- □ **LBPA**: Administer Middle of Year (MOY) K-3 Screeners (November 29 – January 21)
- □ **ELPT**: ELPT Administration Training Invitation (Tentative November 29)
- □ **ACT**: ACT Webinar – Training – November 15 by ACT
  - PearsonAccessNext opens for ACT administrative tasks
    - ○ Manage Participation for ACT in PearsonAccessNext
    - ○ Attend test administration and accommodations Q & A webinars

**MDE Related Supports/Professional Learning Topics**

- ▪ DRC Insight Customer Support – Science and History: 1-888-476-0264 or MSHelpDesk@datarecognitioncorp.com
- ▪ Questar Nextera Customer Support – ELA and Math: 1-800-644-4054 or mscustomersupport@nwea.com
  - Accommodations and/or EL Supports: 1-800-553-6244x1788 ACTStateAccoms@act.org
  - ▪ The ACT Mississippi Website
  - ▪ 2022-2023 Testing Calendar
  - ▪ K-3 Assessments Key Dates (22-23)
  - ▪ NAEP 22-23 Testing Dates

- Continue requesting ACT authorized accommodations through ACT's Test Accessibility and Accommodations System
- Complete online site readiness tasks to ensure online testing is supported

- **MDE Test Security:** Upload a testing schedule for the MAAP Fall Administration; Testing Audits
- Upload reports to Caveon Core during testing (irregularity, district request forms, etc.)
- **NAEP:** PISA 2022 Assessments in the field (October 3-November 25, 2022); Selected schools update school-level information in MyNAEP for NAEP 2023 assessment.

### COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT & DROPOUT PREVENTION

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>- Work with School Attendance Officer and Regional Supervisor to ensure attendance reports are accurate and up-to-date</td>
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### CTE

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>- Verify CTE student indicator data on MSIS rosters</td>
<td>- Please contact the CTE office at 601-359-3974 or email Rozelia Harris at <a href="mailto:rharris@mdek12.org">rharris@mdek12.org</a> about teacher budget and Christy Todd at <a href="mailto:ctodd@mdek12.org">ctodd@mdek12.org</a> about equipment purchases</td>
</tr>
<tr>
<td>- Continue Perkins equipment and other costs purchases and submit reimbursement requests by established deadlines</td>
<td>- For questions concerning labor market data, contact Wendy Clemons at <a href="mailto:wclemons@mdek12.org">wclemons@mdek12.org</a></td>
</tr>
<tr>
<td>- Review CTE District Summary Report Data for the previous school year and complete improvement plans as required</td>
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</table>

▪ Contact Rozelia Harris at rharris@mdek12.org or Christy Todd at ctodd@mdek12.org about teacher budget and equipment purchases.

▪ For questions concerning labor market data, contact Wendy Clemons at wclemons@mdek12.org.
Begin collecting student interest data and labor market data to assist in determining new and conversion CTE programs for the next school year

### EARLY CHILDHOOD

#### Focus Tasks

**Early Learning Collaborative Sites**

- Meet with Early Learning Collaborative leads to review monitoring documents, rate of readiness, Kindergarten Readiness, continuation application, coaching components, and CLASS policy

- **REQUIRED:** Attend Early Learning Collaborative partner meetings

- Review Brigance III Developmental Screener with Early Learning Collaborative classrooms to ensure assessment is provided within the timeline

- **REQUIRED:** Administrative monitoring begins

**All Pre-Kindergarten Sites in Schools**

- Review *Early Learning Guidelines for Classrooms Serving 3 - and 4-Year-Old Children*

- Review *Early Learning Standards for Classrooms Serving Infants through 4-Year-Old Children*

- Administrator Pre-K and Kindergarten Informal Observation Checklist

- Collaborate and communicate with community Head Start and early learning entities

#### MDE Related Supports/Professional Learning Topics

The MDE, through the Office of Early Childhood, is offering several trainings. The current list of trainings includes, but is not limited to:

- MTSS for Early Childhood
- Introduction to the PreK CLASS (Classroom Assessment Scoring System) Tool
- Introduction to the K-3rd CLASS (Classroom Assessment Scoring System) Tool

Online early childhood trainings can be accessed at [www.mdek12.org/EC/Professional-Development](http://www.mdek12.org/EC/Professional-Development). Districts may request professional development technical assistance at earlychildhoodtrainings@mdek12.org. The Office of Early Childhood trainings are found at the following GoSignMeUp link: [https://gsmu.mdek12.org/Public/Course/Browse](https://gsmu.mdek12.org/Public/Course/Browse)
### FEDERAL PROGRAMS

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<tr>
<th>Focus Tasks</th>
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<tbody>
<tr>
<td>□ Finalize personnel in MSIS</td>
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<tr>
<td>□ Verify Month 2 data in student data package (i.e., EL, Immigrant, Homeless, Migrant, neglected and delinquent) identifying students before it has been saved by the MSIS Primary User (On-going/should be done monthly prior to MSIS monthly approval)</td>
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<tr>
<td>□ Annual Count Survey of Neglected and Delinquent Institution</td>
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<tr>
<td>□ Consolidated State Performance Report (CSPR) Surveys due</td>
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### GIFTED

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<tbody>
<tr>
<td>□ Finalized GEP Class Roles and Schedules uploaded to MSIS</td>
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<tr>
<td>□ Begin universal screening</td>
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<tr>
<td>□ Scheduled GEP Monitoring begins <em>(Monitoring for SY 2022-2023 academic year will be conducted virtually/onsite.)</em></td>
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### HEALTHY SCHOOLS/CHILD NUTRITION

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<tr>
<td>□ <strong>REQUIRED by November 10:</strong> Submit CN monthly claim for reimbursement</td>
<td></td>
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<tr>
<td>□ Conduct monthly Direct Certification (SNAP eligible students) match</td>
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### INTERVENTION

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</table>
| □ REQUIRED: Conduct cumulative documented review meetings for Tier II students (conducted no later than eight weeks after implementation) | ▪ Tier II Behavior  
▪ EL and MTSS Classroom Walkthrough and Leadership Team Debrief  
▪ Accommodations/Modifications  
▪ Access for All Guide 2.0 can be found at the following link https://www.mdek12.org/OAE/2019-Access-for-All-Guide |
| □ REQUIRED: Conduct TST meetings for the first documented review for Tier III students (conducted no later than eight weeks after implementation) | |

### LIBRARIES/LIBRARIANS

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| □ ARM documentation due  
□ November 1: Submit School Literacy Action Plan  
□ Update Action Plans  
□ Families as Partners: Literacy Nights | |

### LITERACY

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□ November 1: Submit School Literacy Action Plan  
□ Update Action Plans  
□ Families as Partners: Literacy Nights | ▪ Science of Reading Training  
▪ Supporting Strong Readers in Adolescents (content area teachers and coaches)  
▪ Learning Walks  
▪ Regional Family Night(s)  
▪ School Literacy Action Plan |
### MSIS

**Focus Tasks**

- **REQUIRED by November 10:** Districts must clear Month 02 MSD files
- **REQUIRED by November 13:** Student Lunch Data Status must be completed
- After the district is approved and completed, this is the last chance to view personnel data in MSIS before the December snapshot
  - During November, districts will continue to make updates to personnel in MSIS
  - They should approve their personnel whenever changes are made so that the MAEP and Accreditation edits will run at night and update their data
  - The districts will not have the opportunity to make changes to personnel after submitting files in December
- Updates to Special Education students using Special Education screens must be made
- MAEP and Accreditation edits are run as districts are approved

**MDE Related Supports/Professional Learning Topics**

- District Timeline
- Annual Data Reporting Calendar

### SAFE AND ORDERLY

**Focus Tasks**

- Conduct monthly fire drills
- Conduct tornado drill (2 per school year; 1 per semester recommended)
- Conduct emergency bus evacuation drills (2 per school year; 1 per semester recommended)

**MDE Related Supports/Professional Learning Topics**

- [https://www.mdek12.org/OSOS/Home](https://www.mdek12.org/OSOS/Home)
### SCHOOL FINANCIAL SERVICES

**Focus Tasks**
- Request reimbursement for National Board process cost fee and moving expense

**MDE Related Supports/Professional Learning Topics**

### SCHOOL IMPROVEMENT

**Focus Tasks**
- Request for Funds *(1003 Grant Funds Reimbursement)*
- Annual Interview for CSI and SAR school district teams
- Monthly Site Visits for Level 1 CSI schools begins

**MDE Related Supports/Professional Learning Topics**
- Monthly Site Visits – (including but not limited to classroom instructional observations, feedback to principals and teachers, data discussions, 1003 plan review)

### SECONDARY EDUCATION

**Focus Tasks**
- May begin submitting through SharePoint MDE Reimbursement for Accelerated programs
- District of Innovation Renewal Application Due

**MDE Related Supports/Professional Learning Topics**
- Contact Wendy Clemons at wclemons@mdek12.org on the MDE Reimbursement for Accelerated programs
- Contact Lea Johnson at lea.johnson@mdek12.org on District of Innovation Renewal application.

### SPECIAL EDUCATION

**Focus Tasks**
- Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS

**MDE Related Supports/Professional Learning Topics**
- Policies and Procedures located at [www.mdek12.org](http://www.mdek12.org), Office of Special Education
☐ Work with teachers on completing IEPs, ESY determination meetings, re-evaluations, and Parent Survey

☐ **REQUIRED by November 12:** Timely submission of IDEA request for funds in MCAPS

☐ Complete MSIS entries for December 1 Child Count and check for missing information and correctness

☐ Continue verification/correction process of teacher/student schedule conflicts to submit by December 1 (month 3 submission)

☐ Request any necessary Special Education Teacher forces in MSIS

☐ **REQUIRED prior to November 18:** Complete Educable Child applications and upload into SharePoint (residential placements)

☐ **REQUIRED by November 30:** Upload Educable Child Reimbursement Request Forms from September 16 – November 11 (Second Pay Period) in SharePoint

☐ **REQUIRED by close of business on December 1, 2022:** run Teacher/Student Pre-Cutoff Report prior to MSIS taking December 1 snapshot

☐ Data due for Indicators 5, 6, 9 and 10

☐ Continue Child Outcomes Summary (COS) process for Indicator 7 (This process should be completed over the entire school year, with entries being completed for preschool special education students that are newly enrolled, and exits being completed as students approach their sixth birthday)

☐ Run a Part C to B No Match Report in MSIS; indicate any necessary removals on an Indicator 12 Clarification Form and upload to the Indicator 12 folder in SharePoint.

- Contact OSE at 601-359-3498
- Training information available on the [Trumba calendar](#), [RESA websites](#) and at [www.gosignmeup.com](#)
- Orton Gillingham based instruction training offered throughout the year
- Legal Symposium/Special Education Quarterly Meeting – November 2022
- Virtual Office Hours

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**TEACHING AND LEADING**

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<tr>
<td>☐ Monthly mentoring and induction program meeting</td>
<td>☐ Mentoring and Induction Toolkit</td>
</tr>
<tr>
<td>Ensure all educator observers have completed an MDE-approved Professional Growth System (PGS) and continue informal observations</td>
<td>All current Professional Growth System rubrics, guidebooks, and training opportunities are available at <a href="https://www.mdek12.org/OTL/OTC/professional-growth-system">https://www.mdek12.org/OTL/OTC/professional-growth-system</a></td>
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## Accountability

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<tr>
<td>☐ Graduation rate data is provided to districts prior to its release to the SBE and to the public in January or February</td>
<td>The MDE, through the Office of District and School Performance (ODSP) is offering several onsite/virtual trainings for both district-level and school-level stakeholders. The current list of trainings includes, but is not limited to:</td>
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| ☐ REQUIRED: Run cohort report in MSIS for current year and previous 3 years | - Accountability Model Training  
- Data Literacy Training  
- Accountability Goal Setting Training  
- Student Monitoring Instrument Training  

Also offered on the webpage (https://mdek12.org/OA/ODSP) are several online video/document links for both district-level and school-level stakeholders on the ODSP webpage. The current list of resource links includes, but is not limited to: |
| | - Accountability Model for Your Local PTA  
- Accountability Model for Your School Leadership Team  
- Accountability Model for Your Community Partners  
- School-Level Student Monitoring Instrument (700 point)  
- School-Level Student Monitoring Instrument (1000 point)  

To meet the needs of school leaders today, the ODSP will also offer two virtual meeting spaces for school and district leaders that do not require a set commitment beforehand: |
| | - Monthly Support Webinars that are topic-based and offered various times during that month  
- Weekly Drop-In Virtual Office Hours that are role-specific with set dates/times so you can easily add them to your calendar |
All times and access information will be listed under the Resources tab on the ODSP page (https://mdek12.org/OA/ODSP).

### ACCREDITATION

<table>
<thead>
<tr>
<th>Focus Tasks</th>
<th>MDE Related Supports/Professional Learning Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Prepare corrective action plan (template provided by Office of Accreditation) for local board approval, MDE program office approval and SBE approval</td>
<td></td>
</tr>
</tbody>
</table>

### ASSESSMENT

<table>
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<tr>
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<tr>
<td>□ <strong>MAAP</strong>: Fall Test Window (November 28 – December 16)</td>
<td>▪ DRC Insight Customer Support – Science and History: 1-888-476-0264 or <a href="mailto:MSHelpDesk@datarecognitioncorp.com">MSHelpDesk@datarecognitioncorp.com</a></td>
</tr>
<tr>
<td>□ <strong>MAAP-A</strong>: Fall Re-Test Window (November 28 – December 9; Fall (4X4 only or for students needing PL2-3 for Alternate Diploma))</td>
<td>▪ NWEA/Questar Nextera Customer Support – ELA and Math: 1-800-644-4054 or <a href="mailto:mscustomersupport@nwea.org">mscustomersupport@nwea.org</a></td>
</tr>
<tr>
<td>□ <strong>ELPT</strong>: Order form available for paper-based, braille, and large-print test materials (December 1, 2022 – January 13, 2023)</td>
<td>▪ ACT Customer Support – General and Technical Inquiries: 1-800-553-6244x2800 <a href="http://www.act.org/stateanddistrict/contactus">www.act.org/stateanddistrict/contactus</a> Accommodations and/or EL Supports: 1-800-553-6244x1788 <a href="mailto:ACTStateAccoms@act.org">ACTStateAccoms@act.org</a></td>
</tr>
<tr>
<td>□ <strong>LBPA</strong>: Administer Middle of Year (MOY) K-3 Screeners (November 28 – January 20, 2023)</td>
<td>▪ ACT – Mississippi Information Tab The ACT</td>
</tr>
<tr>
<td>□ <strong>ACT</strong>:</td>
<td>▪ 2022-2023 Testing Calendar</td>
</tr>
<tr>
<td></td>
<td>▪ K-3 Assessments Key Dates (22-23)</td>
</tr>
<tr>
<td></td>
<td>▪ NAEP 22-23 Testing Dates</td>
</tr>
</tbody>
</table>
- Complete online site readiness tasks to ensure online testing is supported
- **MDE Test Security:** Upload testing irregularity reports during testing window; sign and upload test security documents
- **NAEP:** Selected School Coordinators receive Prepare for Assessment Tasks for NAEP 2023 Assessment

## COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT & DROPOUT PREVENTION

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<thead>
<tr>
<th>Focus Tasks</th>
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<tbody>
<tr>
<td>☐ Work with School Attendance Officer and Regional Supervisor to ensure attendance reports are accurate and up-to-date AND reflect end-of-Semester numbers</td>
<td></td>
</tr>
<tr>
<td>☐ Work with the School Attendance Officer and Regional Supervisor to develop an informal attendance plan for Semester 2 for those students that had habitual attendance issues during Semester 1. Ensure all documentation of contact is logged.</td>
<td></td>
</tr>
</tbody>
</table>

## CTE

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<tr>
<th>Focus Tasks</th>
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<tr>
<td>☐ Verify CTE student indicator data on MSIS rosters</td>
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<td>☐ Continue Perkins equipment and other costs purchases and submit reimbursement requests by established deadlines</td>
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<tr>
<td>☐ Continue analyzing student interest and labor market data to assist in determining new and conversion CTE programs for the next school year</td>
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</table>

- Please contact the CTE office at 601-359-3974 or email Rozelia Harris at rharris@mdek12.org about teacher budget and Christy Todd at ctodd@mdek12.org about equipment purchases
- For questions concerning labor market data, contact Wendy Clemons at wclemons@mdek12.org
<table>
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<tr>
<th>Focus Tasks</th>
<th>MDE Related Supports/Professional Learning Topics</th>
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<tr>
<td>Early Learning Collaborative Sites</td>
<td>The MDE, through the Office of Early Childhood, is offering several trainings. The current list of trainings includes, but is not limited to:</td>
</tr>
<tr>
<td>□ REQUIRED: Annual NIEER data survey due to MDE</td>
<td>▪ MTSS for Family Engagement</td>
</tr>
<tr>
<td>□ REQUIRED: Maintain administrative monitoring documents for collaborative classrooms provided by MDE</td>
<td>▪ Introduction to the PreK CLASS (Classroom Assessment Scoring System) Tool</td>
</tr>
<tr>
<td>□ REQUIRED: Attend Early Learning Collaborative partner meetings</td>
<td>▪ Introduction to the K-3rd CLASS (Classroom Assessment Scoring System) Tool</td>
</tr>
<tr>
<td>□ Meet with Early Learning Collaborative leads to review monitoring documents, rate of readiness, Kindergarten Readiness, continuation application, coaching components, and CLASS policy</td>
<td>Online early childhood trainings can be accessed at <a href="http://www.mdek12.org/EC/Professional-Development">www.mdek12.org/EC/Professional-Development</a></td>
</tr>
<tr>
<td>□ Review Brigance III Developmental Screener with Early Learning Collaborative classrooms to ensure assessment is provided within the timeline</td>
<td>Districts may request professional development technical assistance at <a href="mailto:earlychildhoodtrainings@mdek12.org">earlychildhoodtrainings@mdek12.org</a>. The Office of Early Childhood trainings can be found at the following GoSignMeUp link: <a href="https://gsmu.mdek12.org/Public/Course/Browse">https://gsmu.mdek12.org/Public/Course/Browse</a></td>
</tr>
</tbody>
</table>

All Pre-Kindergarten Sites in Schools

| REQUIRED: Submit Early Learning Guidelines and Kindergarten Guidelines Assurances Forms |

| REQUIRED: Conduct mid-year parent-teacher conferences in-person, by phone or virtually |

| Collaborate and communicate with community Head Start and early learning entities |
### FEDERAL PROGRAMS

**Focus Tasks**

- Final liquidation of grant funds ending in the current school year
- Verify Month 3 data in student data package (i.e., EL, Immigrant, Homeless, Migrant, neglected and delinquent) identifying students before it has been saved by the MSIS Primary User (Ongoing/should be done monthly prior to MSIS monthly approval)
- Title I Schoolwide Plans Approved by LEA
- All Title I Schools must be comparable by December 1

**MDE Related Supports/Professional Learning Topics**

### GIFTED

**Focus Tasks**

- By December 10: GEP Teacher Unit Allocation Data (Student Number) finalized

**MDE Related Supports/Professional Learning Topics**

### HEALTHY SCHOOLS/CHILD NUTRITION

**Focus Tasks**

- **REQUIRED by December 10:** submit CN monthly claim for reimbursement
- Conduct monthly Direct Certification (SNAP eligible students) match

**MDE Related Supports/Professional Learning Topics**
### INTERVENTION

**Focus Tasks**
- **REQUIRED**: Conduct documented review meetings for students receiving Tier II interventions
- Compile intervention data to show student growth over the semester

**MDE Related Supports/Professional Learning Topics**
- Foundational Skills (Phonics)
- Content Instruction (Math Focus)

### LIBRARIES/LIBRARIANS

**Focus Tasks**
- **REQUIRED**: Conduct school-wide student and teacher surveys
- Meet with Library Advocacy Committee to discuss future needs of the school library program

**MDE Related Supports/Professional Learning Topics**
- School Library Guide 3.8
  - Using communication tools to promote reading program
  - Strategies for collaborating with teachers and school community members

- School Library Guide 6.8
  - Collaborative strategies that promote student success across multiple curriculum

### LITERACY

**Focus Tasks**
- Complete survey of MDE Coaching Supports (Literacy Support Schools)

**MDE Related Supports/Professional Learning Topics**
- Science of Reading Training
### MSIS

<table>
<thead>
<tr>
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<tr>
<td>□ MAEP and Accreditation edits are run as districts are approved</td>
<td>▪ <a href="https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals">District Timeline</a></td>
</tr>
<tr>
<td>□ On December 1st only DSD files are processed, all other files are held</td>
<td>▪ <a href="https://gsmu.mdek12.org/">Annual Data Reporting Calendar</a></td>
</tr>
<tr>
<td>until the next day for processing</td>
<td>▪ Training Class (<a href="https://gsmu.mdek12.org/">https://gsmu.mdek12.org/</a>)</td>
</tr>
<tr>
<td>□ REQUIRED by December 6: Districts must clear Month 03 MSD files</td>
<td>▪</td>
</tr>
<tr>
<td>□ By December 6: All districts (public, non-public, and special)</td>
<td>▪</td>
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<tr>
<td>should have all personnel data entered in MSIS so that the data will</td>
<td>▪</td>
</tr>
<tr>
<td>be included on the snapshot and all year-end personnel reports can run</td>
<td>▪</td>
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<tr>
<td>from the snapshot data</td>
<td>▪</td>
</tr>
<tr>
<td>□ Districts will continue to make updates to personnel in MSIS until</td>
<td>▪</td>
</tr>
<tr>
<td>the deadline on December 10 at which time the rights to</td>
<td>▪</td>
</tr>
<tr>
<td>General/Schedule Entry screen are taken away from the districts</td>
<td>▪</td>
</tr>
<tr>
<td>○ Districts can make updates to Personnel only if requested to do so</td>
<td>▪</td>
</tr>
<tr>
<td>by a program office in MDE</td>
<td>▪</td>
</tr>
<tr>
<td>○ Access to Special Education Student Update Screen is removed</td>
<td>▪</td>
</tr>
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### SAFE AND ORDERLY

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<td>□ Conduct monthly fire drills</td>
<td><a href="https://www.mdek12.org/OSOS/Home">https://www.mdek12.org/OSOS/Home</a></td>
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<tr>
<td>□ Conduct tornado drill (2 per school year; 1 per semester recommended)</td>
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<td>□ Conduct emergency bus evacuation drills (2 per school year; 1 per</td>
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<td>semester recommended)</td>
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### SCHOOL FINANCIAL SERVICES

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<tr>
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<td></td>
</tr>
<tr>
<td>□ By December 6: All districts (public, non-public, and special) should have all personnel data entered in MSIS so that the data will be included on the snapshot and all year-end personnel reports can run from the snapshot data</td>
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### SCHOOL IMPROVEMENT

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<tr>
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<tbody>
<tr>
<td>▪ Request for Funds <em>(1003 Grant Funds Reimbursement)</em></td>
<td>▪ Monthly Site Visits – (including but not limited to classroom instructional observations, feedback to principals and teachers, data discussions, 1003 plan review)</td>
</tr>
<tr>
<td>▪ Identified schools (CSI, TSI, ATSI, SAR) update to local school board <em>(Begins for Newly Identified Schools)</em></td>
<td></td>
</tr>
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</table>

### SECONDARY EDUCATION

<table>
<thead>
<tr>
<th>Focus Tasks</th>
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</thead>
</table>
### SPECIAL EDUCATION

**Focus Tasks**

- Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS
- Work with teachers on completing IEPs, ESY determination meetings, re-evaluations, and Parent Survey
- **REQUIRED by December 9:** Timely submission of IDEA request for funds in MCAPS
- **REQUIRED:** Final check for MSIS TU Edit Report; no corrections after December 10
- Submit verification form for December 1 count via SharePoint and run Post-Cutoff Report for final December 1 count (OSE will send notification and post form)
- Send Semi-Annual Certification forms to schools for all 100% IDEA federally paid employees: complete by the last day of the 1st semester (EDGAR requirement - keep on file at district office)
- Continue Child Outcomes Summary (COS) process for Indicator 7 (This process should be completed over the entire school year, with entries being completed for preschool special education students that are newly enrolled, and exits being completed as students approach their sixth birthday)
- Run a Part C to B No Match Report in MSIS; indicate any necessary removals on an Indicator 12 Clarification Form and upload to the Indicator 12 folder in SharePoint.

**MDE Related Supports/Professional Learning Topics**

- Policies and Procedures located at [www.mdek12.org](http://www.mdek12.org), Office of Special Education
- Contact OSE at 601-359-3498
- Training information available on the [Trumba calendar](http://www.mdek12.org), [RESA websites](http://www.mdek12.org) and at [www.gosignmeup.com](http://www.gosignmeup.com)
- Orton Gillingham based instruction training offered throughout the year
- Virtual Office Hours

### TEACHING AND LEADING

**Focus Tasks**

- Monthly mentoring and induction program meeting
- Ensure all educator observers have completed an MDE-approved Professional Growth System (PGS) and continue informal observations

**MDE Related Supports/Professional Learning Topics**

- [Mentoring and Induction Toolkit](http://www.mdek12.org)
- All current Professional Growth System rubrics, guidebooks, and training opportunities are available at [https://www.mdek12.org/OTL/OTC/professional-growth-system](https://www.mdek12.org/OTL/OTC/professional-growth-system)
## ACCOUNTABILITY

### Focus Tasks

- **REQUIRED:** Run cohort report in MSIS for current year and previous 3 years

### MDE Related Supports/Professional Learning Topics

The MDE, through the Office of District and School Performance (ODSP) is offering several onsite/virtual trainings for both district-level and school-level stakeholders. The current list of trainings includes, but is not limited to:

- Accountability Model Training
- Data Literacy Training
- Accountability Goal Setting Training
- Student Monitoring Instrument Training

Also offered on the webpage ([https://mdek12.org/OA/ODSP](https://mdek12.org/OA/ODSP)) are several online video/document links for both district-level and school-level stakeholders on the ODSP webpage. The current list of resource links includes, but is not limited to:

- Accountability Model for Your Local PTA
- Accountability Model for Your School Leadership Team
- Accountability Model for Your Community Partners
- School-Level Student Monitoring Instrument (700 point)
- School-Level Student Monitoring Instrument (1000 point)

To meet the needs of school leaders today, the ODSP will also offer two virtual meeting spaces for school and district leaders that do not require a set commitment beforehand:

- Monthly Support Webinars that are topic-based and offered various times during that month
- Weekly Drop-In Virtual Office Hours that are role-specific with set dates/times so you can easily add them to your calendar.

All times and access information will be listed under the Resources tab on the ODSP page (https://mdek12.org/OA/ODSP).

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<tr>
<td>□ Submit class size waiver request</td>
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</table>

### ASSESSMENT

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<td>▪ DRC Insight Customer Support – Science and History: 1-888-476-0264 or <a href="mailto:MSHelpDesk@datarecognitioncorp.com">MSHelpDesk@datarecognitioncorp.com</a></td>
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<td>▪ 2022-2023 Testing Calendar</td>
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<td>▪ K-3 Assessments <a href="http://www.act.org/stateanddistrict/contactus">Key Dates (22-23)</a></td>
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<td>▪ NAEP <a href="http://www.act.org/stateanddistrict/contactus">22-23 Testing Dates</a></td>
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<tr>
<td>□ <strong>MAAP-A</strong>: Teacher training via face to face or webinar</td>
<td></td>
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</tbody>
</table>
Paper test materials arrive in districts this week (January 30 – February 3)

- **LBPA**: Finish administering MOY K-3 Screeners (November 29 – January 21)

- **Test Security**: Final test security plan MUST be posted to MDE by January 15, 2023. This will be the year long plan from January 2023 to January 2024.

- **ACT**: Webinar hosted by ACT – January 24, 2023
  - Verify student enrollment
  - Complete online site readiness tasks to ensure online testing is supported
  - Request Qualified Exceptions for Accommodations
  - Order testing materials for Window 1

- **NAEP**: NAEP 2023 Field Trial Assessments in the field (January 23-February 3, 2023)

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### COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT & DROPOUT PREVENTION

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### CTE

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<td>- Verify CTE student indicator data on MSIS rosters</td>
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<tr>
<td>- Continue Perkins equipment and other costs purchases and submit reimbursement requests by established deadline</td>
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Continue analyzing student interest and labor market data to assist in determining new and conversion CTE programs for the next school year

## EARLY CHILDHOOD

### Focus Tasks

- Early Learning Collaborative Sites
  - Meet with Early Learning Collaborative leads to review monitoring documents, rate of readiness, Kindergarten Readiness, continuation application, coaching components, and CLASS policy
  - **REQUIRED:** Attend Early Learning Collaborative partner meetings

- All Pre-Kindergarten Sites in Schools
  - **REQUIRED:** Conduct mid-year parent-teacher conferences
  - Review *Early Learning Guidelines for Classrooms Serving 3- and 4-Year-Old Children*
  - Review *Early Learning Standards for Classrooms Serving Infants through 4-Year-Old Children*
  - [Conduct Administrator Pre-K and Kindergarten Informal Observation Checklist](#)
  - Collaborate and communicate with community Head Start and early learning entities

### MDE Related Supports/Professional Learning Topics

- The MDE, through the Office of Early Childhood, is offering several trainings. The current list of trainings includes, but is not limited to:
  - Introduction to the PreK CLASS (Classroom Assessment Scoring System) Tool
  - Introduction to the K-3rd CLASS (Classroom Assessment Scoring System) Tool

- Online early childhood trainings can be accessed at [www.mdek12.org/EC/Professional-Development](http://www.mdek12.org/EC/Professional-Development)

- Districts may request professional development early childhood training at [earlychildhoodtrainings@mdek12.org](mailto:earlychildhoodtrainings@mdek12.org). The Office of Early Childhood trainings can be found at the following GoSignMeUp link: [https://gsmu.mdek12.org/Public/Course/Browse](https://gsmu.mdek12.org/Public/Course/Browse)

## FEDERAL PROGRAMS

### Focus Tasks

- Collect Semi-annual/PARs for all federally funded staff (July 1 – December 31)

### MDE Related Supports/Professional Learning Topics
- Verify Month 4 data in student data package (i.e., EL, Immigrant, Homeless, Migrant, neglected and delinquent) identifying students before it has been saved by the MSIS Primary User (Ongoing/should be done monthly prior to MSIS monthly approval)
- Evaluate equitable service activities
- By January 31: Search for private school within the LEA, send contact letter and Intent to Participate Form
- Evaluate and revise Title I LEA Plan
- Begin federal programs Comprehensive Needs Assessment (CNA)

**GIFTED**

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<tbody>
<tr>
<td>Scheduled GEP Monitoring continues <em>(Monitoring for SY 2022-2023 academic year will be conducted virtually/onsite.)</em></td>
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**HEALTHY SCHOOLS/CHILD NUTRITION**

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<td>Conduct monthly Direct Certification (SNAP eligible students) match</td>
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**INTERVENTION**

<table>
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</table>
**LIBRARIES/LIBRARIANS**

**Focus Tasks**

- **REQUIRED**: Conduct informal observation with required face-to-face feedback conversation regarding budget plans for the current/upcoming school year and needs assessments for the school library program

**MDE Related Supports/Professional Learning Topics**

- School Library Guide 3.6
  - Collaborative strategies that promote student success across multiple curriculum
- School Library Guide 6.2
  - Developing a yearly budget report and/or specific budget report
  - Selecting high-quality instructional support materials
- School Library Guide 6.5
  - Using short- and long-term goals to support student learning
- School Library Guide 6.8
  - Collaborative strategies that promote student success across multiple curriculum

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**LITERACY**

**Focus Tasks**

- Ensure all students have tested in the MOY window
- Collect MOY Data
- Ensure Deficiency Letters (Parent Notification) are sent home
- Update Action Plans

**MDE Related Supports/Professional Learning Topics**

- MOY Data Review
- Regional Literacy Training(s)
- Science of Reading Training
### MSIS

**Focus Tasks**
- Districts should run their Snapshot Personnel Accreditation Edits and Snapshot Personnel MAEP edits
  - Funding for the upcoming school year will use this data
  - Accreditation Status is based upon this data
  - **By January 17:** Districts must clear Month 04 MSD files
- Rights to the General/Schedule Entry screen is given back to the districts

**MDE Related Supports/Professional Learning Topics**
- [District Timeline](https://gsmu.mdek12.org/)
- [Annual Data Reporting Calendar](https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals)
- [Training Class](https://gsmu.mdek12.org/)
- [MSIS Reference Manuals](https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals)

### SAFE AND ORDERLY

**Focus Tasks**
- Conduct monthly fire drills
- Conduct Active Shooter drill within the first 60 days of second semester
- Conduct tornado drill (2 per school year; 1 per semester recommended)
- Conduct emergency bus evacuation drills (2 per school year; 1 per semester recommended)

**MDE Related Supports/Professional Learning Topics**
- [https://www.mdek12.org/OSOS/Home](https://www.mdek12.org/OSOS/Home)

### SCHOOL FINANCIAL SERVICES

**Focus Tasks**
- Request reimbursement for National Board process cost fee and moving expense

**MDE Related Supports/Professional Learning Topics**
- [https://www.mdek12.org/OSOS/Home](https://www.mdek12.org/OSOS/Home)
### SCHOOL IMPROVEMENT

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<tr>
<td>□ Request for Funds (1003 Grant Funds Reimbursement) 9 months to FY22 obligation deadline (September 30, 2023)</td>
<td>▪ Monthly Site Visits for Level 1 CSI schools – (including but not limited to classroom instructional observations, feedback to principals and teachers, data discussions, 1003 plan review)</td>
</tr>
<tr>
<td>□ Review school improvement budget, ensure obligation of funds aligned to the approved school improvement plan or need for revision</td>
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<tr>
<td>□ Identified schools (CSI, TSI, ATSI, SAR) update to local school board</td>
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### SECONDARY EDUCATION

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<th>MDE Related Supports/Professional Learning Topics</th>
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<tr>
<td>□ Provide all juniors with additional ACT preparation materials and interventions in preparation of Spring ACT administration</td>
<td></td>
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<tr>
<td>□ For seniors enrolled in the SREB Math Ready or SREB Literacy Ready, encourage them to re-take the ACT</td>
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### SPECIAL EDUCATION

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<tr>
<td>□ Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS</td>
<td>▪ Policies and Procedures located at <a href="http://www.mdek12.org">www.mdek12.org</a>, Office of Special EducationContact OSE at 601-359-3498</td>
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<tr>
<td>□ Work with teachers on completing IEPs, ESY determination meetings, re-evaluations, and Parent Survey</td>
<td>▪ Training information available on the <a href="http://www.mdek12.org">Trumba calendar</a>, <a href="http://www.mdek12.org">RESA websites</a>, and at <a href="http://www.gosignmeup.com">www.gosignmeup.com</a></td>
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<tr>
<td>□ <strong>REQUIRED by January 12:</strong> Timely submission of IDEA request for funds in MCAPS</td>
<td>▪ Orton Gillingham based instruction training offered throughout the year</td>
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**REQUIRED by January 12:** Timely submission of IDEA request for funds in MCAPS
☐ Complete Internal Fixed Assets Inventory; check all sites (EDGAR requirement)
☐ Complete public notice for Child Find
☐ Check for completion of IEP of IEP Progress Reports and verify that reports were sent home
☐ Complete winter benchmark testing (universal screening)
☐ Request or copy approved Month 03 personnel report and match teacher salary prorations in MCAPS by completing amendments/revisions
☐ Review December 1 Child Count data and submit any corrections (LRE, Student age, Student grade)
☐ **REQUIRED by January 26:** Upload Educable Child Reimbursement Request Forms from November 12 – January 18 (Third Pay Period) in SharePoint
☐ Continue Child Outcomes Summary (COS) process for Indicator 7 (This process should be completed over the entire school year, with entries being completed for preschool special education students that are newly enrolled, and exits being completed as students approach their sixth birthday)
☐ Run a Part C to B No Match Report in MSIS; indicate any necessary removals on an Indicator 12 Clarification Form and upload to the Indicator 12 folder in SharePoint

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**TEACHING AND LEADING**

**Focus Tasks**

☐ MDE Mississippi Administrator and Teacher of the Year Application Must be Submitted by Established Due Date Noted in Application
☐ MDE Mississippi Parent of the Year Application Must be Submitted by Established Due Date Noted in Application
☐ Monthly mentoring and induction program meeting

**MDE Related Supports/Professional Learning Topics**

- [Mentoring and Induction Toolkit](https://www.mdek12.org/OTL/OTC/professional-growth-system)
- All current Professional Growth System rubrics, guidebooks, and training opportunities are available at [https://www.mdek12.org/OTL/OTC/professional-growth-system](https://www.mdek12.org/OTL/OTC/professional-growth-system)

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**Virtual Office Hours**
- Ensure all educator observers have completed an MDE-approved Professional Growth System (PGS) and continue informal observations
**ACCOUNTABILITY**

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## ACCREDITATION

**Focus Tasks**
- Submit school board member reports
- Respond to personnel edit report notifications

**MDE Related Supports/Professional Learning Topics**

## ASSESSMENT

**Focus Tasks**
- **MAAP: Technology** Training for Districts
  - DTC Webinars continue for spring 2023 assessment preparation
- **MAAP:** Fall 2022 Reports available in NWEA/Questar Nextera and DRC Insight
- **MAAP-A:** Begin filling out LCI in NWEA/Questar Nextera
  - Attend DTC, STC, SPED Director Training
- **ELPT:** ELPT Set-up and Administration Training (February 7-10)
  - Deadline to order additional large print/Braille (February 1-10)
- **LBPA:** Complete K-3 Screener requirements (upload MOY universal screener data by February 1)
- **ACT:** Order testing materials for Window 1;
  - **ACT: Window 1**
    - Paper – February 28, 2023
    - Accommodations – February 28 – March 3 & March 6-10, 2023
    - Online – February 28 – March 2 & March 7-9, 2023
- **NAEP:** NAEP 2023 Field Trial Assessments in the field (January 23-February 3, 2023)

**MDE Related Supports/Professional Learning Topics**
- DRC Insight Customer Support – Science and History:
  - 1-888-476-0264 or MSHelpDesk@datarecognitioncorp.com
- NWEA/Questar Nextera Customer Support – ELA and Math:
  - 1-800-644-4054 or mscustomersupport@nwea.org
- ACT Customer Support –
  - General and Technical Inquiries: 1-800-553-6244x2800
    - www.act.org/stateanddistrict/contactus
  - Accommodations and/or EL Supports: 1-800-553-6244x1788
    - ACTStateAccoms@act.org
- 2022-2023 Testing Calendar
- K-3 Assessments Key Dates (22-23)
- NAEP 22-23 Testing Dates
## COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT & DROPOUT PREVENTION

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▪ For questions concerning labor market data, contact Wendy Clemons at wclemons@mdek12.org  
▪ Please contact Cliff Thames cliff.thames@rcu.msstate.edu for information on the PULSE system |
| □ Continue Perkins equipment and other costs purchases and submit reimbursement requests by established deadlines | |
| □ Continue analyzing student interest and labor market data to assist in determining new and conversion CTE programs for the next school year | |
| □ Submit required artifacts into the PULSE (Quality Program Rubric) | |

## EARLY CHILDHOOD

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<td>Early Learning Collaborative Sites</td>
<td>The MDE, through the Office of Early Childhood, is offering several trainings. The current list of trainings includes, but is not limited to:</td>
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| □ Meet with Early Learning Collaborative leads to review monitoring documents, rate of readiness, Kindergarten Readiness, continuation application, coaching components, and CLASS policy | ▪ MTSS for Family Engagement  
▪ Introduction to the PreK CLASS (Classroom Assessment Scoring System) Tool  
▪ Introduction to the K-3rd CLASS (Classroom Assessment Scoring System) Tool |
| □ Attend virtual/in-person winter Early Learning Collaborative lead meeting | Online early childhood trainings can be accessed at www.mdek12.org/EC/Professional-Development |
| □ REQUIRED: Attend Early Learning Collaborative partner meetings | |

All Pre-Kindergarten Sites in Schools
- Review Early Learning Guidelines for Classrooms Serving 3- and 4-Year-Old Children
- Review Early Learning Standards for Classrooms Serving Infants through 4-Year-Old Children
- Collaborate and communicate with community Head Start and early Learning entities

**FEDERAL PROGRAMS**

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<td>□ Begin conducting Title I planning meetings for upcoming school year; present all available data to the team</td>
<td>□ Districts may request professional development technical assistance at <a href="mailto:earlychildhoodtrainings@mdek12.org">earlychildhoodtrainings@mdek12.org</a>. The Office of Early Childhood trainings can be found at the following GoSignMeUp link: <a href="https://gsmu.mdek12.org/Public/Course/Browse">https://gsmu.mdek12.org/Public/Course/Browse</a></td>
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<tr>
<td>□ Review schoolwide/targeted assistance plan and implementation of action steps (document meetings)</td>
<td>□ Districts may request professional development technical assistance at <a href="mailto:earlychildhoodtrainings@mdek12.org">earlychildhoodtrainings@mdek12.org</a>. The Office of Early Childhood trainings can be found at the following GoSignMeUp link: <a href="https://gsmu.mdek12.org/Public/Course/Browse">https://gsmu.mdek12.org/Public/Course/Browse</a></td>
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<td>□ Verify Month 5 data in student data package (i.e., EL, Immigrant, Homeless, Migrant, neglected and delinquent) identifying students before it has been saved by the MSIS Primary User (Ongoing/should be done monthly prior to MSIS monthly approval)</td>
<td>□ Districts may request professional development technical assistance at <a href="mailto:earlychildhoodtrainings@mdek12.org">earlychildhoodtrainings@mdek12.org</a>. The Office of Early Childhood trainings can be found at the following GoSignMeUp link: <a href="https://gsmu.mdek12.org/Public/Course/Browse">https://gsmu.mdek12.org/Public/Course/Browse</a></td>
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<td>□ GEP Monitoring (as scheduled) <em>(Monitoring for SY 2022-2023 academic year will be conducted virtually/onsite.)</em></td>
<td>□ Districts may request professional development technical assistance at <a href="mailto:earlychildhoodtrainings@mdek12.org">earlychildhoodtrainings@mdek12.org</a>. The Office of Early Childhood trainings can be found at the following GoSignMeUp link: <a href="https://gsmu.mdek12.org/Public/Course/Browse">https://gsmu.mdek12.org/Public/Course/Browse</a></td>
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### HEALTHY SCHOOLS/CHILD NUTRITION

**Focus Tasks**
- **REQUIRED by February 10:** submit CN monthly claim for reimbursement
- Conduct monthly Direct Certification (SNAP eligible students) match

**MDE Related Supports/Professional Learning Topics**

### INTERVENTION

**Focus Tasks**
- **REQUIRED:** Conduct documented review meetings for students receiving Tier II interventions

**MDE Related Supports/Professional Learning Topics**
- Tier III Behavior
- Foundational Skills (Fluency)
- Data Review

### LIBRARIES/LIBRARIANS

**Focus Tasks**
- Schedule library advocacy committee meeting to discuss and plan school library program goals for the upcoming school year

**MDE Related Supports/Professional Learning Topics**

- Using communication tools to promote reading program
- Strategies for collaborating with teachers and school community members

- Developing short- and long-term SMART Goals
- Using short- and long-term goals to support student learning
- Strategies for collaborating with teachers and school community members
## LITERACY

**Focus Tasks**
- Schedule Spring Learning Walk
- ARM documentation due
- Mid-year K-4th grade IRP Fidelity Check (mid-February/March)
- Review, update, and discuss School Literacy Action Plans with literacy coach

**MDE Related Supports/Professional Learning Topics**
- Differentiated Instruction/Centers
- Science of Reading Training
- Learning Walks
- Comprehensive Report Due (literacy coach)

## MSIS

**Focus Tasks**
- **REQUIRED by February 10:** Districts must clear Month 05 MSD files

**MDE Related Supports/Professional Learning Topics**
- District Timeline
- Annual Data Reporting Calendar

## SAFE AND ORDERLY

**Focus Tasks**
- Conduct monthly fire drills
- Conduct Active Shooter drill within the first 60 days of second semester
- Conduct tornado drill (2 per school year; 1 per semester recommended)
- Conduct emergency bus evacuation drills (2 per school year; 1 per semester recommended)

**MDE Related Supports/Professional Learning Topics**
- [https://www.mdek12.org/OSOS/Home](https://www.mdek12.org/OSOS/Home)
### SCHOOL FINANCIAL SERVICES

**Focus Tasks**

- Request reimbursement for National Board process cost fee and moving expense
- Master Teacher Certification input into MSIS to meet pro-rated salary supplement eligibility requirement

**MDE Related Supports/Professional Learning Topics**

### SCHOOL IMPROVEMENT

**Focus Tasks**

- **2023 OSI Annual Convening**
- Request for Funds *(1003 Grant Funds Reimbursement)* 8 months to **FY22 obligation deadline (September 30, 2023)**
- Review School Improvement Budget for possible revision for summer related activities, to address potential salary/benefit shortages or overages
- Identified schools (CSI, TSI, ATSI, SAR) update to local school board

**MDE Related Supports/Professional Learning Topics**

- School Improvement Conference (Convening)
- Monthly Site Visits – (including but not limited to classroom instructional observations, feedback to principals and teachers, data discussions, 1003 plan review)
- Innovative Summit

### SECONDARY EDUCATION

**Focus Tasks**

**MDE Related Supports/Professional Learning Topics**
### SPECIAL EDUCATION

**Focus Tasks**
- Work with teachers on completing IEPs, ESY determination meetings, re-evaluations, and Parent Survey
- Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS
- **REQUIRED by February 14:** Timely submission of IDEA request for funds in MCAPS
- Remind teachers to have parents complete Parent Survey for Indicator 8 (link will be provided to Special Education Directors)
- Continue Child Outcomes Summary (COS) process for Indicator 7 (This process should be completed over the entire school year, with entries being completed for preschool special education students that are newly enrolled, and exits being completed as students approach their sixth birthday)
- Run a Part C to B No Match Report in MSIS; indicate any necessary removals on an Indicator 12 Clarification Form and upload to the Indicator 12 folder in SharePoint

**MDE Related Supports/Professional Learning Topics**
- Policies and Procedures located at [www.mdek12.org](http://www.mdek12.org), Office of Special Education
- Contact OSE at 601-359-3498
- Training information available on the [Trumba calendar](http://www.mdek12.org), RESA websites and at [www.gosignmeup.com](http://www.gosignmeup.com)
- Orton Gillingham based instruction training offered throughout the year
- Quarterly Special Education Director’s Meeting – TBA
- Collaborative Fiscal Conference – TBA
- Virtual Office Hours

### TEACHING AND LEADING

**Focus Tasks**
- **REQUIRED by February 1:** Districts may begin to submit requests for JROTC for the upcoming school year
- Attend in-person professional development for Office of Teaching and Leading Updates/Stakeholder Meeting
- Monthly mentoring and induction program meeting
- Ensure all educator observers have completed an MDE-approved Professional Growth System (PGS) and continue informal observations

**MDE Related Supports/Professional Learning Topics**
- [Mentoring and Induction Toolkit](http://www.mdek12.org)
- All current Professional Growth System rubrics, guidebooks, and training opportunities are available at [https://www.mdek12.org/OTL/OTC/professional-growth-system](https://www.mdek12.org/OTL/OTC/professional-growth-system)
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  ▪ Accountability Model Training  
  ▪ Data Literacy Training  
  ▪ Accountability Goal Setting Training  
  ▪ Student Monitoring Instrument Training  

Also offered on the webpage (https://mdek12.org/OA/ODSP) are several online video/document links for both district-level and school-level stakeholders on the ODSP webpage. The current list of resource links includes, but is not limited to:  
  ▪ Accountability Model for Your Local PTA  
  ▪ Accountability Model for Your School Leadership Team  
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  ▪ School-Level Student Monitoring Instrument (700 point)  
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To meet the needs of school leaders today, the ODSP will also offer two virtual meeting spaces for school and district leaders that do not require a set commitment beforehand:  
  ▪ Monthly Support Webinars that are topic-based and offered various times during that month  
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<td>o STC Training Webinars (NWEA/Questar and DRC)</td>
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<td>▪ 2022-2023 Testing Calendar</td>
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<td>▪ K-3 Assessments Key Dates (22-23)</td>
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<td>□ ELPT: ELP testing window opens (March 1)</td>
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<td>o Administer End of Year (EOY) Kindergarten Readiness and K-3 Screeners (March 20 – April 27, 2023)</td>
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<td>o 3rd Grade MAAP-ELA (April 10 – April 21, 2023)</td>
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Online – March 1 – March 2 & March 7-9, 2023

- ACT: Window 2
  - Paper – March 28, 2023
  - Accommodations – March 28-31 & April 3-7, 2023
  - Online – March 28-30, 2023 & April 4-6, 2023

- MDE Test Security: Upload a testing schedule for the MAAP spring window
- NAEP: NAEP 2023 Field Test Assessments in the field (March 20-April 14, 2023)

### COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT & DROPOUT PREVENTION

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<td>Begin working on Local Plan Application (LPA) for the next school and submit in Lotus Notes by established deadline</td>
<td>Webinars will be hosted on preparing the Local Plan Application (LPA)</td>
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<tr>
<td>Ensure CTE student testing rosters are correct in the RCU testing portal by established deadline</td>
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▪ Please contact the CTE office at 601-359-3974 or email Rozelia Harris at rharris@mdek12.org about teacher budget and Christy Todd at ctodd@mdek12.org about equipment purchases and LPA

▪ Webinars will be hosted on preparing the Local Plan Application (LPA)
## EARLY CHILDHOOD

### Focus Tasks

#### Early Learning Collaborative Sites
- Meet with Early Learning Collaborative leads to review monitoring documents, rate of readiness, Kindergarten Readiness, continuation application, coaching components, and CLASS policy
- **REQUIRED:** Attend Early Learning Collaborative partner meetings
- **REQUIRED:** Begin spring post-CLASS observations
- **REQUIRED:** Spring Kindergarten Readiness testing window

#### All Pre-Kindergarten Sites in Schools
- **REQUIRED:** Spring Kindergarten Readiness testing window
- Review *Early Learning Guidelines for Classrooms Serving 3- and 4-Year-Old Children*
- Review *Early Learning Standards for Classrooms Serving Infants through 4-Year-Old Children*
- **CONDUCT:** Administrator Pre-K and Kindergarten Informal Observation Checklist
- Collaborate and communicate with community Head Start and early learning entities

### MDE Related Supports/Professional Learning Topics

The MDE, through the Office of Early Childhood, is offering several trainings. The current list of trainings includes, but is not limited to:

- Introduction to the PreK CLASS (Classroom Assessment Scoring System) Tool
- Introduction to the K-3rd CLASS (Classroom Assessment Scoring System) Tool

Online early childhood trainings can be accessed at [www.mdek12.org/EC/Professional-Development](http://www.mdek12.org/EC/Professional-Development).

Districts may request professional development technical assistance at earlychildhood@mdek12.org. The Office of Early Childhood trainings can be found at the following GoSignMeUp link: [https://gsmu.mdek12.org/Public/Course/Browse](https://gsmu.mdek12.org/Public/Course/Browse).

## FEDERAL PROGRAMS

### Focus Tasks

- Conduct Title I planning meetings for upcoming school year; present all available data to the team
- Begin to make decisions concerning the activities that will be written into the consolidated LEA and schoolwide plan

### MDE Related Supports/Professional Learning Topics
- Verify Month 6 data in student data package (i.e., EL, Immigrant, Homeless, Migrant, neglected and delinquent) identifying students before it has been saved by the MSIS Primary User (Ongoing/should be done monthly prior to MSIS monthly approval)
- Private school’s Intent to Participate Form or “No Private School” letter uploaded into MCAPS and begin consultation

**GIFTED**

<table>
<thead>
<tr>
<th>Focus Tasks</th>
<th>MDE Related Supports/Professional Learning Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Complete universal screening (may be completed prior to March)</td>
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</tr>
<tr>
<td>□ GEP Monitoring (as scheduled) <em>Monitoring for SY 2022-2023 academic year will be conducted virtually/onsite.</em></td>
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</tbody>
</table>

**HEALTHY SCHOOLS/CHILD NUTRITION**

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<tr>
<td>□ Complete annual agreement for Summer Food Service Program (participating Districts)</td>
<td>▪ Review SFSP information and requirements: <a href="https://www.mdek12.org/OCN/SFSP">https://www.mdek12.org/OCN/SFSP</a></td>
</tr>
<tr>
<td>□ <strong>REQUIRED by March 10:</strong> submit CN monthly claim for reimbursement</td>
<td></td>
</tr>
<tr>
<td>□ Conduct monthly Direct Certification (SNAP eligible students) match</td>
<td></td>
</tr>
</tbody>
</table>
### INTERVENTION

**Focus Tasks**

- **REQUIRED:** Conduct documented review meetings for students receiving Tier II and TST meetings for students receiving Tier III interventions
- Conduct EL quarterly meetings

**MDE Related Supports/Professional Learning Topics**

- Foundational Skills (Comprehension)
- Reflect on successes and areas of growth
- Plan for upcoming transition meetings
- Plan for summer supports

### LIBRARIES/LIBRARIANS

**Focus Tasks**

**MDE Related Supports/Professional Learning Topics**

### LITERACY

**Focus Tasks**

- Review testing schedule for school with literacy coach (check dates for accuracy)

**MDE Related Supports/Professional Learning Topics**

- Learning Walks
- Science of Reading Training

### MSIS

**Focus Tasks**

- **REQUIRED by March 10:** Districts must clear Month 06 MSD files

**MDE Related Supports/Professional Learning Topics**

- District Timeline
- Annual Data Reporting Calendar
### SAFE AND ORDERLY

**Focus Tasks**

- Conduct monthly fire drills
- Conduct tornado drill (2 per school year; 1 per semester recommended)
- Conduct emergency bus evacuation drills (2 per school year; 1 per semester recommended)

**MDE Related Supports/Professional Learning Topics**

- [https://www.mdek12.org/OSOS/Home](https://www.mdek12.org/OSOS/Home)

### SCHOOL FINANCIAL SERVICES

**Focus Tasks**

- Request reimbursement for National Board process cost fee and moving expense

**MDE Related Supports/Professional Learning Topics**

### SCHOOL IMPROVEMENT

**Focus Tasks**

- Request for Funds *(1003 Grant Funds Reimbursement)* 7 months to FY22 obligation deadline *(September 30, 2023)*
- Identified schools (CSI, TSI, ATSI, SAR) update to local school board

**MDE Related Supports/Professional Learning Topics**

- Monthly Site Visits – (including but not limited to classroom instructional observations, feedback to principals and teachers, data discussions, 1003 plan review)
- School Improvement Facilitators’ Network Meeting

### SECONDARY EDUCATION

**Focus Tasks**

- Begin finalizing plans for supporting Grades 6-HS students jointly enrolled in tested ELA/Math and Compensatory courses in preparation for the Spring MAAP administration
- HELP Scholarship Deadline March 31st

**MDE Related Supports/Professional Learning Topics**

For more information on the HELP Scholarship visit [https://www.msfinancialaid.org/](https://www.msfinancialaid.org/)
**SPECIAL EDUCATION**

**Focus Tasks**

- Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS
- Work with teachers on completing IEPs, ESY determination meetings, re-evaluations, and Parent Survey
- **REQUIRED by March 14:** Timely submission of IDEA request for funds in MCAPS
- **REQUIRED by March 28:** Upload Educable Child Reimbursement Request Forms from January 19 – March 18 (Fourth Pay Period) in SharePoint
- Recruit teachers and other service providers (SLP, OT, PT) to work during ESY
- Work with teachers on completing IEPs, ESY determination meetings, re-evaluations, and Parent Survey
- Check completion of IEP Progress Reports and verify they are sent home
- Continue Child Outcomes Summary (COS) process for Indicator 7 (This process should be completed over the entire school year, with entries being completed for preschool special education students that are newly enrolled, and exits being completed as students approach their sixth birthday)
- Run a Part C to B No Match Report in MSIS; indicate any necessary removals on an Indicator 12 Clarification Form and upload to the Indicator 12 folder in SharePoint

**MDE Related Supports/Professional Learning Topics**

- Policies and Procedures located at [www.mdek12.org](http://www.mdek12.org), Office of Special Education
- Contact OSE at 601-359-3498
- Training information available on the [Trumba calendar](http://www.mdek12.org), [RESA websites](http://www.mdek12.org) and at [www.gosignmeup.com](http://www.gosignmeup.com)
- Orton Gillingham based instruction training offered throughout the year
- Virtual Office Hours
### Focus Tasks

- March 1: Districts may begin to submit requests for Special Non-Renewable Licenses for the upcoming school year
- Request for Recommendations: MDE's Talent Pool of Distinguished Educators
- Monthly mentoring and induction program meeting
- Ensure all educator observers have completed an MDE-approved Professional Growth System (PGS) and continue informal observations

### MDE Related Supports/Professional Learning Topics

- [Mentoring and Induction Toolkit](https://www.mdek12.org/OTL/OTC/professional-growth-system)
- All current Professional Growth System rubrics, guidebooks, and training opportunities are available at [https://www.mdek12.org/OTL/OTC/professional-growth-system](https://www.mdek12.org/OTL/OTC/professional-growth-system)
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<tr>
<td>□ REQUIRED: Run cohort report in MSIS for current year and previous 3 years</td>
<td>The MDE, through the Office of District and School Performance (ODSP) is offering several onsite/virtual trainings for both district-level and school-level stakeholders. The current list of trainings includes, but is not limited to:</td>
</tr>
<tr>
<td></td>
<td>▪ Accountability Model Training</td>
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<td></td>
<td>▪ Data Literacy Training</td>
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<td></td>
<td>▪ Accountability Goal Setting Training</td>
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<td></td>
<td>▪ Student Monitoring Instrument Training</td>
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<td></td>
<td>Also offered on the webpage (<a href="https://mdek12.org/OA/ODSP">https://mdek12.org/OA/ODSP</a>) are several online video/document links for both district-level and school-level stakeholders on the ODSP webpage. The current list of resource links includes, but is not limited to:</td>
</tr>
<tr>
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<td>▪ Accountability Model for Your Local PTA</td>
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<td>▪ Accountability Model for Your School Leadership Team</td>
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<td></td>
<td>▪ Accountability Model for Your Community Partners</td>
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<tr>
<td></td>
<td>▪ School-Level Student Monitoring Instrument (700 point)</td>
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<tr>
<td></td>
<td>▪ School-Level Student Monitoring Instrument (1000 point)</td>
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<td>To meet the needs of school leaders today, the ODSP will also offer two virtual meeting spaces for school and district leaders that do not require a set commitment beforehand:</td>
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<td>▪ Monthly Support Webinars that are topic-based and offered various times during that month</td>
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Weekly Drop-In Virtual Office Hours that are role-specific with set
dates/times so you can easily add them to your calendar

All times and access information will be listed under the Resources tab on

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| **MAAP: Spring** Test Window (April 10 – May 12, 2023) | ▪ DRC Insight Customer Support – Science and History:
1-888-476-0264 or MSHelpDesk@datarecognitioncorp.com |
| o Additional Order Window opens for ordering testing material (Large Print, Braille, etc.) | ▪ NWEA/Questar Nextera Customer Support – ELA and Math:
1-800-644-4054 or mscustomersupport@nwea.org |
General and Technical Inquiries: 1-800-553-6244x2800
www.act.org/stateanddistrict/contactus
Accommodations and/or EL Supports: 1-800-553-6244x1788
ACTStateAccoms@act.org |
| □ ELPT: Testing window closes (April 11) | ▪ 2022-2023 Testing Calendar |
| o Test materials should arrive at DRC no later than April 18 | ▪ K-3 Assessments Key Dates (22-23) |
| □ LBPA: Administer 3rd Grade MAAP-ELA | ▪ NAEP 22-23 Testing Dates |
| o April 10 – 21, 2023 – Grade 3 Reading | |
| o Review students that qualify for Good Cause Exemptions | |
| o Finish administering EOY K-3 Screeners | |
| □ ACT: Test Window 3 | |
| Paper – April 11, 2023 | |
| Accommodations – April 11-14; April 17-21, 2023 | |
| Online – April 11-13; April 18-20, 2023 | |
| □ MDE Test Security: Upload testing irregularity reports during the | |
| testing window; School Audits will begin | |

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□ MAAP: Spring Test Window (April 10 – May 12, 2023)  
 o Additional Order Window opens for ordering testing material (Large Print, Braille, etc.)

□ MAAP-A: Testing window open (March 13 – May 5, 2023)

□ ELPT: Testing window closes (April 11)  
 o Test materials should arrive at DRC no later than April 18

□ LBPA: Administer 3rd Grade MAAP-ELA  
 o April 10 – 21, 2023 – Grade 3 Reading  
 o Review students that qualify for Good Cause Exemptions  
 o Finish administering EOY K-3 Screeners

□ ACT: Test Window 3  
 Paper – April 11, 2023  
 Accommodations – April 11-14; April 17-21, 2023  
 Online – April 11-13; April 18-20, 2023

□ MDE Test Security: Upload testing irregularity reports during the testing window; School Audits will begin

▪ DRC Insight Customer Support – Science and History:
1-888-476-0264 or MSHelpDesk@datarecognitioncorp.com

▪ NWEA/Questar Nextera Customer Support – ELA and Math:
1-800-644-4054 or mscustomersupport@nwea.org

▪ ACT Customer Support – General and Technical Inquiries: 1-800-553-6244x2800
www.act.org/stateanddistrict/contactus
Accommodations and/or EL Supports: 1-800-553-6244x1788
ACTStateAccoms@act.org

▪ 2022-2023 Testing Calendar
▪ K-3 Assessments Key Dates (22-23)
▪ NAEP 22-23 Testing Dates
### NAEP: NAEP 2023 Field Test Assessments in the field (March 20-April 14, 2023)

### COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT & DROPOUT PREVENTION

**Focus Tasks**

- Work with School Attendance Officer and Regional Supervisor to ensure attendance reports are accurate and up-to-date

**MDE Related Supports/Professional Learning Topics**

### CTE

**Focus Tasks**

- Verify CTE student indicator data on MSIS rosters
- Continue Perkins equipment and other costs purchases and submit reimbursement requests by established deadlines
- By April 30: Submit Local Plan Application (LPA) for the next school year in Lotus Notes
- Oversee national certification testing in the local district

**MDE Related Supports/Professional Learning Topics**

- Please contact the CTE office at 601-359-3974 or email Rozelia Harris at rhaps@mdek12.org about teacher budget and Christy Todd at ctodd@mdek12.org about equipment purchases and LPA
- Webinars will be hosted on preparing the Local Plan Application (LPA)

### EARLY CHILDHOOD

**Focus Tasks**

- Meet with Early Learning Collaborative leads to review monitoring documents, rate of readiness, Kindergarten

**MDE Related Supports/Professional Learning Topics**

- Register for Early Childhood Specialized Bootcamp Training (as needed)
Readiness, continuation application, coaching components, and CLASS policy

- **REQUIRED**: Attend Early Learning Collaborative partner meetings
- **REQUIRED**: Deadline for spring Brigance III screening results in BOMS (Brigance Online Monitoring System)
- **REQUIRED**: Continue spring post-CLASS observations
- **REQUIRED**: Spring face-to-face Kindergarten Readiness testing window

All Pre-Kindergarten Sites in Schools

- Review *Early Learning Guidelines for Classrooms Serving 3 - and 4-Year-Old Children*
- Review *Early Learning Standards for Classrooms Serving Infants through 4-Year-Old Children*
- Conduct *Administrator Pre-K and Kindergarten Informal Observation Checklist*
- **REQUIRED**: Conduct spring parent-teacher conferences in-person, by phone or virtually
- Collaborate and communicate with community Head Start and early learning entities
- **REQUIRED**: Spring Kindergarten Readiness testing window

### FEDERAL PROGRAMS

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<tr>
<td>- Finalize all Title I meetings</td>
<td>- Register for the Mississippi Early Childhood Education Conference</td>
</tr>
<tr>
<td>- Finalize evaluation of schoolwide/targeted-assistance program</td>
<td>- Other Trainings as requested: <a href="#">Professional Development Request</a></td>
</tr>
<tr>
<td>- Verify Month 7 data in student data package (i.e., EL, Immigrant, Homeless, Migrant, neglected and delinquent) identifying</td>
<td>- Online early childhood trainings can be accessed at <a href="#">www.mdek12.org/EC/Professional-Development</a></td>
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<tr>
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<td>Districts may request professional development technical assistance training at <a href="mailto:earlychildhoodtrainings@mdek12.org">earlychildhoodtrainings@mdek12.org</a>. The Office of Early Childhood trainings can be found at the following GoSignMeUp link: <a href="https://gsmu.mdek12.org/Public/Course/Browse">https://gsmu.mdek12.org/Public/Course/Browse</a></td>
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students before it has been saved by the MSIS Primary User (Ongoing/should be done monthly prior to MSIS monthly approval)

- Title II Use of Funds of Survey

**GIFTED**

**Focus Tasks**

- GEP Monitoring (as scheduled) *(Monitoring for SY 2022-2023 academic year will be conducted virtually/onsite.)*
- GEP Services continue through the end of the academic year

**HEALTHY SCHOOLS/CHILD NUTRITION**

**Focus Tasks**

- **REQUIRED**: Local Board of Education approval of price adjustments for student and adult meals for the upcoming school year to meet USDA requirements
- Complete Summer Food Service Program online agreement (participating districts)
- **REQUIRED by April 10**: submit CN monthly claim for reimbursement
- Conduct monthly Direct Certification (SNAP eligible students) match
### INTERVENTION

**Focus Tasks**

- **REQUIRED**: Conduct documented review meetings for students receiving Tier II interventions
- **REQUIRED by April 14**: Screen ALL kindergarten students for dyslexia utilizing one of the state-approved dyslexia screeners
- **REQUIRED by April 28**: Submit all dyslexia awareness training spreadsheets to MDE

**MDE Related Supports/Professional Learning Topics**

- MTSS and EL file review
- Dyslexia Awareness Training Spreadsheets can be found at the following link
  
  https://mdek12.org/OAE/OEER/Dyslexia

### LIBRARIES/LIBRARIANS

**Focus Tasks**

- **REQUIRED**: Schedule formal observation
- **REQUIRED**: Face-to-face feedback should discuss budget reports for current and upcoming school years, needs assessments, and upcoming year school library schedule

**MDE Related Supports/Professional Learning Topics**

**School Library Guide 3.7**

- Effective supports and instructional strategies to promote student learning and teacher collaboration

**School Library Guide 6.2**

- Developing a yearly budget report and/or specific budget report
- Selecting high-quality instructional support materials

**School Library Guide 6.8**

- Developing short- and long-term SMART Goals
- Using short- and long-term goals to support student learning strategies for collaborating with teachers and school community members
## LITERACY

<table>
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<tr>
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<tbody>
<tr>
<td>☐ Review and update Action Plans</td>
<td>▪ Complete School Profile Template</td>
</tr>
<tr>
<td>☐ Planning for MAAP/3rd Grade MAAP-ELA Assessment (Data discussions, projections, and strategizing)</td>
<td>▪ Science of Reading Training</td>
</tr>
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[www.mdek12.org/literacy](http://www.mdek12.org/literacy)

## MSIS

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<tr>
<td>☐ REQUIRED by April 10: Districts must clear Month 07 MSD files</td>
<td>▪ <a href="https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals">District Timeline</a></td>
</tr>
</tbody>
</table>
| | ▪ [Annual Data Reporting Calendar](https://www.mdek12.org/)

## SAFE AND ORDERLY

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</tr>
<tr>
<td>☐ Submit request to the Division of Pupil Transportation for bus driver certifications needed for summer bus schools provided by MDE</td>
<td></td>
</tr>
<tr>
<td>☐ Conduct emergency bus evacuation drills (2 per school year; 1 per semester recommended)</td>
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<td>☐ Conduct tornado drill (2 per school year; 1 per semester recommended)</td>
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</table>
### SCHOOL FINANCIAL SERVICES

**Focus Tasks**
- Request reimbursement for National Board process cost fee and moving expense
- EEF Procurement Card FY2023 spending deadline

**MDE Related Supports/Professional Learning Topics**

### SCHOOL IMPROVEMENT

**Focus Tasks**
- Request for Funds *(1003 Grant Funds Reimbursement) 6 months to FY22 obligation deadline (September 30, 2023)*
- Identified schools (CSI, TSI, ATSI, SAR) update to local school board

**MDE Related Supports/Professional Learning Topics**
- Monthly Site Visits – (including but not limited to classroom instructional observations, feedback to principals and teachers, data discussions, 1003 plan review)
- School Improvement Facilitators Virtual Office Hour

### SPECIAL EDUCATION

**Focus Tasks**
- Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS
- Work with teachers on completing IEPs, ESY determination meetings, re-evaluations, and Parent Survey
- **REQUIRED by April 12:** Timely submission of IDEA request for funds in MCAPS
- By April 15: All ESY decisions must be made for students to be included on the ESY Application.
- Secure location, buses, employees, and service providers for ESY
- Schedule annual IEP meetings and reevaluations
- Review Policies, Procedures and Practices for clarification regarding Indicators 9 and 10 (Disproportionate Representation)

**MDE Related Supports/Professional Learning Topics**
- Policies and Procedures located at [www.mdek12.org](http://www.mdek12.org), Office of Special Education
- Contact OSE at 601-359-3498
- Training information available on the Trumba calendar, RESA websites and at [www.gosignmeup.com](http://www.gosignmeup.com)
- Orton Gillingham based instruction training offered throughout the year
- Quarterly Director’s Meeting – TBA
- Virtual Office Hours
☐ Continue Child Outcomes Summary (COS) process for Indicator 7 (This process should be completed over the entire school year, with entries being completed for preschool special education students that are newly enrolled, and exits being completed as students approach their sixth birthday)

☐ Run a Part C to B No Match Report in MSIS; indicate any necessary removals on an Indicator 12 Clarification Form and upload to the Indicator 12 folder in SharePoint

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**TEACHING AND LEADING**

**Focus Tasks**

- Participate in professional development sessions and obtain technical support on licensure
- Monthly mentoring and induction program meeting
- Ensure all educator observers have completed an MDE-approved Professional Growth System (PGS) and begin formal observations

**MDE Related Supports/Professional Learning Topics**

- [Mentoring and Induction Toolkit](https://www.mdek12.org/OTL/OTC/professional-growth-system)
- All current Professional Growth System rubrics, guidebooks, and training opportunities are available at [https://www.mdek12.org/OTL/OTC/professional-growth-system](https://www.mdek12.org/OTL/OTC/professional-growth-system)
## ACCOUNTABILITY

**Focus Tasks**
- Review and confirm student information in MSIS; Month 9 data is used for many areas in the accountability system calculations
- **REQUIRED:** Run cohort report in MSIS for current year and previous 3 years

**MDE Related Supports/Professional Learning Topics**
To meet the needs of school leaders today, the ODSP will continue to offer two virtual meeting spaces for school and district leaders that do not require a set commitment beforehand:

- Monthly Support Webinars that are topic-based and offered various times during that month
- Weekly Drop-In Virtual Office Hours that are role-specific with set dates/times so you can easily add them to your calendar

All times and access information will be listed under the Resources tab on the ODSP page (https://mdek12.org/OA/ODSP).

## ACCREDITATION

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## ASSESSMENT

**Focus Tasks**
- **MAAP: Spring Test Window (Ends May 12, 2023)**

**MDE Related Supports/Professional Learning Topics**
- DRC Insight Customer Support – Science and History: 1-888-476-0264 or MSHelpDesk@datarecognitioncorp.com
STCs must ensure all tests are submitted in the testing portals.
DTCs must collect and ship back secure materials to testing companies.

☐ **MAAP-A: Testing window open (Ends May 5, 2023)**
  - All test scores should be entered in the NWEA/Questar Nextera portal

☐ **ELPT:** Identification of potential English learners (ongoing)

☐ **LBPA:**
  - Complete K-3 Screener requirements (upload EOY universal screener data) (May 30)
  - Receive initial test results
  - 3rd Grade MAAP Alternative Assessment - Retest 1 (May 8 – 12, 2023)
  - Complete Good Cause Exemption paperwork

☐ **MDE Test Security:** Auditing continues; Upload testing irregularity reports during testing window; sign and upload test security documents including seating charts; upload Principal’s Certification

- NWEA/Questar Nextera Customer Support – ELA and Math: 1-800-644-4054 or mscustomersupport@nwea.org
- 2022-2023 Testing Calendar
- K-3 Assessments Key Dates (22-23)
- NAEP 22-23 Testing Dates

### COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT & DROPOUT PREVENTION

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<td>☐ JDC’s sponsoring school districts submission of actual expenses for educational programming</td>
<td></td>
</tr>
<tr>
<td>☐ Work with School Attendance Officer and Regional Supervisor to ensure attendance reports are accurate and up-to-date AND reflect end-of YEAR numbers</td>
<td></td>
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</tbody>
</table>
### CTE

**Focus Tasks**

- Verify and finalize CTE student indicator data on MSIS rosters
- Continue Perkins equipment and other costs purchases and submit reimbursement requests by established deadlines
- Oversee national certification testing in the local district
- Request reimbursements for national certification testing by established deadlines
- Review and analyze data on national certification testing reports
- Submit required artifacts into the PULSE (Quality Program Rubric)

**MDE Related Supports/Professional Learning Topics**

- Please contact the CTE office at 601-359-3974 or email Rozelia Harris at rharris@mdek12.org about teacher budget and Christy Todd at ctodd@mdek12.org about equipment purchases and LPA
- Please contact Mandy Hackman at ahackman@mdek12.org about requesting reimbursement for national certification testing
- Please contact Cliff Thames cliff.thames@rcu.msstate.edu for information on the PULSE system

### EARLY CHILDHOOD

**Focus Tasks**

**Early Learning Collaborative Sites**

- Meet with Early Learning Collaborative leads to review monitoring documents, rate of readiness, Kindergarten Readiness, continuation application, coaching components, and CLASS policy
- **REQUIRED**: Attend Early Learning Collaborative partner meetings
- **REQUIRED**: Complete spring post-CLASS observations
- Spring post-CLASS report reviews
- **REQUIRED**: Spring face-to-face Kindergarten Readiness testing window

All Pre-Kindergarten Sites in Schools

- **REQUIRED**: Spring face-to-face Kindergarten Readiness testing window

**MDE Related Supports/Professional Learning Topics**

- Register for Early Childhood Specialized Bootcamp Training (as needed)
- Register for the Mississippi Early Childhood Education Conference
- Other Trainings as requested: Professional Development Request

Online early childhood trainings can be accessed at www.mdek12.org/EC/Professional-Development

Districts may request professional development technical assistance training at earlychildhoodtrainings@mdek12.org. The Office of Early Childhood trainings can be found at the following GoSignMeUp link: https://gsmu.mdek12.org/Public/Course/Browse
- Review *Early Learning Guidelines for Classrooms Serving 3 - and 4-Year-Old Children*
- Review *Early Learning Standards for Classrooms Serving Infants through 4-Year-Old Children*
- Collaborate and communicate with community Head Start and early learning entities
- Select topics/days to attend the Early Childhood Specialized Bootcamp Training

### FEDERAL PROGRAMS

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<td>☐ Update fixed asset inventory for closeout</td>
<td></td>
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<td>☐ Review/revise family engagement policy/procedure and home school compact</td>
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<td>☐ Verify Month 09 data (i.e., EL, Immigrant, Homeless, Migrant, neglected and delinquent) identifying students before it has been saved by the MSIS Primary User</td>
<td></td>
</tr>
<tr>
<td>☐ Preliminary Equitable Service Plan and Written Affirmation uploaded in MCAPS</td>
<td></td>
</tr>
</tbody>
</table>

### GIFTED

<table>
<thead>
<tr>
<th>Focus Tasks</th>
<th>MDE Related Supports/Professional Learning Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ GEP Monitoring (as scheduled, if needed) <em>Monitoring for SY 2022-2023 academic year will be conducted virtually/onsite.</em></td>
<td></td>
</tr>
<tr>
<td>☐ GEP Services continue through the end of the academic year</td>
<td></td>
</tr>
</tbody>
</table>
### HEALTHY SCHOOLS/CHILD NUTRITION

<table>
<thead>
<tr>
<th>Focus Tasks</th>
<th>MDE Related Supports/Professional Learning Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Complete Annual Agreement for participation in the Child Nutrition Statewide Purchasing Program</td>
<td><a href="https://www.mdek12.org/OCN/PFD">https://www.mdek12.org/OCN/PFD</a></td>
</tr>
<tr>
<td>□ <strong>REQUIRED by May 10</strong>: submit CN monthly claim for reimbursement</td>
<td></td>
</tr>
<tr>
<td>□ Conduct monthly Direct Certification (SNAP eligible students) match</td>
<td></td>
</tr>
</tbody>
</table>

### INTERVENTION

<table>
<thead>
<tr>
<th>Focus Tasks</th>
<th>MDE Related Supports/Professional Learning Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ <strong>REQUIRED</strong>: Conduct documented review meetings for students receiving Tier II and TST meetings for students receiving Tier III interventions</td>
<td>▪ How to analyze a year’s worth of data</td>
</tr>
<tr>
<td>□ <strong>REQUIRED by May 5</strong>: Submit all dyslexia screener data to MDE</td>
<td>▪ Charting data for the semester or school year</td>
</tr>
<tr>
<td>□ Schedule a date that will be your last day to provide interventions</td>
<td>▪ How to conduct effective transfer meetings to include the counselor, interventionist, and administration</td>
</tr>
<tr>
<td>□ Compile intervention data to show student growth over the semester and school year</td>
<td>▪ Data collection for cumulative records</td>
</tr>
<tr>
<td>□ Gather information on students in Tier II and Tier III to transfer to feeder school for students transitioning to the next school (moving from elementary to middle)</td>
<td>▪ Dyslexia Screener Data forms can be found at the following link</td>
</tr>
<tr>
<td>□ This information can be documented on a specific form to be kept in the cumulative folder and copied to send to the feeder school</td>
<td><a href="https://mdek12.org/OAE/OEER/Dyslexia">https://mdek12.org/OAE/OEER/Dyslexia</a></td>
</tr>
<tr>
<td>□ Schedule a meeting with the interventionist at the feeder school to provide them with information on the students who are transferring to them next year</td>
<td></td>
</tr>
</tbody>
</table>
# LIBRARIES/LIBRARIANS

<table>
<thead>
<tr>
<th>Focus Tasks</th>
<th>MDE Related Supports/Professional Learning Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ REQUIRED: Librarians should complete annual full-library inventories and report findings (new, lost, and weeded books) to administrators.</td>
<td>School Library Guide 6.8</td>
</tr>
<tr>
<td></td>
<td>▪ Creating and completing inventory reports</td>
</tr>
<tr>
<td></td>
<td>▪ Using statistics to create and promote a positive learning environment</td>
</tr>
</tbody>
</table>

# LITERACY

<table>
<thead>
<tr>
<th>Focus Tasks</th>
<th>MDE Related Supports/Professional Learning Topics</th>
</tr>
</thead>
</table>
| □ Begin Summer School Planning  
 □ Complete grade level and administrator exit interviews | ▪ EOY Data Review |
| | ▪ Spaces and environments for the upcoming school year |
| | ▪ Science of Reading Training |
| | ▪ Collect teacher attendance data (for school profile) |
| | ▪ Collect/analyze EOY data (for school profile) |
| | ▪ ARM documentation due |
| | ▪ Evaluations Due (Coach and Regional) |

# MSIS

<table>
<thead>
<tr>
<th>Focus Tasks</th>
<th>MDE Related Supports/Professional Learning Topics</th>
</tr>
</thead>
</table>
| □ REQUIRED by May 10: Districts must clear Month 08 MSD files  
 □ REQUIRED: District should enter the next school year’s calendar in MSIS District Events by end of May  
 □ REQUIRED: Enter District Salary Schedule in MSIS for new school year | ▪ District Timeline |
| | ▪ Annual Data Reporting Calendar |
### SAFE AND ORDERLY

**Focus Tasks**
- Conduct monthly fire drills
- Conduct emergency bus evacuation drills (2 per school year; 1 per semester recommended)
- Conduct tornado drill (2 per school year; 1 per semester recommended)

**MDE Related Supports/Professional Learning Topics**
- [https://www.mdek12.org/OSOS/Home](https://www.mdek12.org/OSOS/Home)

### SCHOOL FINANCIAL SERVICES

**Focus Tasks**
- Request reimbursement for National Board process cost fee and moving expense
- Review tax assessment information to be used for FY2025 MAEP calculation

**MDE Related Supports/Professional Learning Topics**

### SCHOOL IMPROVEMENT

**Focus Tasks**
- Request for Funds *(1003 Grant Funds Reimbursement)* **5 months to FY22 obligation deadline (September 30, 2023)**
- Verify revisions to School Improvement Budget for summer related activities or to address potential salary/benefit shortages or overages, if needed
- Identified schools (CSI, TSI, ATSI, SAR) update to local school board

**MDE Related Supports/Professional Learning Topics**
### SECONDARY EDUCATION

**Focus Tasks**
- Submit Seal of Biliteracy Scores prior to graduation
- Submission through SharePoint of MDE Reimbursement for WorkKeys Assessments

**MDE Related Supports/Professional Learning Topics**
- Contact Limeul Eubanks at leubanks@mdek12.org with questions about the Seal of Biliteracy
- Contact Wendy Clemons at wclemens@mdek12.org with questions about WorkKeys reimbursement

### SPECIAL EDUCATION

**Focus Tasks**
- Send Semi-Annual Certification Forms to schools for all 100% IDEA federally paid employees – complete by the last day of 2nd semester and keep on file at district office
- Complete Spring Benchmark Testing (Universal Screening)
- Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS
- Work with teachers on completing IEPs, ESY determination meetings, re-evaluations, and Parent Survey
- **REQUIRED by May 12:** Timely submission of IDEA request for funds in MCAPS
- Prepare ESY Application for FY23 – due on or before June 1.
- Begin work on Project Application draft budget for FY24 and schedule dates for private school consultations (if needed)
- Request FY24 Salary and Benefits Report for all IDEA and Preschool personnel from Business Department
- Check due date for projected budget with Business Manager
- Schedule and complete meetings for Stakeholder input into FY24 Funding Application (retain all documentation to upload into MCAPS for FY24 Project Application)

**MDE Related Supports/Professional Learning Topics**
- Policies and Procedures located at [www.mdek12.org](http://www.mdek12.org), Office of Special Education
- Contact OSE at 601-359-3498
- Training information available on the Trumba calendar, RESA websites and at [www.gosignmeup.com](http://www.gosignmeup.com)
- Orton Gillingham based instruction training offered throughout the year
- Virtual Office Hours
☐ **REQUIRED by May 30:** Upload Educable Child Reimbursement Request Forms from March 19 – May 19 (Fifth Pay Period) in SharePoint

☐ Complete end of the year teacher check-out procedures

☐ Check completion of IEP Progress Reports and verify that they were sent home

☐ Prior to the end of the school year, check that all teachers have completed annual IEP reviews

☐ Review Significant Disproportionality Data and complete review of policies, practices, and procedures if required for CEIS

☐ Continue Child Outcomes Summary (COS) process for Indicator 7 (This process should be completed over the entire school year, with entries being completed for preschool special education students that are newly enrolled, and exits being completed as students approach their sixth birthday.

☐ Run a Part C to B No Match Report in MSIS; indicate any necessary removals on an Indicator 12 Clarification Form and upload to the Indicator 12 folder in SharePoint

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**TEACHING AND LEADING**

**Focus Tasks**

☐ Monthly mentoring and induction program meeting

☐ Ensure all educator observers have completed an MDE-approved Professional Growth System (PGS) and complete formal observations

**MDE Related Supports/Professional Learning Topics**

- [Mentoring and Induction Toolkit](https://www.mdek12.org/OTL/OTC/professional-growth-system)

- All current Professional Growth System rubrics, guidebooks, and training opportunities are available at [https://www.mdek12.org/OTL/OTC/professional-growth-system](https://www.mdek12.org/OTL/OTC/professional-growth-system)
### Accountability

**Focus Tasks**

- **REQUIRED:** Run cohort report in MSIS for current year and previous 3 years

**MDE Related Supports/Professional Learning Topics**


### Accreditation

**Focus Tasks**

- Submit summer school data into MSIS

**MDE Related Supports/Professional Learning Topics**


### Assessment

**Focus Tasks**

- **ALL:** Submit Non-Participation Forms due to Significant Medical Emergency
- **MAAP:** Spring Results (data file) posted
  - Datafile demographic check period for score reports
- **MAAP-A:** Spring test results and datafile demographic period
- **ELPT:** Accessing and Understanding the ELPT Reports Webinar (June 28)
  - Student Proficiency Reports available in DRC INSIGHT for DTCs and STCs (June 28)
- **LBPA:**
  - Receive Retest 1 results

**MDE Related Supports/Professional Learning Topics**

- DRC Insight Customer Support – Science and History: 1-888-476-0264 or [MHelpDesk@datarecognitioncorp.com](mailto:MHelpDesk@datarecognitioncorp.com)
- NWEA/Questar Nextera Customer Support – ELA and Math: 1-800-644-4054 or [mscustomersupport@nwea.org](mailto:mscustomersupport@nwea.org)
- [2022-2023 Testing Calendar](#)
- K-3 Assessments [Key Dates (22-23)](#)
- NAEP [22-23 Testing Dates](#)
- 3rd Grade MAAP Alternative Assessment – Retest 2 (June 19 – July 7, 2023)
- MDE Test Security: Caveon reports and letters submitted for possible EOC student invalidations;

### COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT & DROPOUT PREVENTION

<table>
<thead>
<tr>
<th>Focus Tasks</th>
<th>MDE Related Supports/Professional Learning Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Alternative Education Self-Assessment</td>
<td></td>
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</table>

### CTE

<table>
<thead>
<tr>
<th>Focus Tasks</th>
<th>MDE Related Supports/Professional Learning Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Request reimbursements for national certification testing by established deadlines</td>
<td>▪ Please contact the CTE office at 601-359-3974 or email Rozelia Harrris at <a href="mailto:rharris@mdek12.org">rharris@mdek12.org</a> about reimbursement request for Perkins funding</td>
</tr>
<tr>
<td>□ Finalize all reimbursement requests for Perkins funding by June 8</td>
<td>▪ Please contact Mandy Hackman at <a href="mailto:ahackman@mdek12.org">ahackman@mdek12.org</a> about requesting reimbursement for national certification testing</td>
</tr>
<tr>
<td>□ Submit required artifacts into the PULSE (Quality Program Rubric)</td>
<td>▪ Please contact Cliff Thames <a href="mailto:cliff.thames@rcu.msstate.edu">cliff.thames@rcu.msstate.edu</a> for information on the PULSE system</td>
</tr>
</tbody>
</table>

### EARLY CHILDHOOD

<table>
<thead>
<tr>
<th>Focus Tasks</th>
<th>MDE Related Supports/Professional Learning Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Select topics/days to attend the Early Childhood Specialized Bootcamp Training</td>
<td>▪ Register for Early Childhood Specialized Bootcamp Training (as needed)</td>
</tr>
</tbody>
</table>
Register for the Mississippi Early Childhood Education Conference

Other Trainings as requested: [Professional Development Request]

Online early childhood trainings can be accessed at [www.mdek12.org/EC/Professional-Development](http://www.mdek12.org/EC/Professional-Development)

Districts may request professional development technical assistance training at [earlychildhoodtrainings@mdek12.org](mailto:earlychildhoodtrainings@mdek12.org). The Office of Early Childhood trainings can be found at the following GoSignMeUp link: [https://gsmu.mdek12.org/Public/Course/Browse](https://gsmu.mdek12.org/Public/Course/Browse)

### FEDERAL PROGRAMS

<table>
<thead>
<tr>
<th>Focus Tasks</th>
<th>MDE Related Supports/Professional Learning Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Review current budgets to ensure accurate fiscal close out</td>
<td></td>
</tr>
<tr>
<td>☐ Year-end assessment of equitable service program</td>
<td></td>
</tr>
<tr>
<td>☐ Evaluate federal programs goals and objective</td>
<td></td>
</tr>
<tr>
<td>☐ By June 30: SNS Methodology</td>
<td></td>
</tr>
</tbody>
</table>

### GIFTED

<table>
<thead>
<tr>
<th>Focus Tasks</th>
<th>MDE Related Supports/Professional Learning Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Review gifted monitoring tool</td>
<td></td>
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</table>

### HEALTHY SCHOOLS/CHILD NUTRITION

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<tr>
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<tbody>
<tr>
<td><strong>INTERVENTION</strong></td>
<td></td>
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<td>------------------</td>
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</tr>
<tr>
<td><strong>Focus Tasks</strong></td>
<td><strong>MDE Related Supports/Professional Learning Topics</strong></td>
</tr>
<tr>
<td>- Provide interventions to students attending summer school</td>
<td>- Analyze summer school reports for promotion</td>
</tr>
<tr>
<td>- Collect data on summer progress</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>LIBRARIES/LIBRARIANS</strong></th>
<th></th>
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<tbody>
<tr>
<td><strong>Focus Tasks</strong></td>
<td><strong>MDE Related Supports/Professional Learning Topics</strong></td>
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<thead>
<tr>
<th><strong>LITERACY</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Focus Tasks</strong></td>
<td><strong>MDE Related Supports/Professional Learning Topics</strong></td>
</tr>
<tr>
<td>- Update Action Plans</td>
<td>- Science of Reading Training</td>
</tr>
<tr>
<td></td>
<td>- Complete Comprehensive Report</td>
</tr>
<tr>
<td></td>
<td>- Complete Summer Projects</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>MSIS</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Focus Tasks</strong></td>
<td><strong>MDE Related Supports/Professional Learning Topics</strong></td>
</tr>
<tr>
<td>- REQUIRED: District must approve Month 09 within 10 days of students’ last day</td>
<td>- District Timeline</td>
</tr>
<tr>
<td></td>
<td>- Annual Data Reporting Calendar</td>
</tr>
</tbody>
</table>
- REQUIRED by 12 noon on June 30: Districts must use the Year End Student Transfer screen to move students from one school to another for the new school year
- REQUIRED by 12 noon on June 30: Districts must enter Graduation Option information for seniors that graduated
- REQUIRED by 12 noon on June 30: Districts must enter Graduation Option information for seniors that graduated
- REQUIRED: Summer Program Report Entry screen must be completed by all schools that host a summer program
- Initial Student Load Transaction files (ISL files) may be sent from June 1 to September 30; this is only for students who are under the age of 7 by September 1st and need MSIS IDs

<table>
<thead>
<tr>
<th>SAFE AND ORDERLY</th>
<th>MDE Related Supports/Professional Learning Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Focus Tasks</strong></td>
<td></td>
</tr>
<tr>
<td>❑ School Safety Operation plan to be approved by the school board annually</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCHOOL FINANCIAL SERVICES</th>
<th>MDE Related Supports/Professional Learning Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Focus Tasks</strong></td>
<td></td>
</tr>
<tr>
<td>❑ Request reimbursement for National Board process cost fee and moving expense</td>
<td></td>
</tr>
<tr>
<td>❑ Request initial EEF procurement card count for FY2024</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCHOOL IMPROVEMENT</th>
<th>MDE Related Supports/Professional Learning Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Focus Tasks</strong></td>
<td></td>
</tr>
</tbody>
</table>

- Request for Funds *(1003 Grant Funds Reimbursement)* 4 months to FY22 obligation deadline *(September 30, 2023)*
- Identified schools (CSI, TSI, ATSI, SAR) update to local school board
- Submit Revisions in MCAPs by June 30th

### SECONDARY EDUCATION

<table>
<thead>
<tr>
<th>Focus Tasks</th>
<th>MDE Related Supports/Professional Learning Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Final submission through SharePoint of MDE Reimbursement for WorkKeys Assessments</td>
<td>▪ Contact Wendy Clemons at <a href="mailto:wclemons@mdel12.org">wclemons@mdel12.org</a></td>
</tr>
</tbody>
</table>

### SPECIAL EDUCATION

<table>
<thead>
<tr>
<th>Focus Tasks</th>
<th>MDE Related Supports/Professional Learning Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ ESY Application due June 1.</td>
<td>▪ Policies and Procedures located at <a href="http://www.mdek12.org">www.mdek12.org</a>, Office of Special Education</td>
</tr>
<tr>
<td>□ Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS</td>
<td>▪ Contact OSE at 601-359-3498</td>
</tr>
<tr>
<td>□ Work with teachers on completing IEPs, ESY determination meetings, re-evaluations, and Parent Survey</td>
<td>▪ Training information available on the <a href="http://www.mdek12.org">Trumba calendar</a>, <a href="http://www.mdek12.org">RESA websites</a> and at <a href="http://www.gosignmeup.com">www.gosignmeup.com</a></td>
</tr>
<tr>
<td>□ <strong>REQUIRED by June 13:</strong> Timely submission of IDEA request for funds in MCAPS</td>
<td>▪ Orton Gillingham based instruction training offered throughout the year</td>
</tr>
<tr>
<td>□ Continue to work on FY24 IDEA Funding Application</td>
<td>▪ Quarterly Special Education Director’s Meeting – TBA</td>
</tr>
<tr>
<td>□ Request FY23 Expenditure Report from Business Manager and compare balance in district’s accounting software to MCAPS balance</td>
<td>▪ Special Education Conference – TBA</td>
</tr>
<tr>
<td>□ Review current budgets to ensure accurate fiscal close out</td>
<td>▪ Virtual Office Hours</td>
</tr>
<tr>
<td>□ <strong>REQUIRED by May 30:</strong> Upload Educable Child Reimbursement Request Forms from March 19 – May 19 (Fifth Pay Period) in SharePoint</td>
<td></td>
</tr>
</tbody>
</table>
☐ Prior to June 30: Submit verification form for speech/language screenings to the OSE

☐ Continue Child Outcomes Summary (COS) process for Indicator 7 (This process should be completed over the entire school year, with entries being completed for preschool special education students that are newly enrolled, and exits being completed as students approach their sixth birthday)

☐ All preschool data should be entered by June 30th

☐ Run a Part C to B No Match Report in MSIS; indicate any necessary removals on an Indicator 12 Clarification Form and upload to the Indicator 12 folder in SharePoint

☐ Prior to June 30: Complete Parent Surveys

☐ Prior to June 30: Complete Child Find MSIS Screen for all initial evaluations (it is recommended that this data is entered for the Child Find screen throughout the school year as initial Child Find evaluations are completed)

☐ Prior to July 1: Enter new annual IEP dates and any new re-evaluation dates in MSIS under student update screens

☐ June 30: Final due date for Indicators 1, 2, 7, 8, 11, 12, and 13; use data-checkups sent from OSE

☐ TBD – when Funding Application has final approval, work with Business Manager to make sure district budget (in district’s accounting software) for accounts 2610 (Part B) and 2620 (Preschool) match MCAPS

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**TEACHING AND LEADING**

<table>
<thead>
<tr>
<th>Focus Tasks</th>
<th>MDE Related Supports/Professional Learning Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Mississippi Educator and Administrator Professional Growth System (PGS) score submissions are due on or before June 30</td>
<td>• All current Professional Growth System rubrics, guidebooks, and training opportunities are available at <a href="https://www.mdek12.org/OTL/OTC/professional-growth-system">https://www.mdek12.org/OTL/OTC/professional-growth-system</a></td>
</tr>
<tr>
<td>Focus Tasks</td>
<td>MDE Related Supports/Professional Learning Topics</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------</td>
</tr>
<tr>
<td>☐ <strong>REQUIRED</strong>: TIMS (Textbook Inventory Management System) Close-Out</td>
<td>▪ <strong>TIMS PowerPoint Presentation</strong></td>
</tr>
</tbody>
</table>